

AGENDAR Y CREAR REUNIONES EN TEAMS



BARRANQUILLA Y CÚCUTA - COLOMBIA | VIGILADA MINEDUCACIÓN



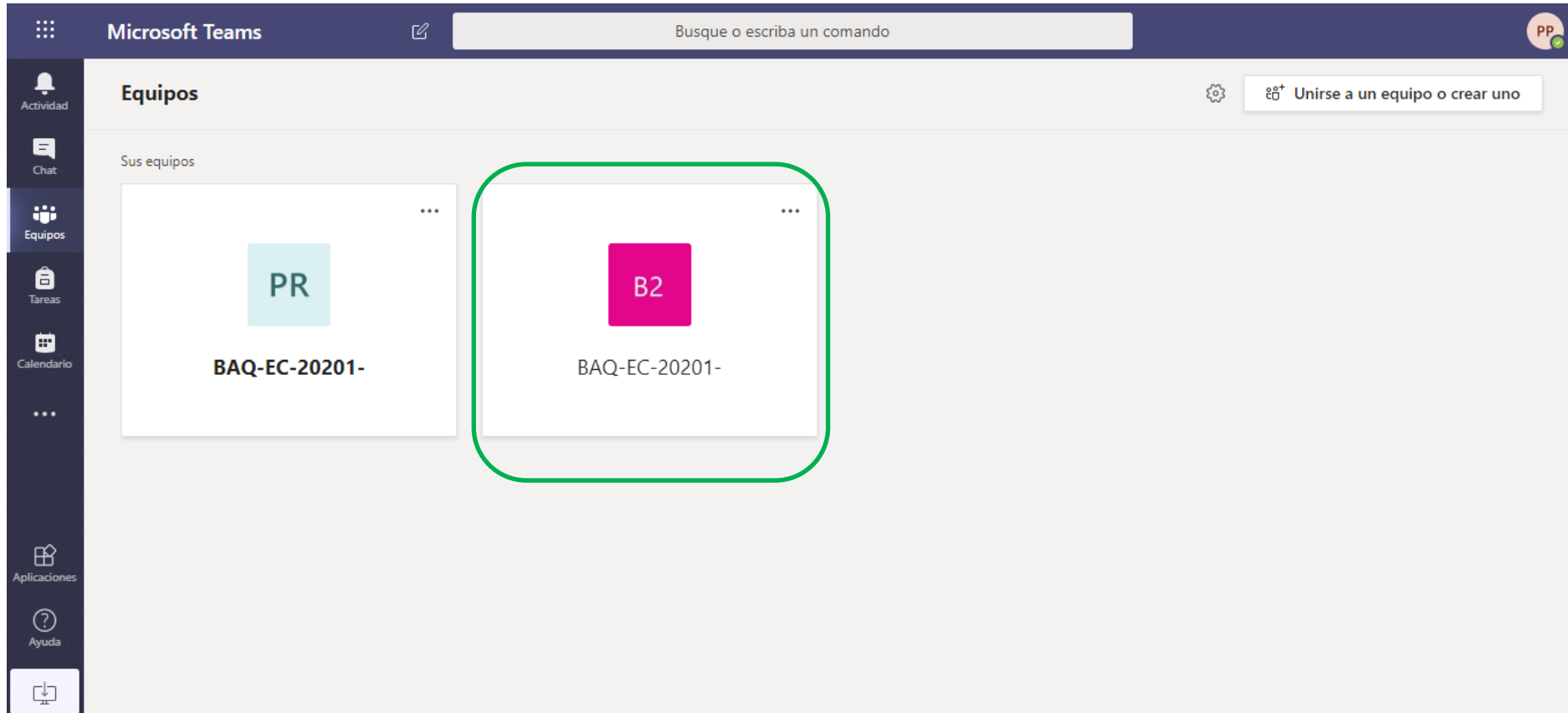
Res. 23095, del MEN

CREAR REUNIONES

Crear reuniones en Teams

1

En la sección «Equipos», seleccione el equipo en el que desea crear la reunión.

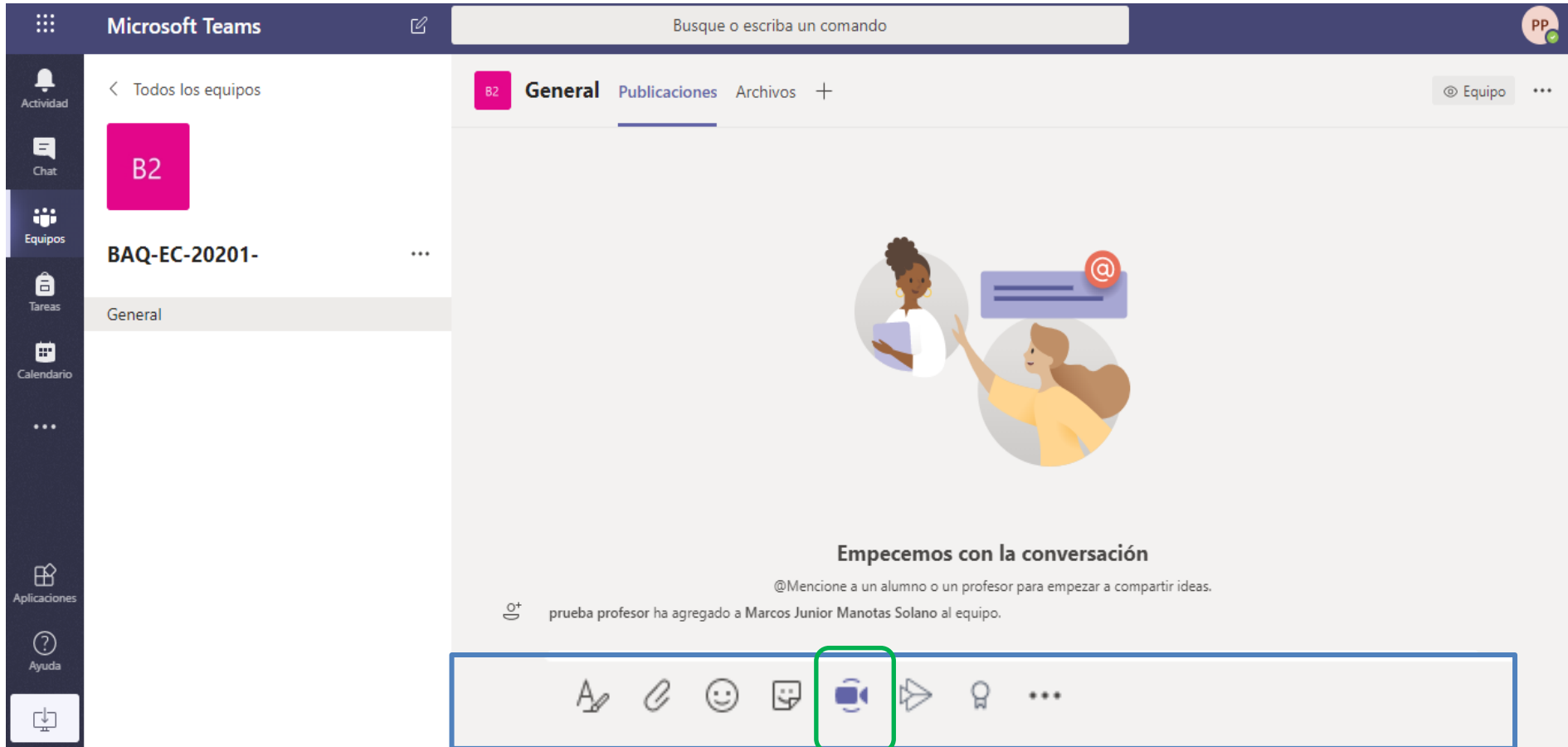


The screenshot displays the Microsoft Teams application interface. At the top, the header shows 'Microsoft Teams' on the left, a search bar with the placeholder text 'Busque o escriba un comando' in the center, and a user profile icon labeled 'PP' on the right. Below the header, the main area is titled 'Equipos'. On the left side, there is a vertical navigation pane with icons for 'Actividad', 'Chat', 'Equipos', 'Tareas', 'Calendario', 'Aplicaciones', and 'Ayuda'. The 'Equipos' section contains a sub-header 'Sus equipos' and two team cards. The first card has a light blue square with 'PR' and the text 'BAQ-EC-20201-'. The second card has a pink square with 'B2' and the text 'BAQ-EC-20201-'. This second card is highlighted with a green rounded rectangular border. In the top right corner of the main area, there is a button with a plus icon and the text 'Unirse a un equipo o crear uno'.

Crear reuniones en Teams

2

En la barra de opciones que se encuentra en la parte inferior, seleccione la opción “Reunirse ahora”.

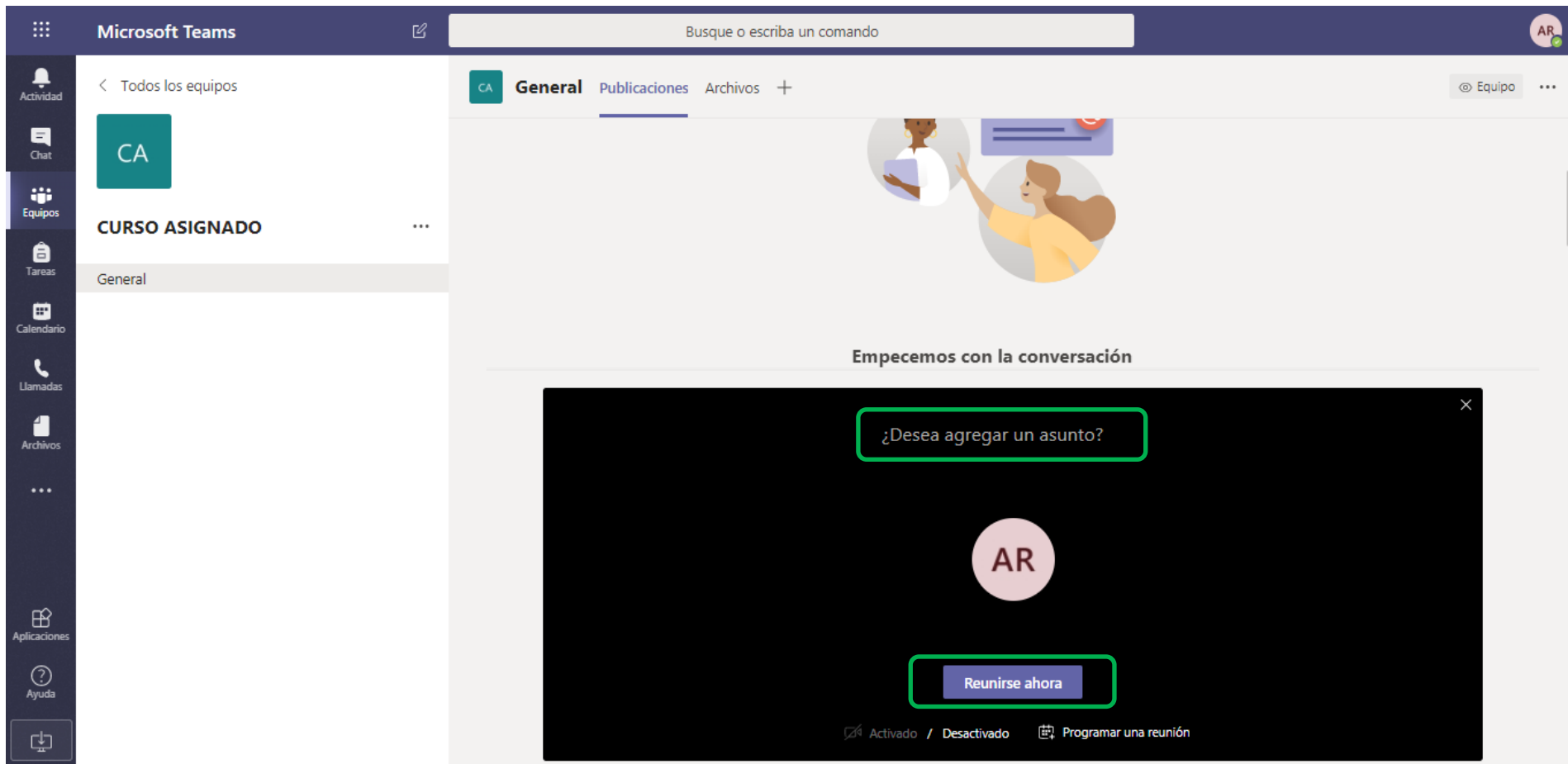


Reunirse ahora

Crear reuniones en Teams

3


Ingrese el nombre de la reunión, y posteriormente presione el botón «Reunirse ahora»

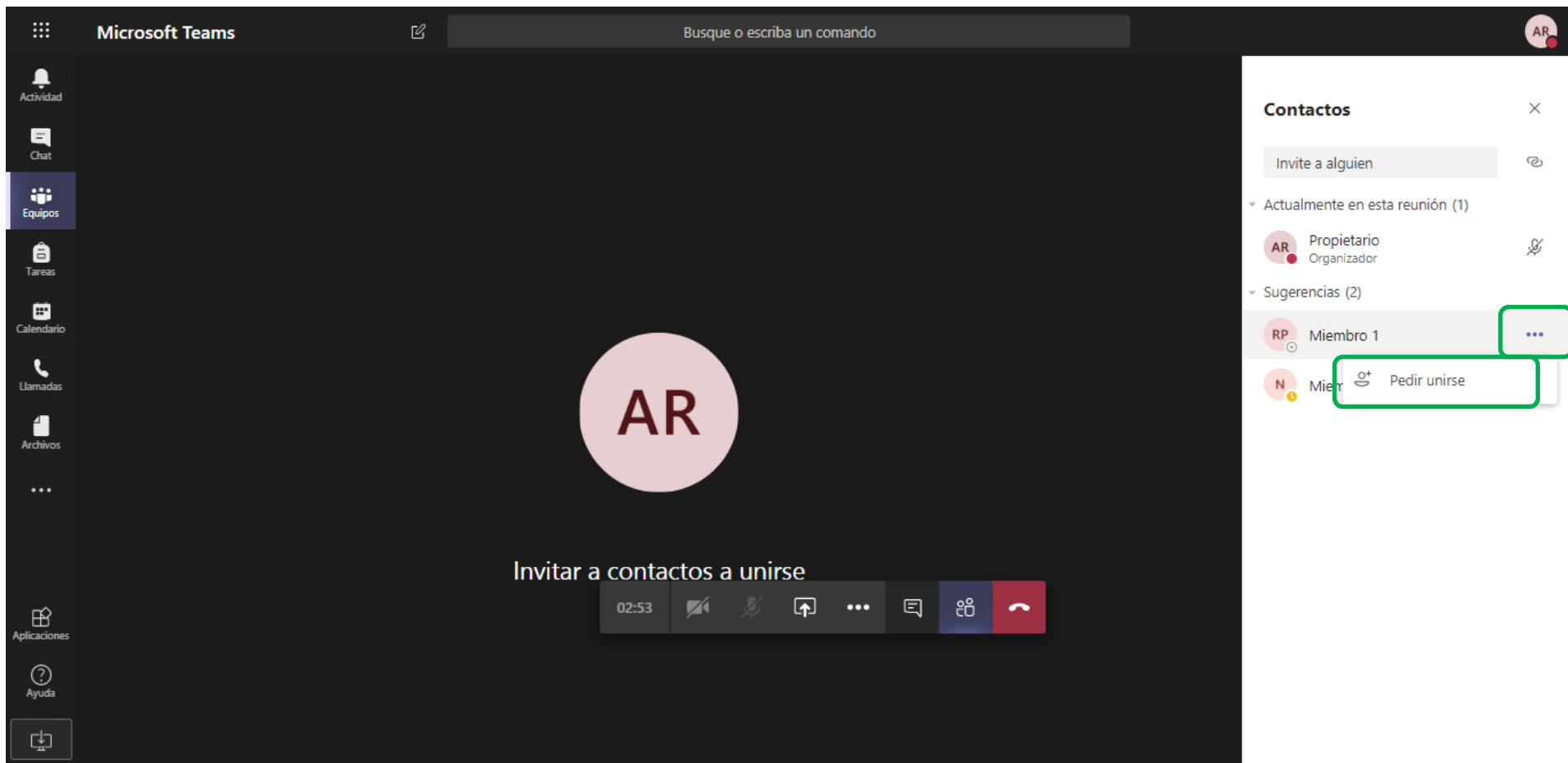


The screenshot displays the Microsoft Teams application interface. On the left, a vertical navigation pane includes icons for 'Actividad', 'Chat', 'Equipos', 'Tareas', 'Calendario', 'Llamadas', 'Archivos', 'Aplicaciones', and 'Ayuda'. The main area shows a team named 'CURSO ASIGNADO' with a 'General' channel. A search bar at the top contains the text 'Busque o escriba un comando'. A modal dialog box is open in the foreground, featuring a dark background and a central circular profile picture with the initials 'AR'. The dialog contains the text '¿Desea agregar un asunto?' and a prominent blue button labeled 'Reunirse ahora'. At the bottom of the dialog, there are options for 'Activado / Desactivado' and 'Programar una reunión'.

Crear reuniones en Teams

4

Seleccione los miembros para que sean parte de la videollamada, presionando el icono de más opciones « ... » y luego presione el botón «  Pedir unirse »



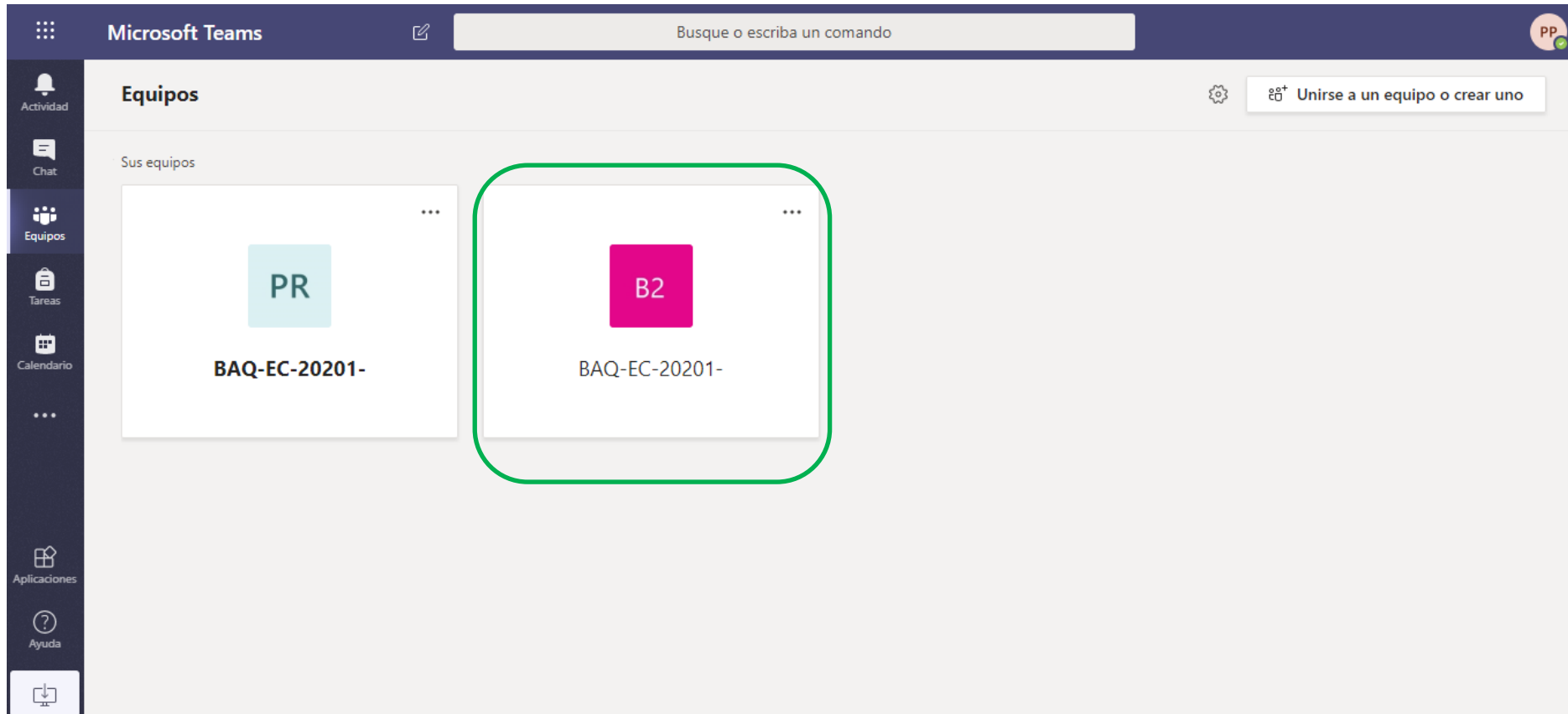
The screenshot shows the Microsoft Teams interface during a meeting. The main area displays a large pink circle with the initials 'AR'. Below it, the text 'Invitar a contactos a unirse' is visible. The bottom toolbar includes a timer at 02:53, icons for mute, video off, screen share, more options, chat, and a red end call button. On the right, the 'Contactos' (Contacts) pane is open, showing a list of participants. The 'Propietario Organizador' (AR) is at the top. Below, under 'Sugerencias (2)', there are two members: 'Miembro 1' (RP) and 'Miembro 2' (N). The 'Miembro 1' entry has a three-dot menu icon highlighted with a green box, and the 'Miembro 2' entry has a 'Pedir unirse' button highlighted with a green box.

AGENDAR REUNIONES Y UNIRSE A ELLAS

Agendar reuniones en Teams

1

En la sección «Equipos», seleccione el equipo en el que desea agendar la reunión.

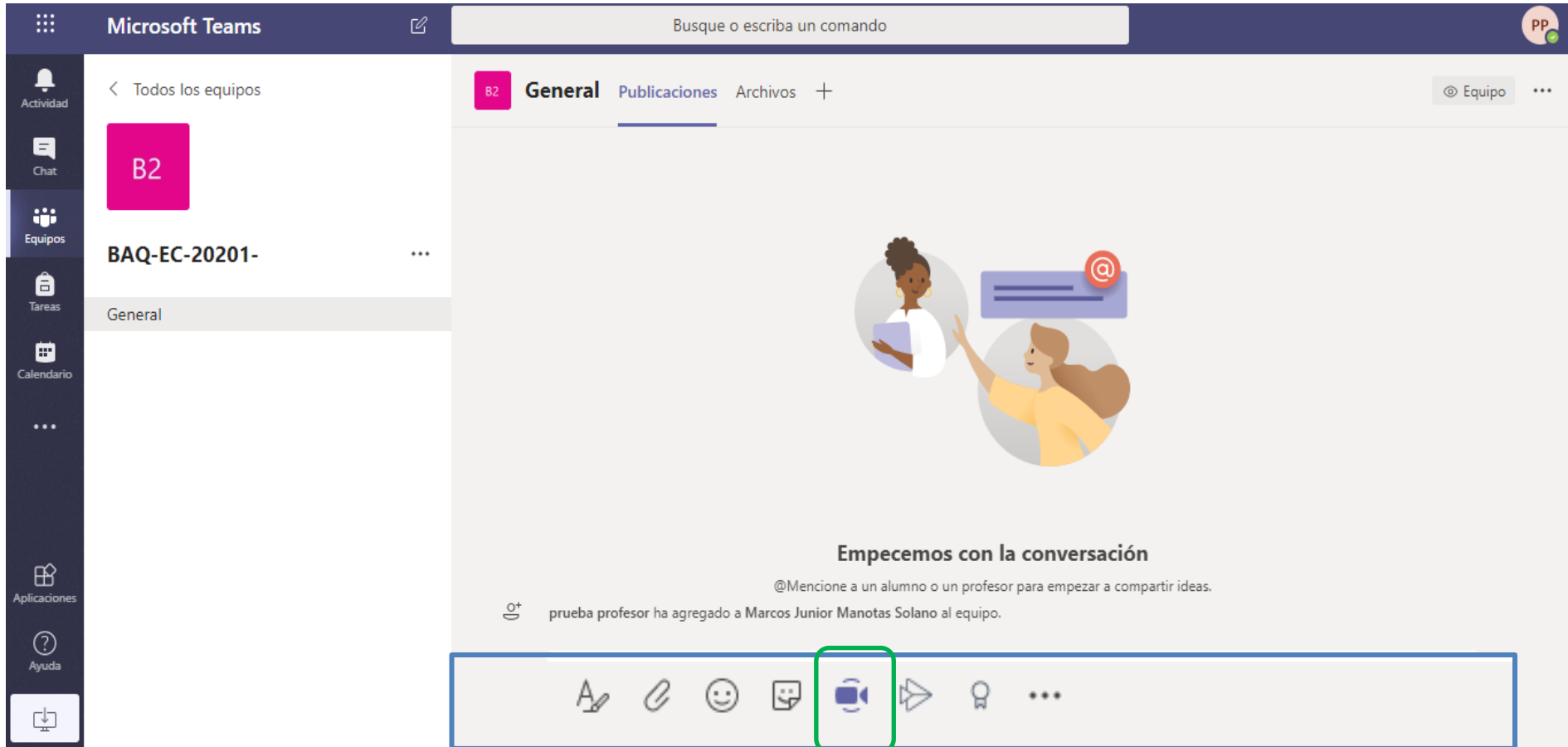


The screenshot displays the Microsoft Teams application interface. At the top, the header shows 'Microsoft Teams' on the left, a search bar with the placeholder text 'Busque o escriba un comando' in the center, and a profile picture icon on the right. Below the header is a vertical navigation pane on the left with icons for 'Actividad', 'Chat', 'Equipos', 'Tareas', 'Calendario', 'Aplicaciones', and 'Ayuda'. The main content area is titled 'Equipos' and contains the text 'Sus equipos'. Two team cards are visible: one with a light blue square labeled 'PR' and another with a pink square labeled 'B2'. Both cards have the text 'BAQ-EC-20201-' below them. The 'B2' card is highlighted with a green rounded rectangular border. In the top right corner of the main area, there is a gear icon and a button that says 'Unirse a un equipo o crear uno'.

Agendar reuniones en Teams

2

En la barra de opciones que se encuentra en la parte inferior, seleccione la opción “Reunirse ahora”.



Reunirse ahora

Agendar reuniones en Teams

3

Seleccione la opción «Programar una reunión»

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane includes options like 'Actividad', 'Chat', 'Equipos', 'Tareas', 'Calendario', 'Llamadas', 'Archivos', and 'Aplicaciones'. The main area shows a team named 'CURSO ASIGNADO' with a 'General' channel. A meeting dialog box is open, asking '¿Desea agregar un asunto?' and featuring a 'Reunirse ahora' button and a 'Programar una reunión' button, which is highlighted with a green box. The dialog also shows a status for 'Activado / Desactivado'.

Agendar reuniones en Teams

4

Diligencie cada uno de los campos, establezca (de ser necesario) la periodicidad de la reunión y agregue a los asistentes. Para finalizar seleccione el botón “Enviar”.

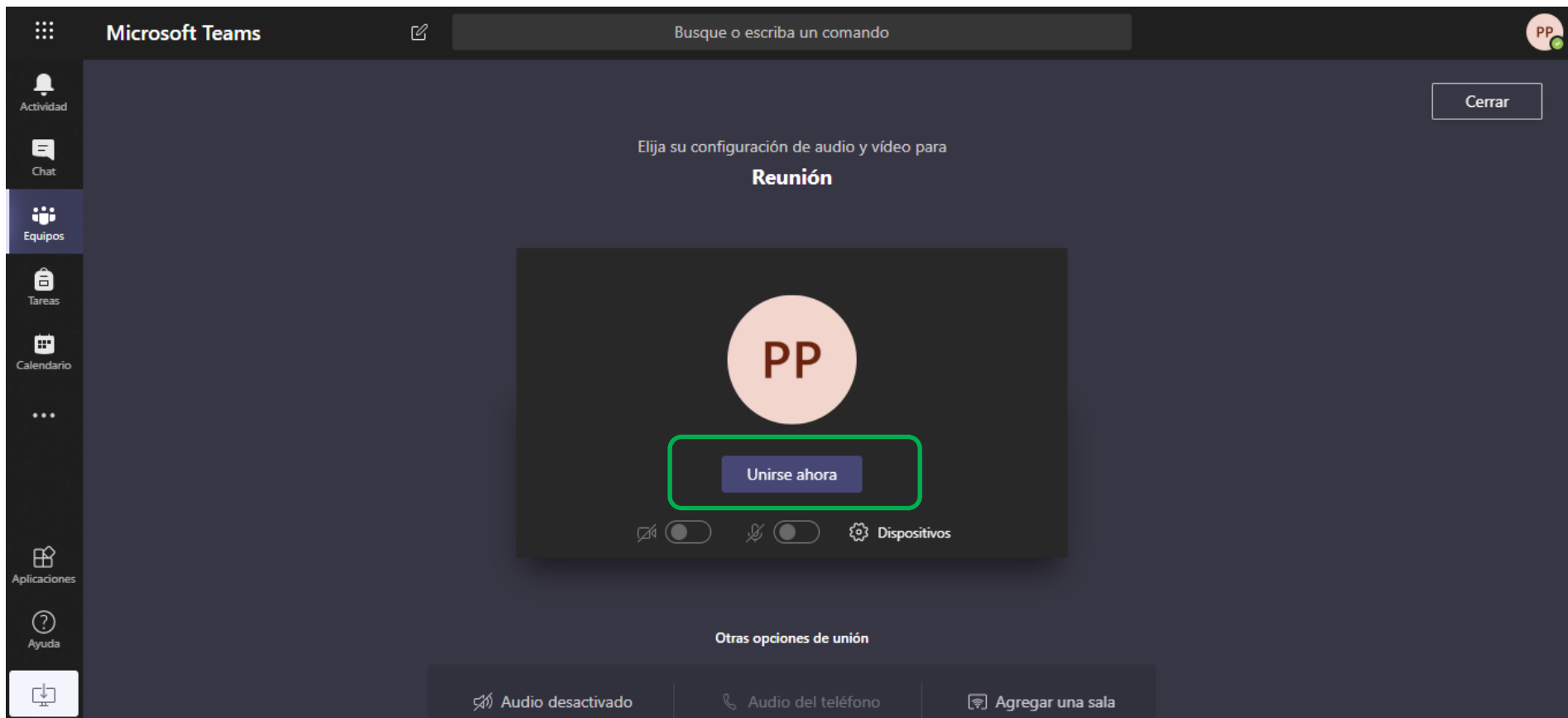
The screenshot displays the Microsoft Teams interface for scheduling a new meeting. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The main content area is titled 'Nueva reunión' (New Meeting) and includes a 'Detalles' (Details) tab and an 'Asistente para programación' (Scheduling Assistant) link. The 'Enviar' (Send) button is highlighted with a green box. The interface shows the following fields and options:

- Zona horaria:** (UTC-05:00) Bogotá, Lima, Quito, Rio Branco
- Título:** Agregue un título
- Asistentes:** Agregue asistentes requeridos (+ Opcionales)
- Fecha y hora:** 19 mar. 2020, 15:30 → 19 mar. 2020, 16:00, 30 min
- Recurrencia:** No se repite (dropdown menu open with options: No se repite, Cada día laborable (lunes-viernes), Diariamente, Semanalmente, Mensualmente, Anualmente, Personalizado)
- Formato:** Todo el día (toggle)

Unirse a reuniones en Teams

6

Para unirse a la reunión, seleccione “Unirse ahora”.



The screenshot displays the Microsoft Teams application interface. At the top, the title bar reads "Microsoft Teams" and includes a search bar with the placeholder text "Busque o escriba un comando". On the left side, there is a vertical navigation pane with icons for "Actividad", "Chat", "Equipos", "Tareas", "Calendario", "Aplicaciones", and "Ayuda". The main content area is titled "Reunión" and prompts the user to "Elija su configuración de audio y vídeo para". In the center, there is a large circular profile picture placeholder with the initials "PP". Below this, a blue button labeled "Unirse ahora" is highlighted with a green rectangular border. Underneath the button are three toggle switches: "Audio desactivado" (which is currently turned off), "Audio del teléfono" (which is currently turned off), and "Dispositivos" (which is currently turned on). At the bottom of the screen, there is a section titled "Otras opciones de unión" with three buttons: "Audio desactivado", "Audio del teléfono", and "Agregar una sala". A "Cerrar" button is located in the top right corner of the main content area.