

ABOUT TEAMS CONFERENCE CALLING

Do you need a conference call line?

As part of OCTO's COVID-19 response, OCTO is pleased to offer Office 365 **Microsoft Teams Conference Calling** until June 1st, 2020.

Agencies that would like to use Microsoft Teams Conference Calling past June 1st, 2020, will need to purchase the required licenses.



What is Microsoft Teams Conference Calling?

Everyone is familiar with conference calling. Calls are easy to schedule instantly and do not require any advanced technology. Here are some major advantages of using **Microsoft Teams Conference Calling**:

1. **Easy Integration** - The Teams Meeting add-in is automatically installed for users who have Microsoft Teams and Microsoft Office (Windows, Mac, OWA, and Outlook mobile).
2. **Connection quality**. Audio calls can travel over slow, erratic lines without any noticeable drop in quality. Video conferencing requires that you have a high-speed, reliable connection and is difficult to manage without a high-speed connection. It can be very unnatural to try to talk people while the conversation is lagging.
3. **People may be out in the field unable to access a video device** - With audio conference call it can be taken anywhere, even when traveling. While video conferencing means that someone needs to stay in a single place.
4. **Technical difficulties could prevent connecting to the right platform** - An audio conference can be joined on virtually any phone and with any technological platform.
5. **Ability to join the audio portion of a meeting by phone** - In Microsoft Teams, the **Call me** feature gives users a way to join the audio portion of a meeting by phone. This is handy in scenarios when using a computer for audio might not be possible. Users get the audio portion of the meeting through their cell phone or land line and the content portion of the meeting—such when another meeting participant shares their screen or plays a video—through their computer.

TEAMS CONFERENCE CALLING QUICK GUIDE

1. Fill out the form below for users within your agency that require the **Microsoft Teams Conference Calling** feature while teleworking.

Teams Audio Conferencing Enablement Form

2. Once the form is completed with their email address, OCTO Citywide Messaging group will license them within one hour and they will receive the following email with your new conference number:

You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN

Office 365 Audio Conferencing has been turned on for your account. With Audio Conferencing, you and your meeting participants can join by phone.

Name: Smith, John (OCTO)
Account: emailaddress@dc.gov

Your Audio Conferencing information

Here are the credentials that you and your meeting participants can use to join by phone. This information will be added to any Skype for Business or Microsoft Teams meetings you create. To join a meeting by phone, dial the conference phone number and enter the conference ID.

Conference phone number: +1 (202) 555-5555

Note: You can get additional phone numbers by clicking the “Find a local number” link in your meeting invites.

Your Audio Conferencing PIN

As the meeting organizer, you’ll need to enter your PIN to start your meeting when you’re the first person to join and you join by phone. As with any PIN, keep it confidential. You can reset your PIN via the reset PIN link that is included in your meeting invites or by contacting your Office 365 admin.

Audio Conferencing PIN: *****

3. Download the Teams desktop app from <https://teams.microsoft.com/> or use the Teams Web App.

4. **Login using the same credentials for Office 365 mailbox.**