GovTEAMS PROTECTED

Meetings and webinars:

Members

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GovTEAMS PROTECTED

Meetings

Meetings are a collaborative and interactive experience.
Structure can be added for larger meetings – for eg disabling audio, video and chat or using breakout rooms.

- Up to 1,000 attendees

- Video and audio

- Chat

- File Sharing

- Interactive Whiteboard

- Breakout Rooms

- Closed captions

- Recordings

- And more

How to use multiple accounts in Teams

It's not uncommon for people to have multiple Microsoft 365 accounts, which can sometimes cause confusion when trying to create and join meetings. If you join the meeting with the wrong account, you will be treated as a guest rather than a member. When this happens, you will often end up in a meeting lobby waiting to be admitted. You will also be limited in what can do or access, both during and after the meeting. It's therefore important to always ensure that you are logged in with your GovTEAMS PROTECTED account when joining a GovTEAMS meeting.
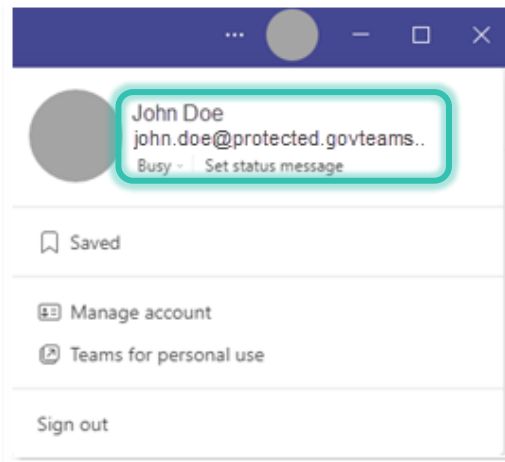
If in doubt, check your account

When accessing GovTEAMS PROTECTED you always need to ensure that you are using your GovTEAMS PROTECTED username - ending in @protected.govteams.gov.au.

You can check by clicking your avatar/initial at the top right-hand corner of Microsoft Teams.

Meeting Best practices

Create and join GovTEAMS PROTECTED meetings directly in Microsoft Teams. Joining a meeting via a link can cause access issues as it may log in with your Agency account or your GovTEAMS OFFICIAL account instead of your GovTEAMS PROTECTED account.

Only people who have a GovTEAMS PROTECTED account can be invited to meetings.

RSVP to meetings in Microsoft Teams. This ensures the meeting organiser can see your RSVP.

Be mindful of privacy and security concerns when sharing content.

Create a GovTEAMS meeting

Only people who have a GovTEAMS PROTECTED account can be invited to meetings.

1 Ensure you are logged into Teams with your GovTEAMS PROTECTED account. Open your Teams calendar and select New Meeting.
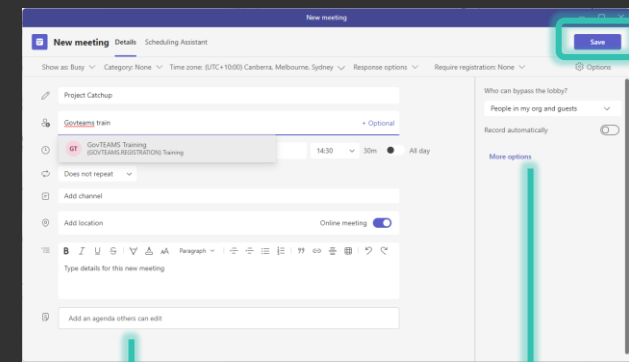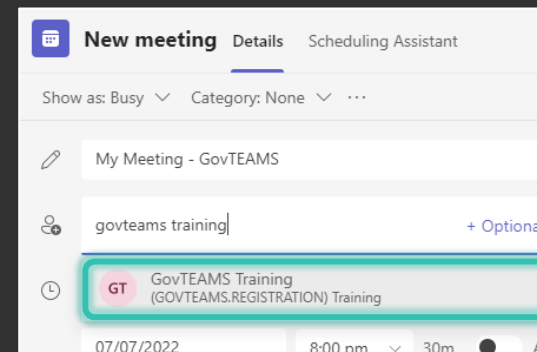
2 Select the appropriate sensitivity label.

3 Give the meeting a title. Start typing the name of the people you want to invite and select from the list.

4 Complete the rest of the information and Save.
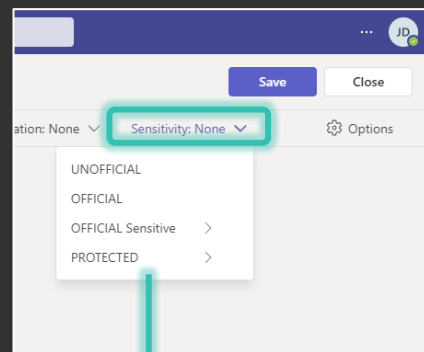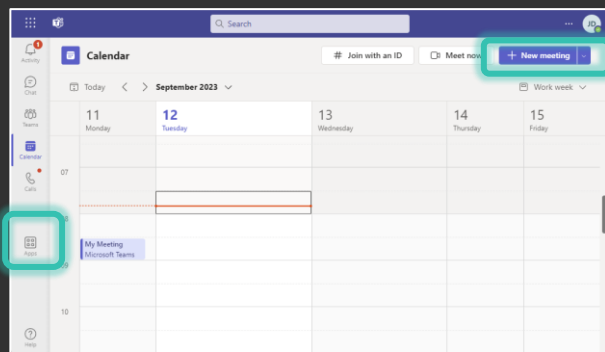
Please refer to the Protective Security Policy Framework for details on how to correctly assess the sensitivity or security classification of information.

Add agenda and notes

Change your meeting options

Note: If you create a meeting using an iOS device it will automatically default to the PROTECTED sensitivity label, and you will be unable to change it via iOS.
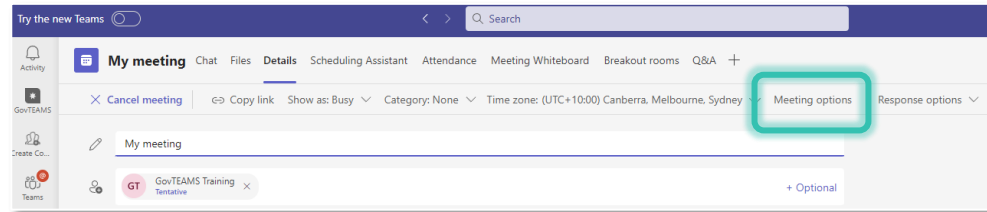
GovTEAMS PROTECTED

Meeting Options

Meeting options can be changed to add structure to your meetings and to control the level of interactivity attendees have. They can be changed before, during or after the meeting.
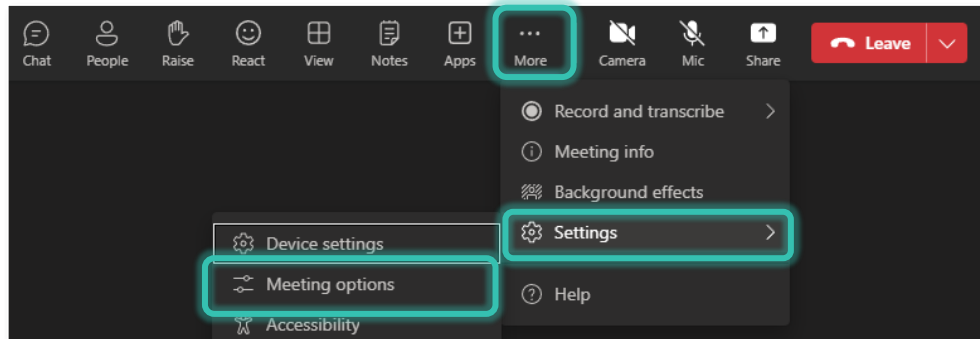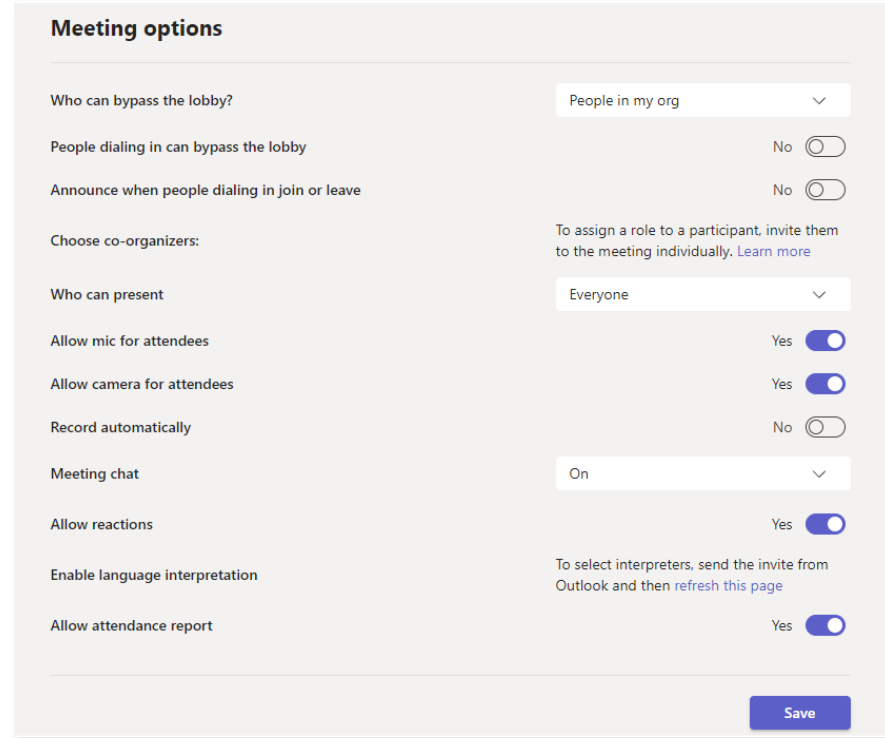
When creating the meeting:
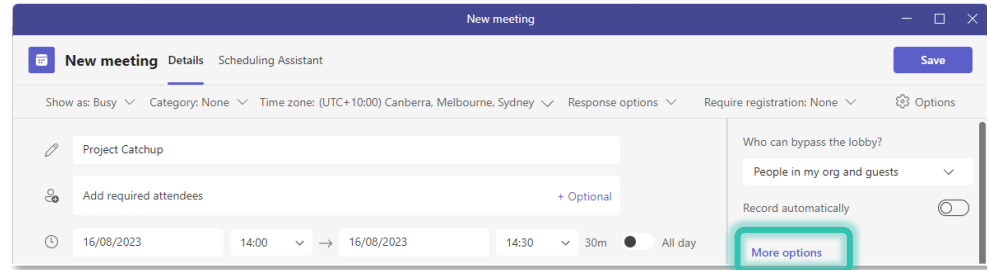
During the meeting:

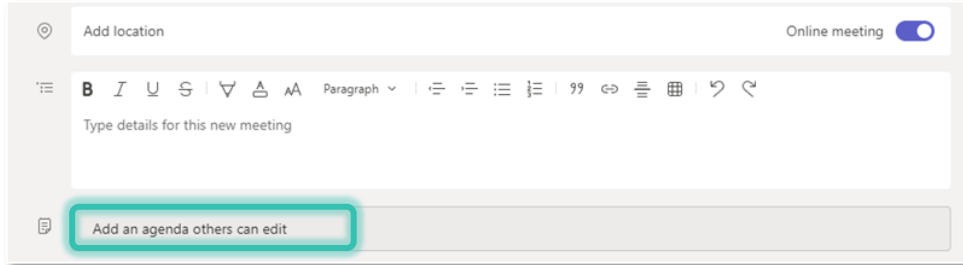## After the meeting:

What can be changed:

To create a meeting that acts like a webinar, change who can bypass the lobby (so the meeting doesn't start when attendees join) and turn off the mic and camera for attendees. You can always change these settings during the meeting if you need to.
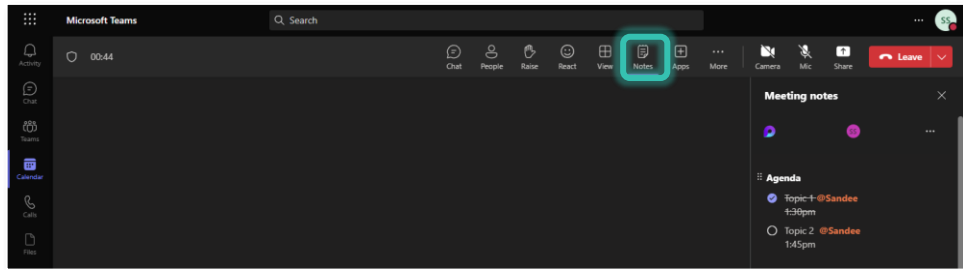
Meeting agenda and notes

Keep your meetings organised and effective by adding agendas, meeting notes and tasks. They can be added and edited before, during or after the meeting.
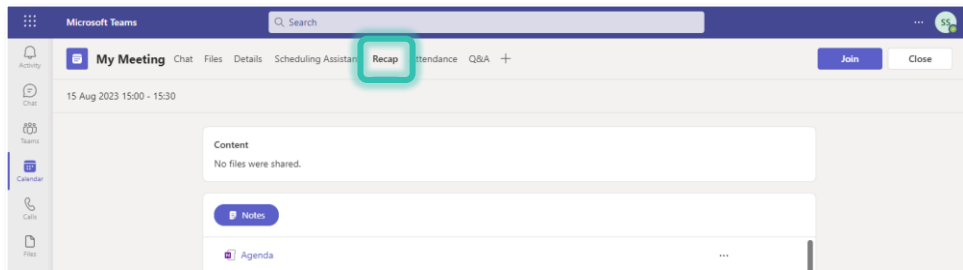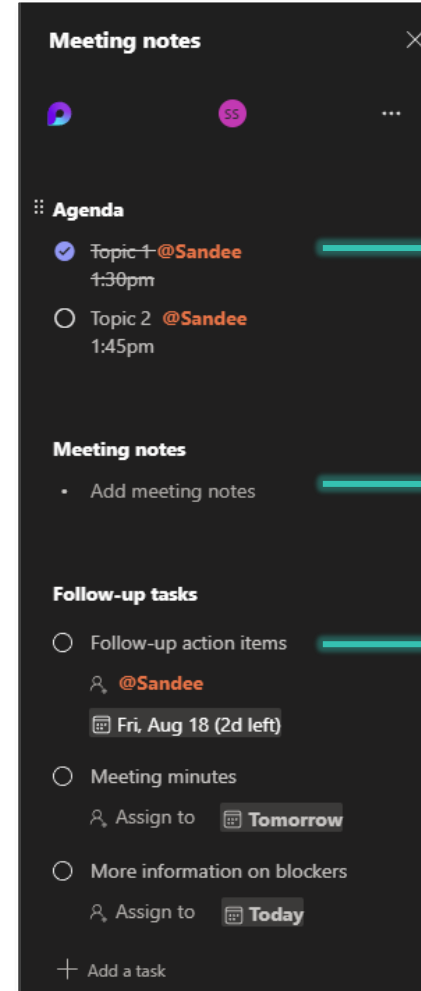
When creating the meeting:

During the meeting:

After the meeting:

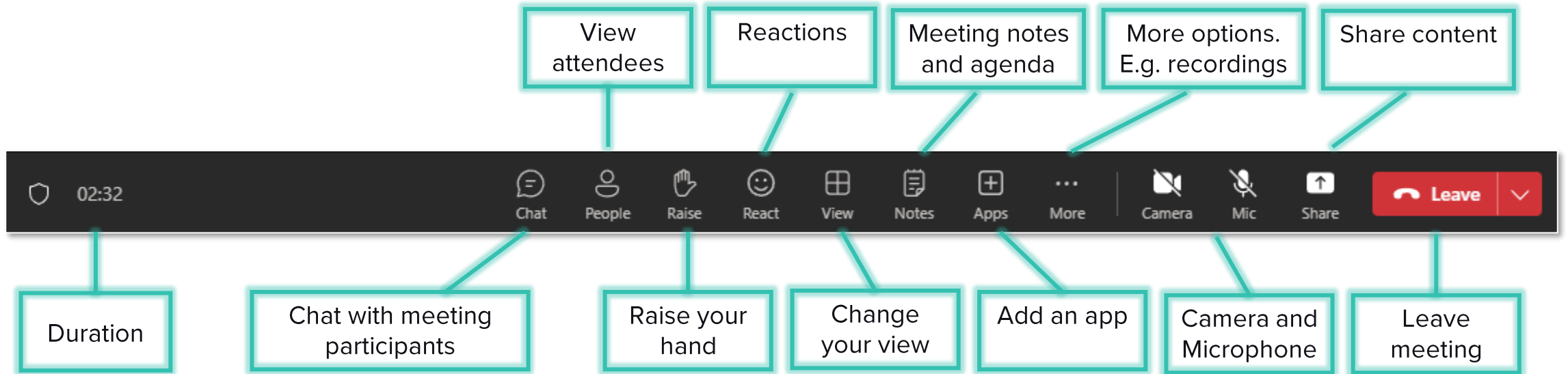Add agendas, meeting notes and assign tasks:

Add topics and use the use the '@' symbol to select the presenter.

Add meeting notes and discussion points.

Add and assign tasks.

GovTEAMS **PROTECTED**

Meeting Controls

View attendees

Reactions

Meeting notes and agenda

More options. E.g. recordings

Share content

Duration

Chat with meeting participants

Raise your hand

Change your view

Add an app

Camera and Microphone

Leave meeting

02:32

Chat

People

Raise

React

View

Notes

Apps

More

Camera

Mic

Share

Leave

GovTEAMS **PROTECTED**

Join a GovTEAMS meeting from link

When joining a Microsoft Teams meeting, you will be prompted to select an account. For GovTEAMS PROTECTED meetings, be sure to select your GovTEAMS PROTECTED account to access the full meeting experience.
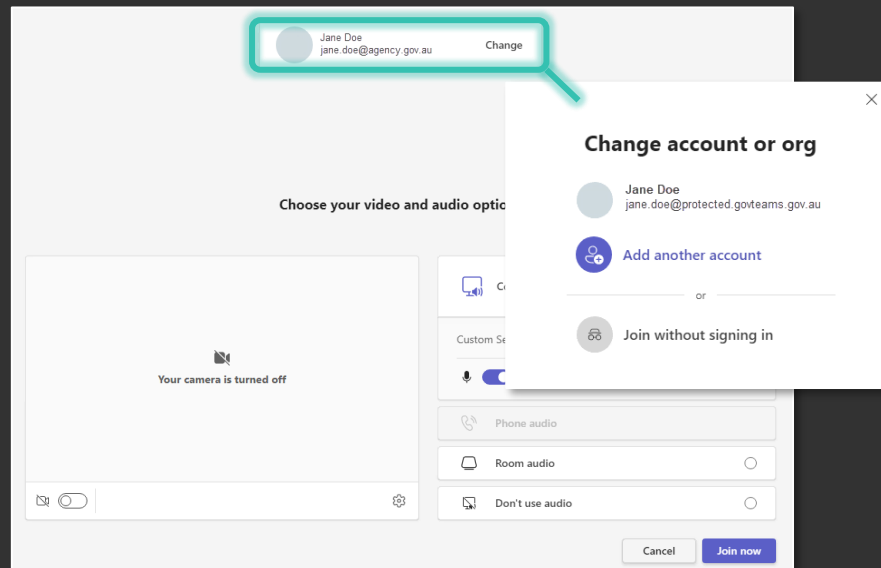
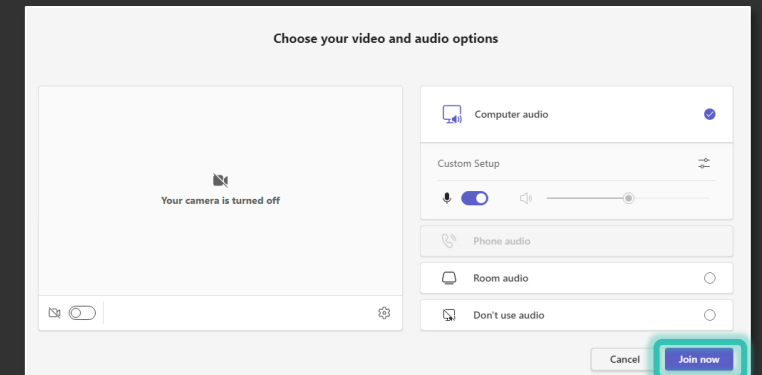**1** Select the **Join the meeting now** link in the meeting invitation.
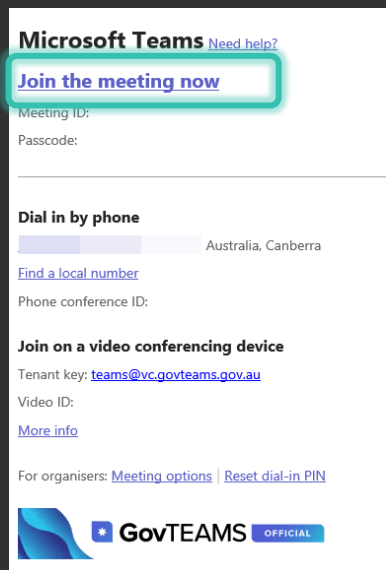
2 Check what account you are using. If needed, select **Change** to swap to your GovTEAMS account.

**3** Choose your video and audio options. Select Join Now.

Microsoft Teams Need help?

Join the meeting now

Meeting ID:

Passcode:

Dial in by phone

Australia, Canberra

Find a local number

Phone conference ID:

Join on a video conferencing device

Tenant key: teams@vc.govteams.gov.au

Video ID:

More info

For organisers: Meeting options | Reset dial-in PIN

GovTEAMS OFFICIAL

Jane Doe
jane.doe@agency.gov.au   Change

Change account or org

Jane Doe
jane.doe@protected.govteams.gov.au

Add another account

or

Join without signing in

Choose your video and audio optio...

Your camera is turned off

Phone audio

Room audio

Don't use audio

Cancel   Join now

Choose your video and audio options

Your camera is turned off

Computer audio

Custom Setup

Phone audio

Room audio

Don't use audio

Cancel   Join now
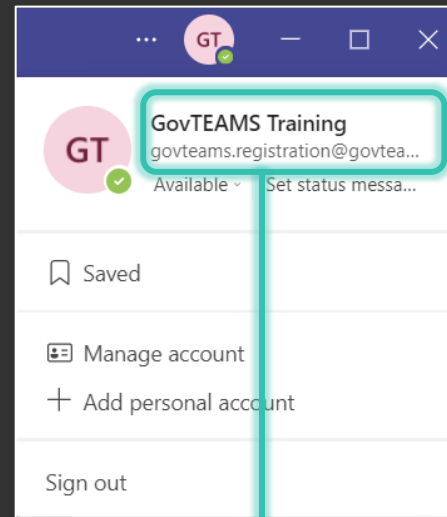
GovTEAMS PROTECTED

Join a GovTEAMS meeting from Teams

We recommend joining GovTEAMS meetings from your Microsoft Teams calendar as this ensures you are logged into the correct account.
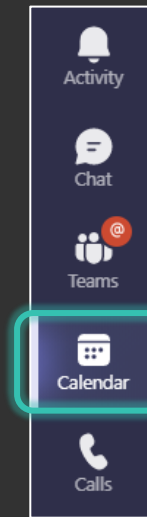
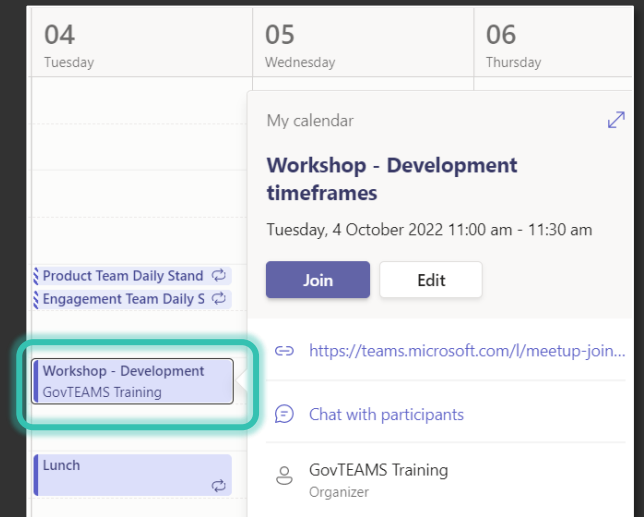**1** Open Microsoft Teams Desktop or web.

2 Check what account you are using.
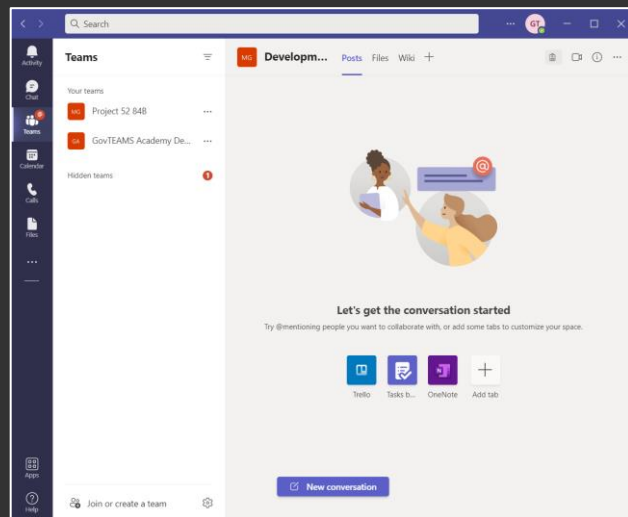
3 Open Teams calendar

4 Join Meeting

Your GovTEAMS PROTECTED account will end in @protected.govteams.gov.au

GovTEAMS **PROTECTED**

Sharing Content

There are several ways that content can be shared within a Teams meeting. The types of content you can share will vary depending on whether you are using the desktop app or teams on the web.

Teams desktop

Application/Window
Allows you to share an application that you have open – for E.g. Microsoft Word.

PowerPoint Live
PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).

Excel Live
Meeting participants can view and edit Excel spreadsheets together in real-time.

Teams on the web

PowerPoint Live
PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).

Excel Live
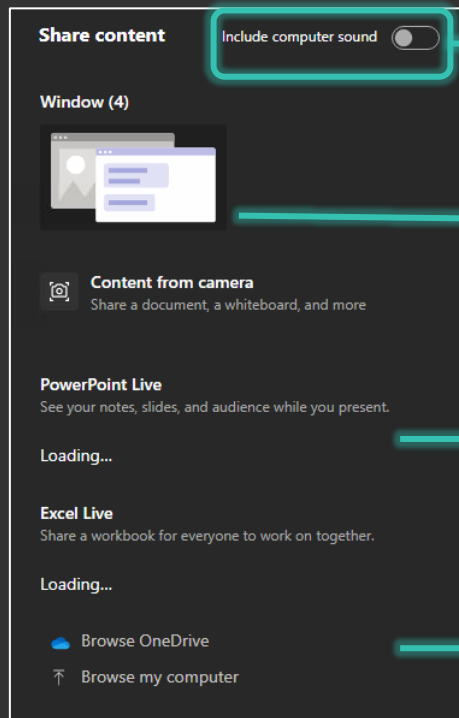Use Excel Live to view and edit Excel spreadsheets together in real-time.

Sharing Content – Teams Desktop

There are several ways that content can be shared within a Teams meeting using the Teams desktop app. The option you chose will depend on the type of content you are trying to share and how much interactivity you want your attendees to have.

1 Join your meeting and click the share icon.
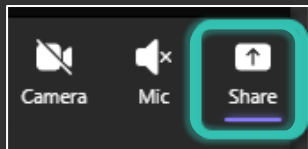
2 Select the content you want to share. Pay attention to what you are sharing (is it personal or classified?) and the audience you are sharing it with (is it appropriate for them to see the content?).

3 To stop presenting, hover your mouse over the top border of your shared content to display the presenter controls.

Switch on if sharing anything that requires your computer's audio – e.g. a video.

Share an application that you have open. For eg Word.

Use PowerPoint Live and Excel Live to create a rich and engaging experience when sharing PowerPoints or Excel spreadsheets.

Share a PowerPoint from your computer.
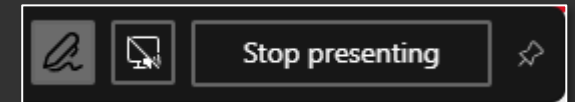
Alternatively, you can select the stop sharing icon from the main meeting window.
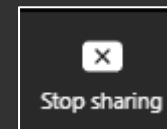
Meeting recordings

GovTEAMS meetings can be recorded by any member attending the meeting.

Standard meeting

- Recordings are saved to the OneDrive of the person who started the recording. Its also shared to the OneDrive of meeting attendees.
- Meeting organiser and the person who started the recording can download, manage and share recording
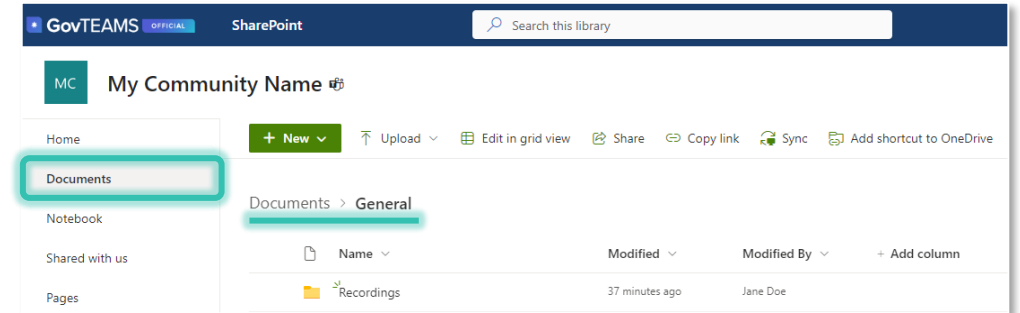- Meeting attendees can view and share the recording
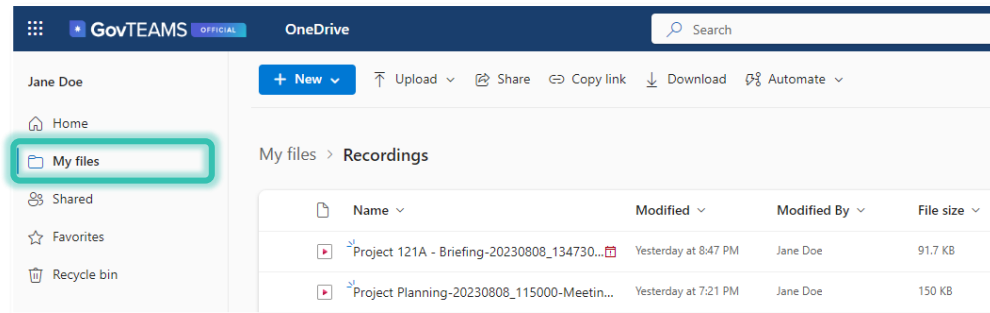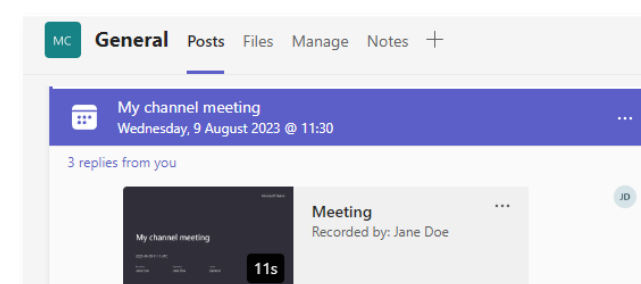

The recording will also be posted to the meeting chat:
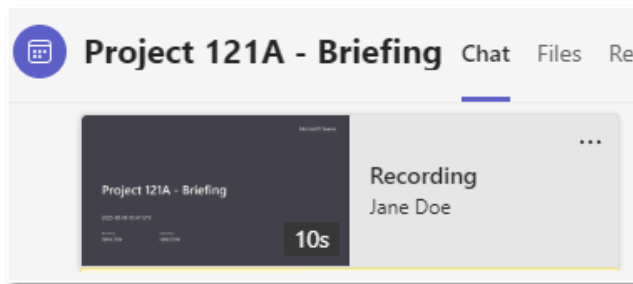
Channel meeting

- Recordings are saved to documents library of the community the channel meeting occurred in.
- Community members and owners can download, manage and share recording.

The recording will also be posted to the channel:

Download a meeting recording

To modify or download a meeting recording you must be the meeting organiser or the one who started the recording. Recordings are saved to the OneDrive of the person who started the recording and are shared to the OneDrive of GovTEAMS members who attended the meeting. Meeting attendees can view the recording but not edit or download.

1 Log in to your GovTEAMS dashboard. Select the Apps waffle menu in the top left corner and choose OneDrive.

2 If you started the recording, select My Files.

3 Select Recordings.

4 Select the recording(s) and download.

If you started the recording

If you were the meeting organiser
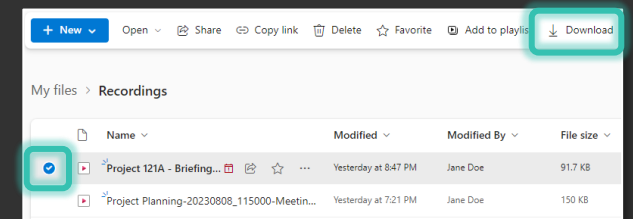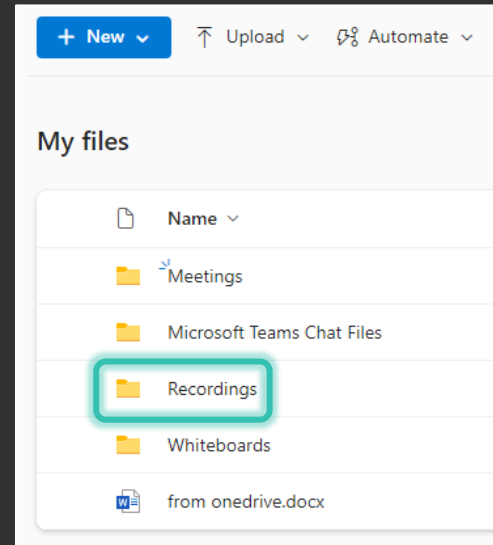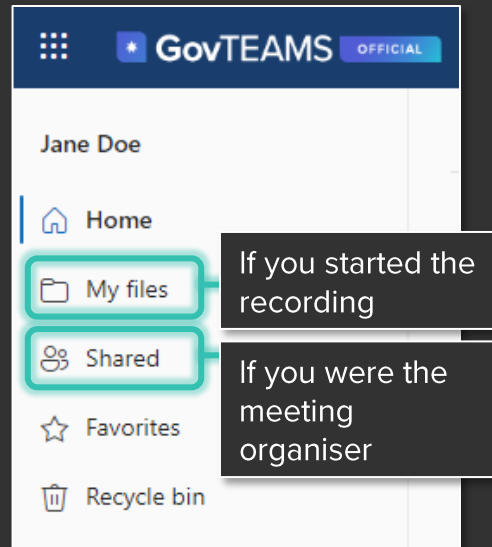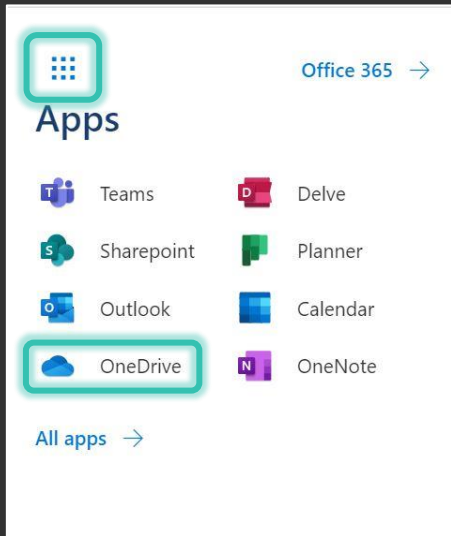
For channel meetings, the recordings are saved to the community's SharePoint documents library.

Meeting Tips

Background noise

If you're not talking, mute your microphone. You can mute other people's microphones by selecting the three dots next to their name.
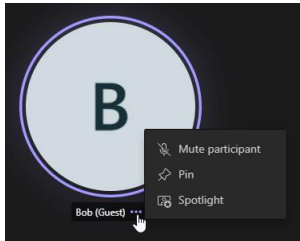
Make it engaging

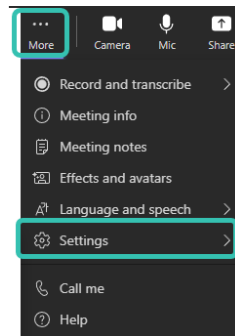When presenting turn on your camera and select a presenter mode.
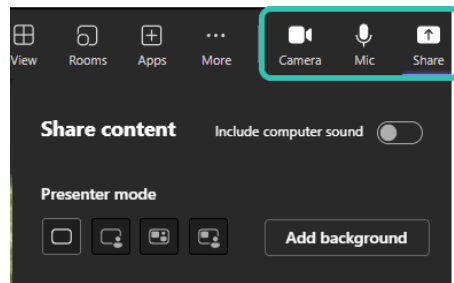
Use reactions

For larger meetings, using the raise hand and reactions/emoji's is often better than jumping in the moment you want to say something. Raise your hand to let people know you have something to say.
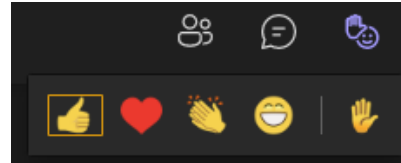
Technical problems?

Check your device settings and call health.

Change meeting options to suit your needs

Outlook Online

Use Outlook Online to create meetings that can be managed and rescheduled by multiple people. It can be used to appoint calendar delegates and set the classification of emails and meetings.

Create a meeting that can be rescheduled by others

Group meetings can be rescheduled and administered by all members of your community. They are similar to channel meetings in Microsoft Teams, but you have the flexibility to choose whether to invite community members. You can also set the security classification of the meeting.

1 Log into Outlook Online. Under the **Groups** heading, select the group you want to create the meeting in.

2 Double click on the meeting date/time. Make sure the **name of your community** is shown. If incorrect, select the down arrow.
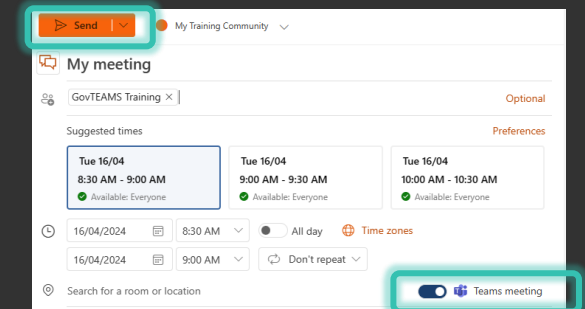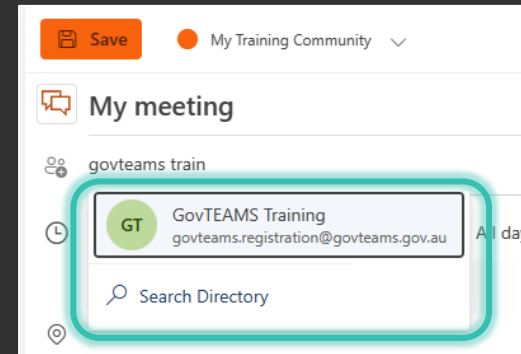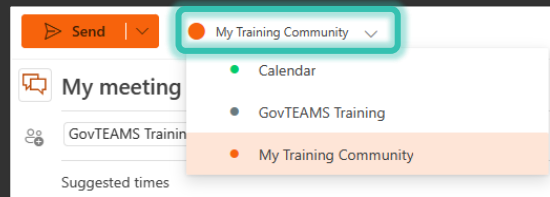
3 Invite others by typing their **name** (GovTEAMS members and guests) or entering their full email address (externals). Invite your GovTEAMS account too.

4 Toggle **Teams meeting** to **On** and select **Send**.

Select the **meeting classification** and **send**.
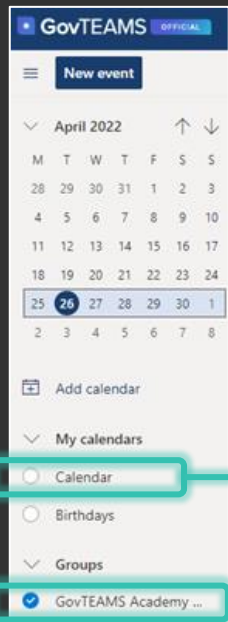
Deselecting your calendar will hide your own calendar entries, making it easier to view and manage other calendars
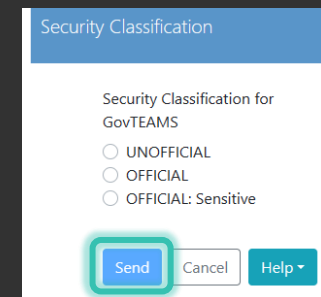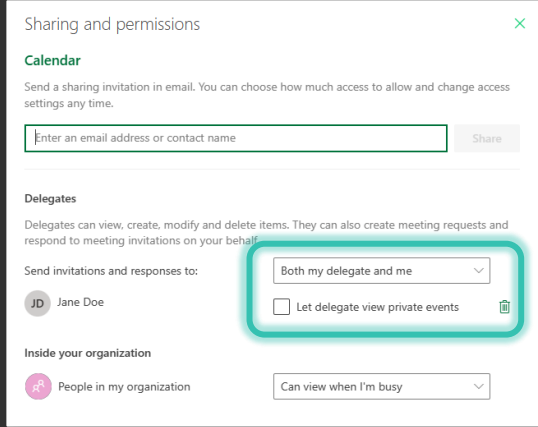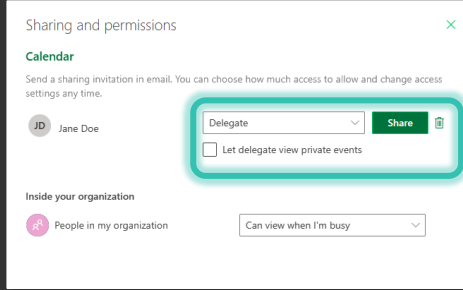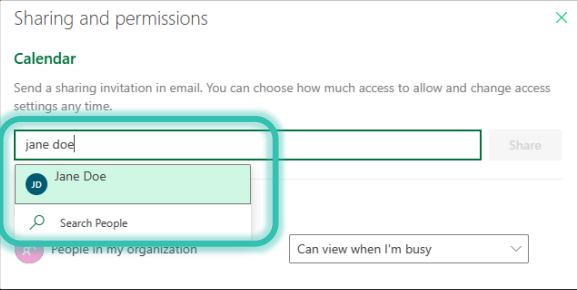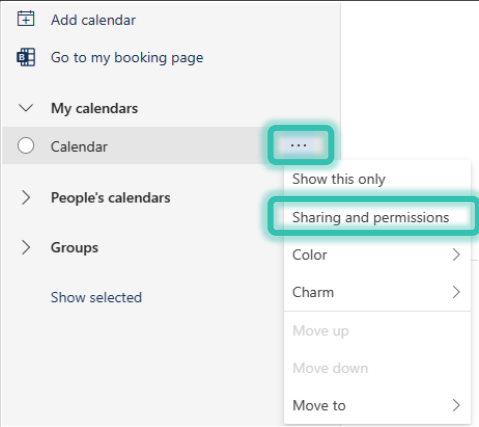
Add a calendar delegate

Outlook Online can be used by delegates, such as Executive Assistants, to manage your GovTEAMS meetings and calendar. Adding someone as a delegate will allow them to view your GovTEAMS calendar and create, respond to, and modify meetings on your behalf. The delegate must be a registered GovTEAMS member.

1 Log into Outlook Online. Select the **three dots** next to your calendar then **Sharing and permissions.**

2 Start typing the **name** of the person you want to give delegate access to. Select their name from the list provided.

3 Select **delegate** for **Can View all details**. Select **Share**.

4 Make sure that **Both my delegate and me** is selected for **Send invitations and responses to.** Click **X** to close the window.
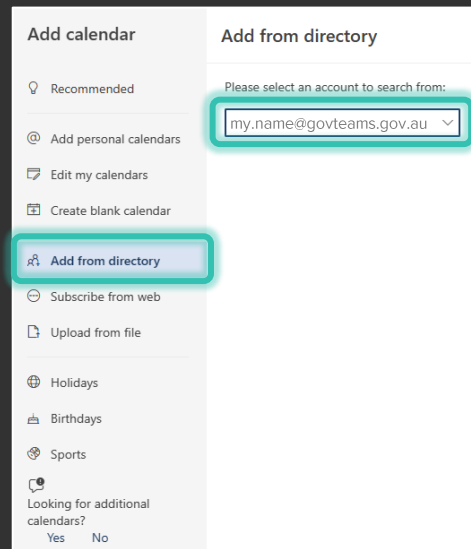
Calendar Delegates - Manage calendar

Use Outlook Online to create, respond to, and modify meeting invites on someone's behalf. You need to be added as a calendar delegate before you can manage their calendar.
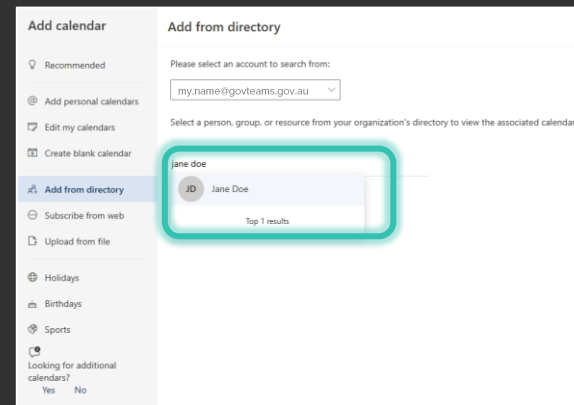
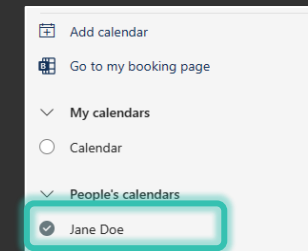**1** Log into [Outlook Online](#). Select Add Calendar.
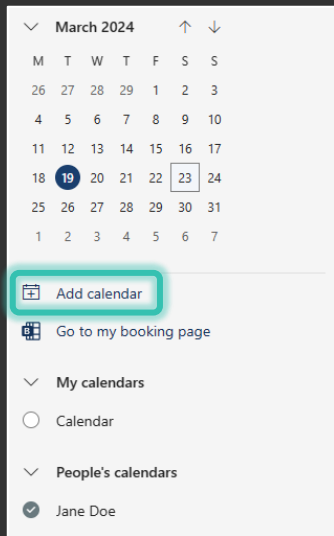
2 Select **Add from directory**. Select your GovTEAMS account.
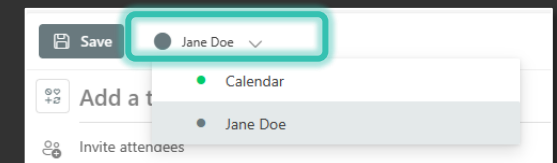

3 Enter the name of the person whose calendar you want to add.

4 You can begin accessing and managing the calendar by selecting it under the **People's calendars** heading.

When creating meetings on behalf of the calendar owner, make sure you select their name as the meeting owner.

Webinars

Webinars are structured virtual events where presenters and attendees have distinct roles. By default, audio and video permissions are turned off for attendees but can be changed by organisers.

Common scenarios for webinars include training, product demonstrations, announcements, and showcases.

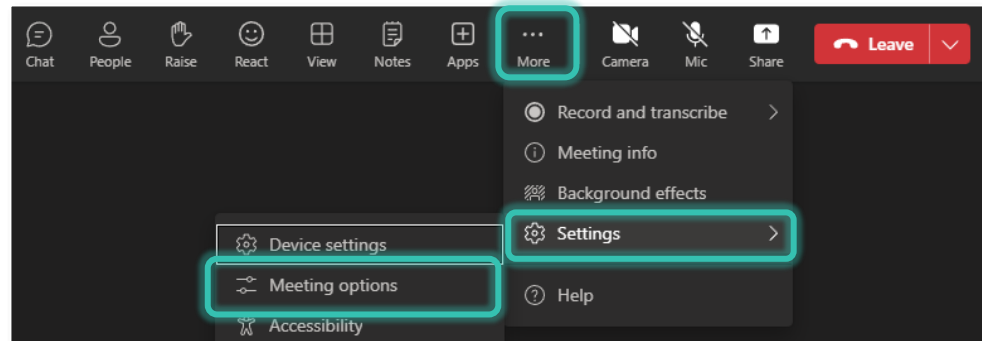Webinars have a capacity to host up to 1,000 attendees and include a custom registration form.

Webinar Options

Webinar options can be changed before and during the meeting.
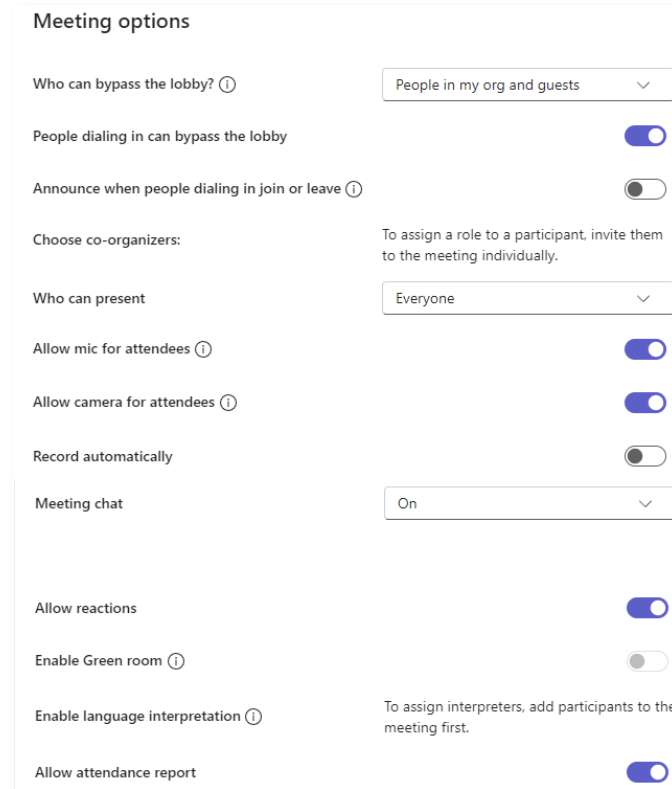
When creating the webinar – if adding a Q&A, the webinar must be saved before selecting webinar options.
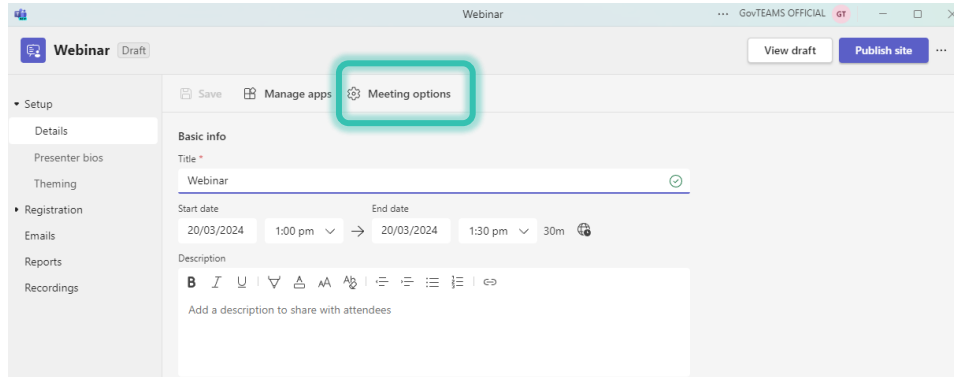
During the webinar:

What can be changed:

Create a Webinar

Webinars are structured virtual events where presenters and attendees have distinct roles. Co-organisers must have a GovTEAMS membership and can edit registration forms, change meeting options and view reports. They cannot reschedule.

1 Open your GovTEAMS calendar. Click the arrow next to the **New Meeting button** and select **Webinar**.
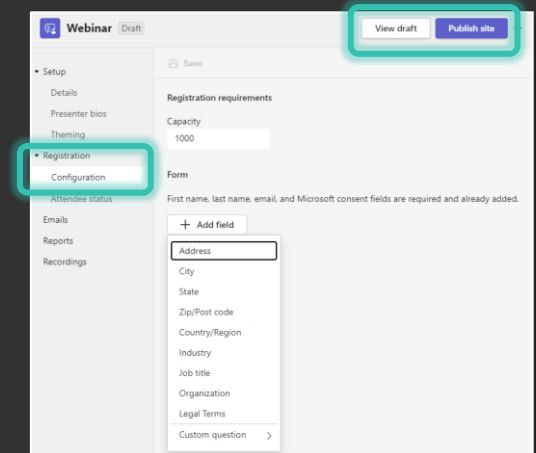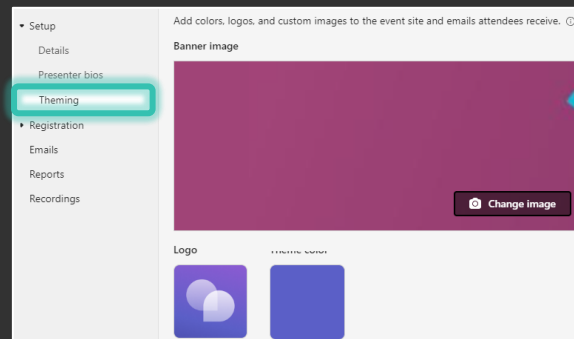
2 Complete the basic info. Select your co-organisers and presenters. Save and send invites.

3 Edit the presenter bios. If needed, you can change the presenters from the details screen.

4 Customise the registration form. Preview your site and Publish when ready.

Change meeting options
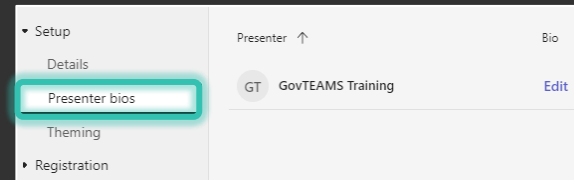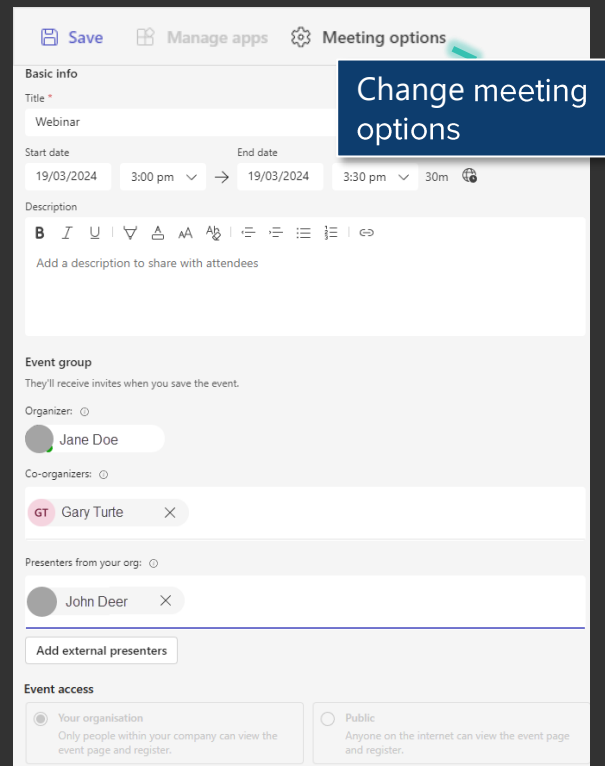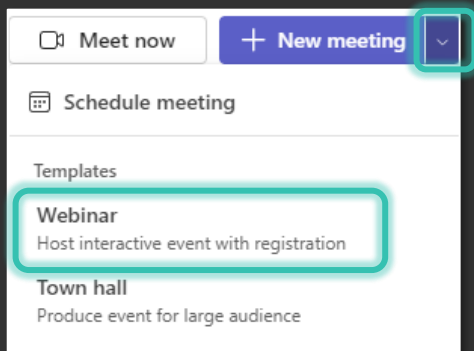
Select Theming to add logos and banners.

Webinar Presenter Controls

Webinar Status

View attendees

Reactions

Notes and agenda

More options

Turn camera and mic on or off

Attendees will see holding screen until webinar has started.

01:37 | NOT STARTED | 👁 0

Chat | People | Raise | React | View | Notes | Rooms | Apps | More | Camera | Mic | Share

Start meeting

📞 Leave

Leave

End meeting

◉ Record and transcribe ›
ⓘ Meeting info
📷 Video effects and settings
🔊 Audio settings
A🔤 Language and speech ›
⚙ Settings ›

📞 Call me
❓ Help

Webinar duration

Chat with participants

Raise hand

Change your view

Breakout rooms

Share content

Leave or end webinar.

Change meeting options, including video and audio settings.

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Webinar Attendee Controls

Attendees must register for the webinar before they can join. Once registered they will receive an email containing a link to join the webinar.

They will be presented with a holding screen until an organiser starts the webinar.

Webinar Status

View participants

Reactions

Webinar duration

Chat

Raise hand

Change view
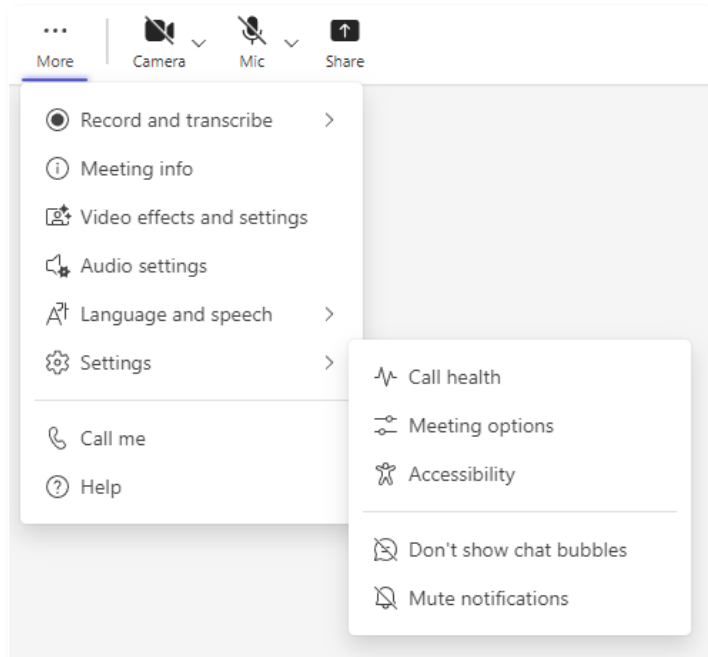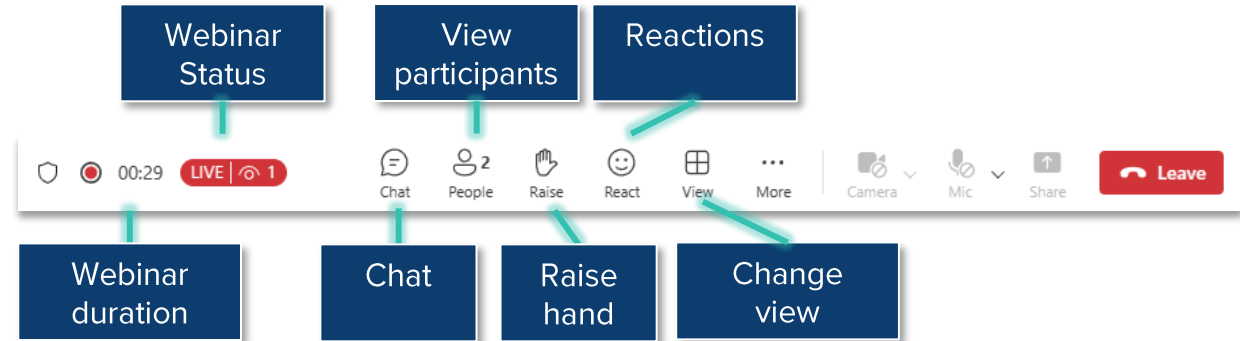
The webinar organiser determines whether attendees can use their audio or video and access the chat function.

Organisers and co-organisers can adjust these settings before or even during the webinar by editing the meeting options. For example, you may want to enable microphones during question-and-answer time.

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Help & Support

Learn how to use GovTEAMS, Microsoft Teams, SharePoint, MS 365 apps and more: GovTEAMS PROTECTED Academy

Need help: Contact us

Support ticket tips:
Provide as much information as you can.
Attach screenshots – keep them big enough to read
Describe:

- What you were doing
- How you were doing it
- What you expected to happen
- What did happen