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Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

Extension IT Tech Tips - November 2024

Teams start when you log in

During our presentation at the Extension Conference, a few people asked about setting Teams so it would start when you log in to your computer. Normally we have that set to occur, but it could get turned off.

- When you are in Teams, at the top of the screen just to the right of a search box, there should be three dots.
- Click on those dots, and the first option should be Settings.
- The General Settings should be the choice that comes up, if not choose General on the left.
- The first option is Auto Start Teams. Make sure that option is selected.

Now Teams should start every day when you log in.

Turn off Responses when setting up a meeting

Have you set up a meeting for a large number of people, and then your Inbox fills up with Accepted or Declined responses? When you create the meeting, you can turn that option off and no longer receive the responses.

- In your calendar, choose to Create a New Meeting
- You can fill in the information for Title, Required Attendees, and Optional Attendees, or add that before sending the Invitation.
- Select Response Options in the Ribbon Bar.
- Uncheck Request Responses by clicking on it in the list. The Check mark should go away.
- When you send the meeting invitation, everyone receiving it will still have the option to Accept, Decline, or Tentative, but they will not have the option to send a response back to the organizer.

You will still be able to see who has Accepted or Declined by going back into the meeting. Between the Title of the meeting and the Ribbon bar, you will see X Accepted, X Tentatively Accepted, X Declined.

You can also choose Tracking from the menu options in this meeting to see who specifically has Accepted or Declined.

Use Scheduling Assistant to schedule meetings

Scheduling Assistant is a feature in Outlook and Teams that will help find meeting times by showing the availability of the invitees. This will work even if the attendees have not shared their calendar with you. To be the most effective, everyone will need to keep their Outlook calendar current.

- In the Calendar within Outlook or Teams, choose New Meeting
- Add the names of the people that need to be included in the Meeting as Required or Optional attendees
- Click on Scheduling Assistant at the top of the meeting invitation
- Scheduling assistant will have a bar across the top that combines everyone's availability and shows each individual's availability as well.
- Select a time slot that is open for all attendees
- Click Meeting in the menu bar to return to the meeting and complete the other relevant information
- Send the meeting invitation



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