

# Microsoft Teams Video Meetings Using Jaws

Microsoft Teams is a cloud-based team collaboration tool part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing.

To create and start your own video meetings, you will need the Office 365 suite of applications. However, to attend or join a video meeting, the host must send a meeting link to your email address. By clicking or pressing ENTER on the meeting link provided by the host, you will automatically be connected to the Teams video meeting.

For those who have an Office 365 license, you can join or schedule video meetings directly from Teams or Outlook. The following instructions will guide you through these tasks.

## Joining a Teams Video Meeting with JAWS

### Joining a Meeting from Teams

If you have an Office 365 license and want to join from the Teams application, you can join a meeting from the calendar tab. You can access this by pressing CTRL + 4 on the number row. If this keystroke takes you to another tab, check with your company's IT administrator for further assistance with accessing this tab.

1. Tab to the meeting you want to join, and press ENTER. A dialogue will appear containing several items. Navigate through this dialogue with TAB and SHIFT + TAB. The meeting dialogue contains options to join, chat with participants, accept, tentative, decline, a join link, a link where you can learn more about Teams, a meeting options link and a close button to cancel. If you scheduled the meeting, the accept, tentative and decline options will be omitted, and the options for editing and canceling will appear instead.
2. Locate the join button, and press SPACE to activate it. A dialogue will appear containing another join button, a toggle button for enabling video and test call settings as well as other audio options for joining.
3. Locate the join meetings button, and press SPACE to activate it. You will be successfully added to the meeting.

### Joining a Meeting from Outlook

If you have an Office 365 license and were invited to a meeting, you can join a meeting from the calendar tab.

1. Open Outlook, and press CTRL + 2 on the number row to navigate to your calendar.
2. Locate the meeting you wish to join, and press ENTER to open it.
3. Tab to the body of the meeting message where the join Microsoft Teams meeting link is located.
4. Press ENTER on this link. Teams will open, and a join dialogue will appear. This dialogue includes a join button, a toggle button for enabling video, an enable microphone toggle button and a show settings pane which displays audio, video and test call settings as well as other audio options for joining.
5. Press SPACE on the join meetings button. You will be successfully added to the meeting.

As a last note, to leave a meeting, press TAB until you reach the hang up button, and press SPACE to activate it.

## Scheduling a Teams Video Meeting with JAWS

There are different ways to schedule a meeting in Microsoft Teams. These instructions include scheduling from within Teams and from Microsoft Outlook.

### Scheduling a Meeting in Teams

You can schedule a meeting in Teams using the calendar tab. You can access this by pressing CTRL + 4 on the number row. If this keystroke takes you to another tab, check with your company's IT administrator for further assistance with accessing the tab.

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# Microsoft Teams

## Video Meetings Using Jaws (cont'd)

1. Once you are on the calendar tab, press SHIFT + TAB to navigate to the new meeting button, and press SPACE to activate it. A new meeting modal will appear with options for scheduling your meeting. Navigate through this modal with TAB and SHIFT + TAB.
2. You will be automatically placed in the title field where you can type a title for your meeting.
3. Next is a location box where you can choose a physical location if applicable.
4. Choose a start date. Use the up and down arrow keys to move through the dates by week and the right and left arrow keys to move by day.
5. Select a start time. You can navigate through this box using the up and down arrow keys. Press ENTER on the time you want to select.
6. Press SPACE to check the repeat checkbox if this is a recurring event.
7. Select an end date and time in the same manner you selected the start date and time.
8. Next you can choose to select a channel to meet in, or you can skip this step.
9. Now you can invite others to your meeting. Type a name in the "Invite Someone" edit box. Once you have typed the first few letters of a name in your contacts, press the down arrow to navigate through the search results. Press ENTER on the name you want to select.
10. Repeat these steps to invite additional attendees.
11. The organizer box displays the name of the person organizing the meeting.
12. The next button is close, which you could activate to cancel this task.
13. Press SPACE on the schedule button to schedule your meeting.

### Scheduling a Meeting in Outlook

1. In Outlook, press CTRL + 2 on the number row to navigate to the calendar.
2. Press ALT followed by H, then Y to access a new team meeting in the home tab of the ribbon. The new meeting dialogue box appears. Navigate through the fields in this dialogue with TAB and SHIFT + TAB.
3. Enter information into each field like you would when scheduling other meetings in Outlook.
4. Start with the meeting title.
5. Next, enter a name or email address of an attendee. You can enter multiple names and separate them with semicolons.
6. Choose a start date for your meeting. Use the up or down arrow keys to move to the date you want.
7. Set the start time using the up and down arrow keys.
8. Do the same to set the end date and time. You can also choose if this is an all-day meeting, adjust settings for time zones and choose a physical location if needed.
9. Make sure Microsoft Teams Meeting is selected in the location edit combo box.
10. The message box will include a direct link where attendees can join the Teams meeting. You can choose to type additional information here.
11. Press ALT + S to send the meeting request and schedule your Microsoft Teams meeting.

### Video and Training Links

Use this link to access Teams video tutorials:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

Video topics include:

- Join a meeting
- Meeting controls
- Scheduling meetings
- Other advanced features



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