MS Teams: Meetings in channels

⚠️ Please remember that information or files you post on a Teams site may be available to other team members. Teams is for communication related to your job role and should not be used for personal chat not related to your work. Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.

Attaching a meeting to a channel can be useful when you want to keep all information relating to the channel together. It also allows you to invite all the team members to a meeting without having to invite each one individually. To do this, you need to create the meeting then create a post to @mention the channel or team. This guide steps you through the process.

⚠️ **Only members of the Team can use the Chat facility during a meeting within a channel.** So, do not attach a meeting to a Team channel if you want to invite people who are *not* members of *that* Team and you want everyone to be able to participate in Chat. Schedule a regular Teams meeting via Teams Calendar or Outlook instead.

⚠️ You can only attach a meeting to a channel when setting it up within Teams. It is not possible to choose a channel if you set the meeting up via Outlook.

Set up a meeting in a Teams channel

- Go to the **Calendar** in Teams
- Click **+ New meeting** in the top right corner of the window
- Set up the meeting details (e.g. title, date and time, recurrence pattern)

💡 Anyone who is a member of the team channel will automatically have access to the meeting (although you will need to notify them about it as described below), but you can also *invite* people to the meeting by typing their name or email address in the **Add required attendees** field.

Remember, PGTs can be distinguished from staff by the **(PGT)** suffix, and the fact that their name appears in caps, e.g. BLOGGS, JO (PGT)

- Click in the **Add channel** field and select your Team. The list of channels within the team appears
- Click the channel you require
- Complete any additional meeting **details**
- Click **Send** at the top right of the window. The meeting appears in *your* Teams calendar
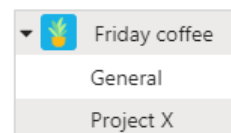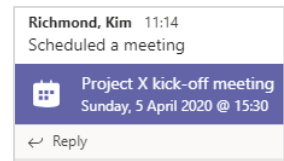
Notify team members about the meeting

Only people you have specifically *invited* will receive an automated email notification about the meeting. For everyone else, you must **@mention** the team or channel in the **Posts** area so they are aware of the meeting details. When they open the meeting details window, they can choose to add the meeting to their calendar.

- Go to your team via the **Teams** icon in the app bar at the left hand side of the window

- Select the relevant channel from the list. The **Posts** area is visible in the main part of the window – you will see the name of the meeting listed as a post

- Click **Reply** under the meeting name

- Type **@team name** or **@channel name** followed by your message

- Press **Enter** to send the message and to notify everyone in the team or channel about the meeting

Note: your message will display an icon at the right of the message box to indicate the channel was mentioned.

Add a channel meeting to your calendar

If you receive a notification about a channel meeting, you can add it to your calendar using the **Meeting Details** window.

- Click the title of the meeting in the post to open the meeting details window

- Click the **Add to calendar** button.
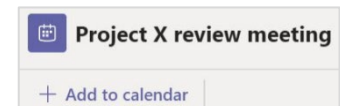
This will set your status to **Accepted** but if necessary, you can change this to **Tentative** or **Decline** by clicking the drop-down arrow to the right of the response in the meeting details window.
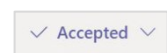
- If you have accepted, or accepted tentatively, the meeting will appear in your Teams calendar, and also in your Outlook calendar.

    The meeting organiser will be able to see your response via meeting tracking.

Help and Support

See Guides and Links in our MS Teams resource on Toolkit or contact the IT Service Desk: https://myit.abdn.ac.uk