



University
of Glasgow

Microsoft Teams for Lectures

V1.0)

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Introduction

This course is designed to introduce you to creating lectures with Microsoft Teams. It should be helpful to people who are new to using Teams or who are transitioning from using other applications (especially Zoom) to using Microsoft Teams

This guide walks you through setting up a lecture in Microsoft Teams using the UofG Lecture template. It is intended for teaching staff delivering scheduled lectures online or in hybrid form, and for the professional staff who help set those lectures up. Lectures deliver structured content to a cohort and want students to be able to ask questions

Microsoft Teams for Lectures

1 Meetings

If you have been using Teams for general communication, you will probably be familiar with this feature. Meetings are designed to enable communication between small groups of people, but can be extended, through the meeting's settings, to enable more controlled communication between larger groups — including lectures.

a. Template

A template in Teams is a pre-configured starting point for a meeting, webinar or town hall — a saved bundle of settings that the University supplies or that you can create yourself. When you create a new event from a template, those settings (attendee permissions, Q&A, recording behaviour, lobby defaults and so on) are applied automatically. You can still change most of them afterwards, but you don't have to remember each one from scratch, and you don't have to know the full list of options on the meeting setup page to end up with sensible defaults.

At the time of writing, UofG IT Services maintains four organisation templates:

- Webinar
- Town hall
- Class
- Lecture

Each template is created for a specific kind of event. They appear in your Teams Calendar under the heading "Organisation templates" when you click the dropdown arrow next to + New meeting. Starting from a template saves time, makes events feel consistent across the institution, and helps ensure that the settings that matter most for a particular scenario (such as restricting who can present in a lecture) are right first time.

2 When to use a Lecture (vs a Meeting or Class)

Teams gives you several event types and templates. Picking the right one for the job avoids a lot of fiddling later.

	Lecture	Class	Meeting
Typical use	Scheduled online lecture; lecture capture for a course cohort	Tutorial, seminar, small-group teaching	Working group, 1:1, team meeting
Attendee cap (standard licence)	1,000	1,000	1,000
Registration page	No	No	No

	Lecture	Class	Meeting
Who can present	Organisers and co-organisers only — students can't share their screen by default	Organisers and co-organisers only — but easy to promote a student	Everyone by default
Attendee interaction	Mic and camera ON; reactions ON; Q&A OFF (use raise-hand)	Mic and camera ON; chat and reactions ON	Full — mic, camera, chat, share
Recording	Manual — auto-record is OFF in the template	Manual	Manual
Lobby	Only organisers and co-organisers bypass — others wait	Only organisers and co-organisers bypass	Everyone in your org bypasses
Best when...	You're delivering structured content to a cohort and want students to be able to ask questions	You want everyone to be able to talk freely and break into small groups	It's an internal working session — settings can stay loose

Note Use Lecture for scheduled, structured delivery to a class group — students join muted by default in spirit (they can unmute themselves to ask a question), only you and any co-tutors can share the screen, and the lobby keeps stragglers out until you're ready.

Use Class for smaller interactive teaching where students will be talking and presenting back.

Use a plain Meeting for everything else — committees, 1:1s, working groups.

For larger audiences with registration (open lectures, public seminars, all-staff briefings) see the companion guides for Webinar and Town hall.3

3 Zoom vs Teams lectures — the key differences

If you've delivered lectures in Zoom before, here's what changes when you move to a Teams Lecture.

Joining and the lobby

Zoom: Most UofG Zoom lectures admit students from a waiting room or let them bypass it if they're signed in.

Teams: The Lecture template puts every attendee into the lobby until you (or a co-organiser) admit them, or are present in the meeting. In practice the first time you join the meeting you become the admit-er; you don't have to click admit for each student individually if you've already started the meeting.

Attendee experience

Zoom: Attendees typically join muted with cameras off; you can require cameras with an external prompt.

Teams: Attendees join with their mic and camera allowed (toggles on, not forced on). They can unmute themselves to ask a question. Reactions are on; Q&A is off — questions happen via raise-hand or chat.

Who can share their screen

- **Zoom:** Often left open, with attendees able to share unless restricted.
- **Teams:** The Lecture template restricts presenting to organisers and co-organisers. Students cannot share their screen unless you explicitly promote them to presenter — a deliberate guardrail against "someone accidentally shared their inbox" mid-lecture.

Recording

- **Zoom:** Many lecturers set Zoom to auto-record to the cloud.
- **Teams:** The Lecture template ships with auto-record OFF. You start the recording manually when the lecture begins. The reasoning is that lectures often have a few minutes of "can everyone hear me" that lecturers prefer not to capture — but this also means it is now your responsibility to remember to press record.

Where the recording lives

- **Zoom:** Cloud recording with a separate sharing workflow.
- **Teams:** Cloud only — recordings land in the organiser's OneDrive in a Recordings folder. For lectures that need to live on Moodle, the supported route is to download from OneDrive and upload to Kaltura (covered in Section 8).

Moodle integration

- **Zoom:** A Moodle plug-in that allows you to schedule lectures inside the course.
- **Teams:** No equivalent LTI connector at the time of writing. You schedule in Teams, copy the join link, and paste it into the Moodle course page as a URL resource. This is an interim workflow — watch for institutional guidance for Semester 1 2026/27.

4 The UofG Lecture template — what it gives you

When you open Teams Calendar and click the dropdown next to + New meeting, you'll see an Organisation templates section with four UofG templates: Webinar, Town hall, Class and Lecture. The Lecture template is the one to use for scheduled course delivery — single lecturer (or small panel) presenting to a class cohort.

a. Why use the template

The template pre-configures the settings that most often get forgotten or set wrongly — particularly who can present, where the lobby sits, and who can record. Starting from the template gets you to a sensible default in seconds; you can then tweak the few bits that matter for your specific course.

Note Unlike the Webinar template, a Lecture doesn't open a separate setup page with Setup, Theming, Registration and Emails tabs. It opens the standard calendar event dialog with the meeting options pre-set behind the scenes. That makes a Lecture much faster to create than a Webinar — but it also means there is no event page, no registration form, no attendee emails. You share the lecture by sharing the meeting link.

b. What the template sets up automatically

Out of the box, the Lecture template configures the following. You can change any of these for an individual lecture by clicking Options on the event before saving.

Featured (the headline settings)

The headline settings the Lecture template applies.

- **Who can bypass the lobby:** Only organisers and co-organisers. Everyone else (including students with a UofG account) goes into the lobby until you join and admit them.
- **Who can present:** Only organisers and co-organisers. Students cannot share their screen unless you promote them.
- **Allow mic for attendees:** ON. Students can unmute themselves to ask a question. They are not force-muted.
- **Allow camera for attendees:** ON. Students can turn on a camera if they wish. There is no way in Teams to force their camera on; this just keeps the option available.
- **Record and transcribe automatically:** OFF. You start recording manually when the lecture begins.
- **Meeting chat:** ON. Students can ask questions in chat as well as by raising a hand.

Meeting access

Meeting access settings — note the lobby restrictions and the announcement of dial-in joiners.

- **Reject anyone who can't bypass the lobby:** OFF — i.e. people are held in the lobby rather than bounced.
- **Announce when people dialling in join or leave:** ON — a useful nudge if a phone joiner appears.
- **Show meeting info on join screen:** ON — attendees see the meeting title and start time on the holding screen.
- **Require unverified participants to verify their info:** OFF — keeps the join experience friction-free for legitimate students.

Roles

Co-organisers can be added at event creation. Up to 10 UofG colleagues can be co-organisers; they share full control with you. External speakers (guest lecturers from

outside UofG) can only be added as presenters using their email address — not as co-organisers.

Production tools

- **Manage what attendees see:** OFF. Attendees see all presenters and shared content. Turn this ON only if you want a more polished broadcast feel where only the active speaker is on screen.
- **Green room:** OFF. There is no rehearsal/holding room before the lecture starts. Turn this ON if you have an external guest speaker and want a few minutes to check their audio before students arrive.

Participation

Participation defaults — Q&A is off, reactions on, attendance reporting on.

- **Q&A:** OFF. The Lecture template uses chat and raise-hand for questions rather than the structured Q&A panel. Q&A is more typical of a webinar.
- **Allow reactions:** ON. Students can use thumbs up, applause and so on.
- **Hide attendee names:** OFF. Attendee names are visible to presenters.
- **Allow attendance report:** ON. After the lecture you can download a CSV showing who joined and when.
- **Who can start annotations:** Everyone. Useful if you share a slide and want students to annotate together.

Recording & transcription

Recording defaults — note auto-record is OFF and the recording is shared with everyone the invite went to.

- **Record and transcribe automatically:** OFF. (Repeated from the Featured section because this catches people out — see Common Mistakes in Section 9.)
- **Who can record and transcribe:** Organisers, co-organisers and presenters.
- **Enable multilingual speech recognition:** OFF. Turn ON for a multilingual cohort if needed.
- **Who has access to the recording or transcript:** Everyone. By default the recording, once it exists, is accessible to everyone the meeting invitation went to. You can lock this down per-recording in OneDrive afterwards.

Copilot and other AI

- **Allow Copilot:** During and after the meeting — i.e. Copilot can summarise what was said and answer questions about the transcript afterwards. This only does anything if transcription is on.

Accessibility

- **Provide CART captions:** Available if you've arranged a CART captioner for accessibility. Most lectures rely on Teams' own live captions (which any attendee can turn on for themselves from the meeting toolbar).

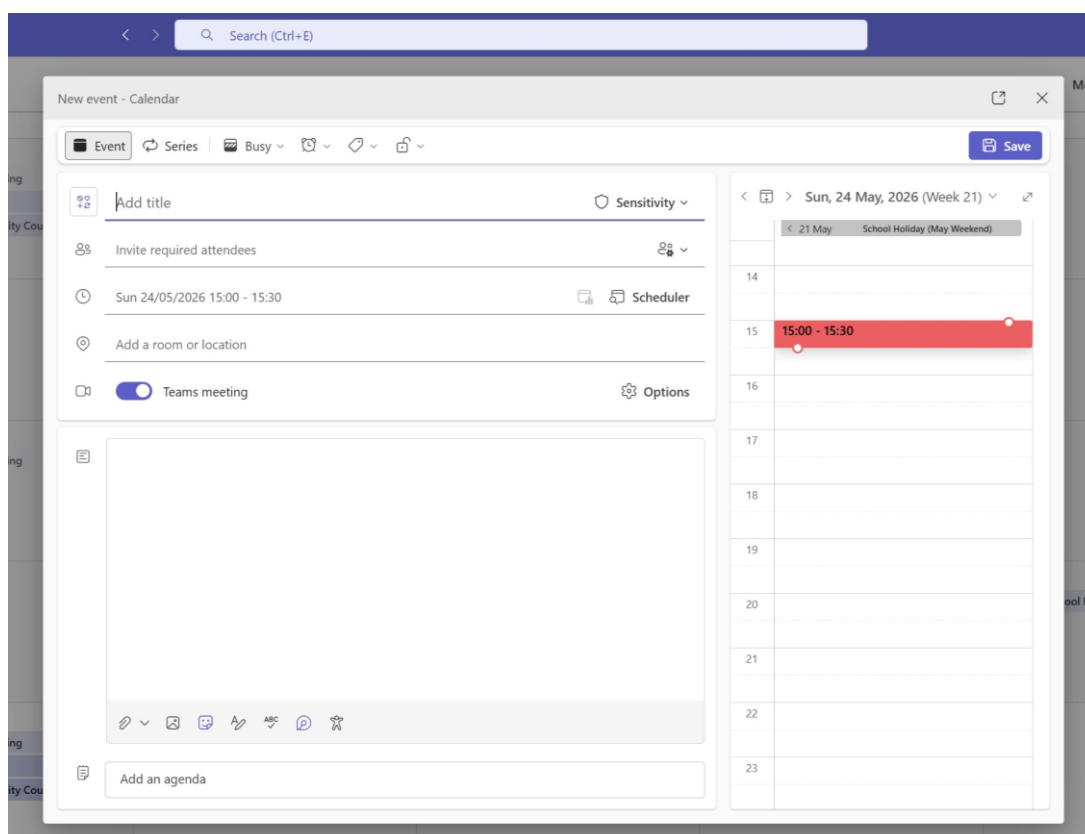
5 Step-by-step: creating your lecture

Allow about 5–10 minutes to set up a lecture the first time. Once you've done it once, it's a 2-minute job.

a. Open the template

- 1 Open Teams and go to Calendar.
- 2 Click the dropdown arrow next to the + New meeting button (top right).
- 3 Under **Organisation templates**, choose **Lecture**.
- 4 A new event dialog opens with the Lecture template's settings already applied behind the scenes.

b. Fill in the basic info



The Lecture template uses the standard event dialog — fill in title, time and attendees, and the meeting options are already pre-configured.

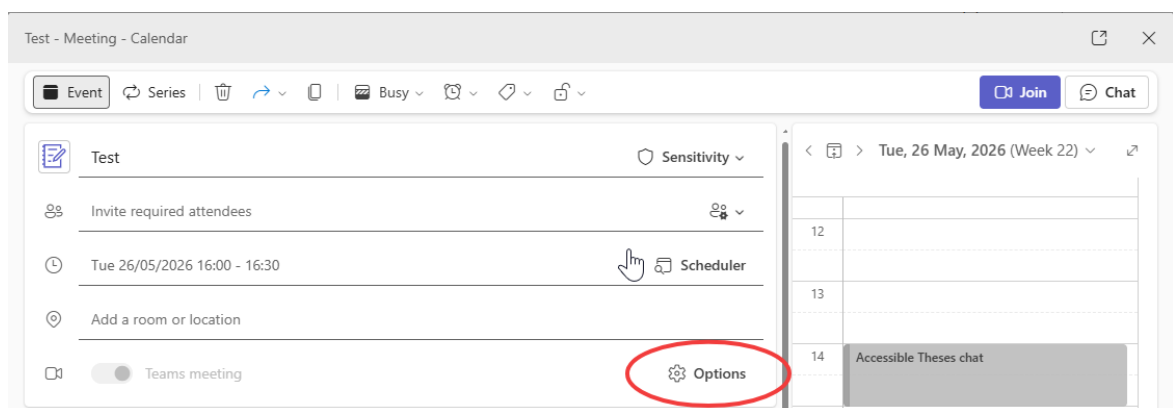
Complete the dialog as you would for any calendar event:

- **Title** — be specific. "HIST1006 Week 5 lecture: The Industrial Revolution" is much more useful in students' calendars than "Lecture". Including the course code helps students find the event later.
- **Date and time** — double-check both the start time and the duration. The default is often 30 minutes, which is rarely long enough for a lecture.

- **Invite required attendees** — for course delivery, you'll usually invite a course distribution list or group rather than typing every student. If you don't have a course list, see Section 6 on sharing the lecture with students.
- **Add a room or location** — for hybrid lectures, book the physical room here so it appears in both calendars and on door panels.
- **Teams meeting toggle** — make sure this is ON. The Lecture template should set it on automatically; if you turn it off you lose the pre-configured options.
- **Agenda / description** — students see this in their calendar. A brief outline of what the lecture will cover (and any pre-reading) is helpful.

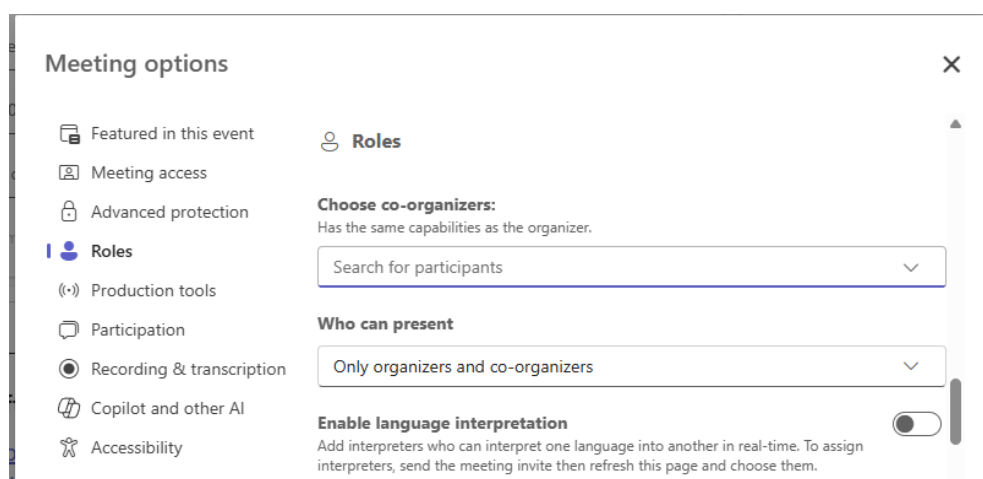
c. Verify the meeting options (optional)

The template has set sensible defaults, but it's worth knowing how to check them — especially for a lecture you'll deliver multiple times. Click Options next to the Teams meeting toggle to see the full settings panel.

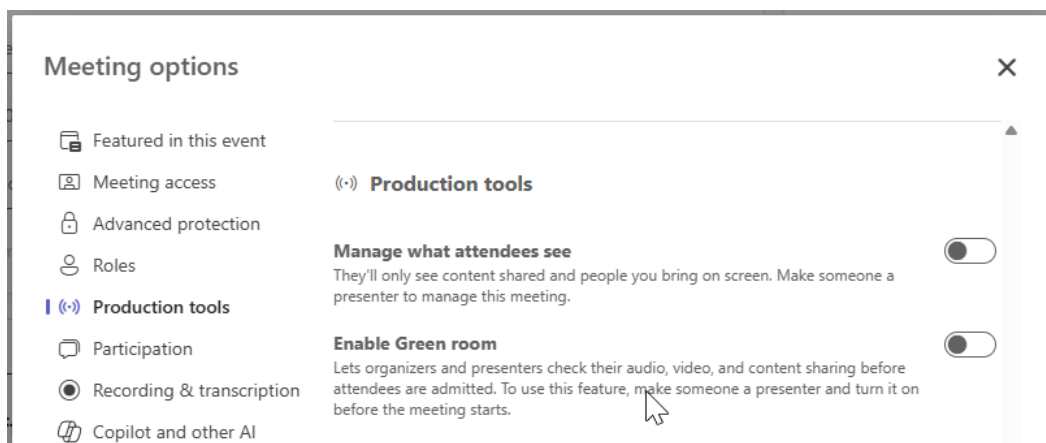


Common adjustments you might make:

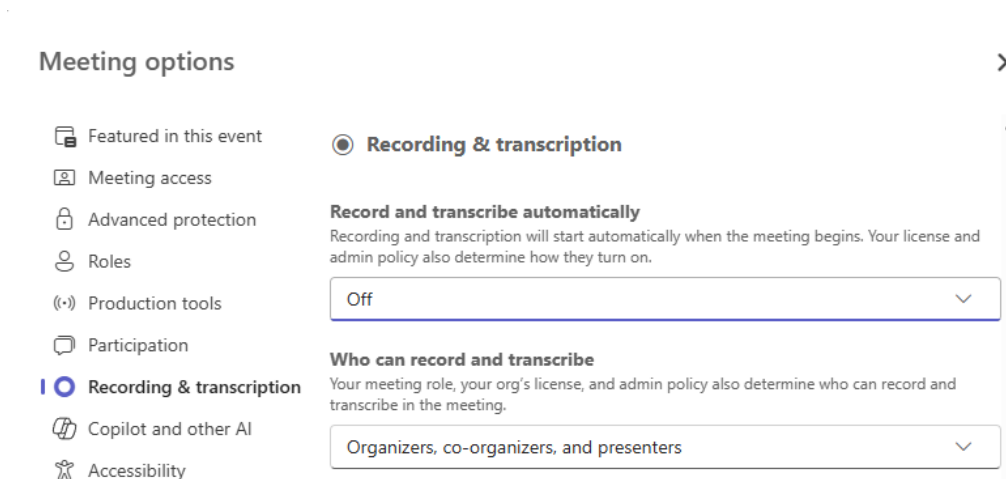
- **Add a co-organiser** (your TA, a co-tutor, or a colleague who'll cover if you're ill). Co-organisers can admit late joiners, start the recording, and end the lecture even if you don't make it.



- **Turn ON Green room** if you have an external guest speaker — you can check their audio and video before students see them.



- **Turn ON Auto-record** if this is a course where you've agreed every lecture will be recorded. (You can override the template default for this lecture or for every lecture in the series.)



Note If you reuse the Lecture template for a recurring lecture series, set the recurrence in the event dialog before saving. The same meeting link, settings and lobby behaviour will apply to every occurrence, and the recording for each one ends up clearly named with the date in OneDrive.

d. Save and send

Click Save. Invitees receive a calendar invitation with the join link. The lecture also appears in your Teams Calendar.

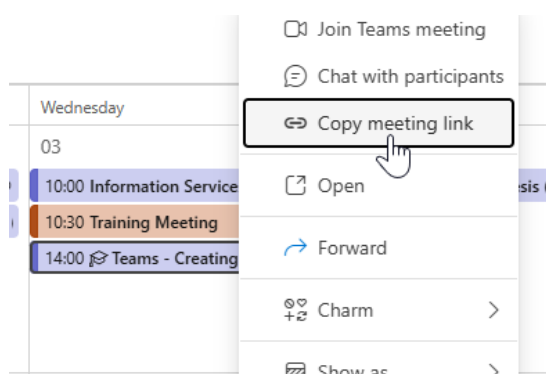
IMPORTANT Don't forget to actually click Save. Unlike the Webinar template — which has a separate Publish step — a Lecture goes live the moment you save it. But until you save, the meeting link doesn't exist and you can't share it.

6 Sharing the lecture with students

a. Adding the link to Moodle

At the time of writing there is no LTI connector between Teams and Moodle, so there is no direct equivalent to the Zoom plug-in. The interim approach is:

- 1 Create and save your lecture in Teams Calendar.
- 2 Open the lecture in your calendar, click Copy link (or right-click the event), and copy the meeting join link.



- 3 In Moodle, add a URL resource (or Label) on the course page and paste the link.
- 4 Give it a clear name ("Join the lecture" or "Week 5 lecture link") and a short description so students know what they're clicking.

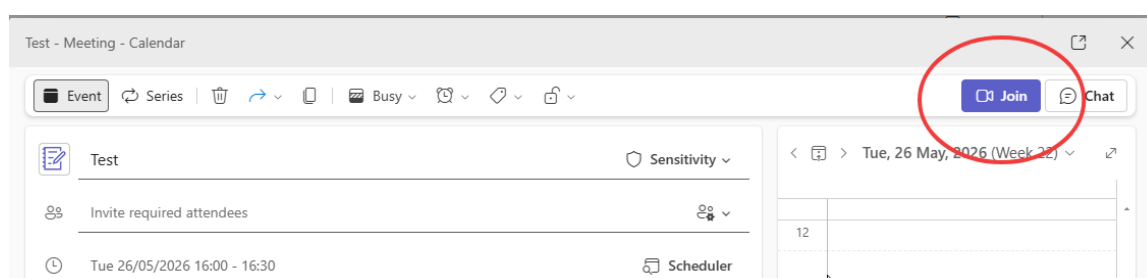
IMPORTANT Watch for institutional guidance on the recommended approach for Semester 1 2026/27 — this area is still being finalised. Don't rebuild your Moodle pages around Teams lectures until the agreed workflow is confirmed.

b. Inkpath

If you're delivering a lecture as part of a CPD or training programme that uses Inkpath, attach the lecture by pasting the meeting link into the relevant Inkpath activity.

7 On the day — running the lecture

A few minutes before the start time, join the lecture from your Teams Calendar.



Before students arrive

- Check your audio and camera in the pre-join screen.
- Confirm your slide deck is open and ready to share. PowerPoint Live is recommended — you'll see speaker notes and an upcoming-slides view that students can't.
- **Start the recording.** Auto-record is OFF in the Lecture template. Click More (...) → Record and transcribe → Start recording. Teams will tell everyone that recording has started.

Admitting students from the lobby

The Lecture template restricts lobby bypass to organisers and co-organisers, so students wait in the lobby until you admit them. In practice you'll see a notification — click Admit, or open the Participants panel and choose Admit all if you want to let everyone in at once.

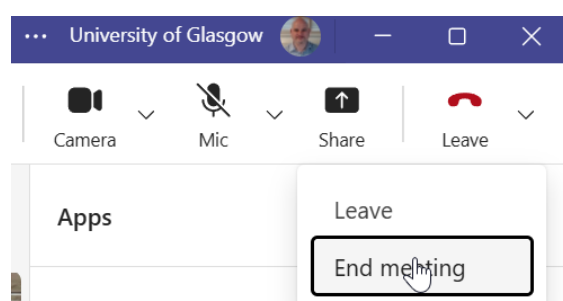
Note Once the lecture is under way, you can lock the meeting to keep new arrivals out — useful for an in-progress discussion you don't want interrupted. Open Participants → More options (...) → Lock the meeting. Anyone clicking the link after that is blocked.

During the lecture

- **Share your screen or PowerPoint** from the toolbar (Share → Screen, Window, or PowerPoint Live).
- **Handle questions:** students raise their hand or use chat. The Q&A panel is OFF in the Lecture template — that's a deliberate choice (Q&A is more useful in a webinar where structure matters). Designate someone to keep an eye on chat if the cohort is large.
- **Bring a student on-screen** by promoting them to presenter from the Participants panel — they can then share their screen or speak fully. Demote them back to attendee when they're done.
- **Watch the lobby** for late arrivals. Teams will notify you in the toolbar; one click admits them.

Ending the lecture

Click End meeting (the dropdown arrow next to Leave, then End meeting). Don't just click Leave — if you leave, the meeting stays open for any remaining attendees and the recording keeps running until everyone leaves or a co-organiser ends it.



8 After the lecture

a. Where the recording goes

If you started a recording during the lecture, the file lands in your OneDrive in the Recordings folder. The transcript (if you turned it on) sits alongside it. Both are owned by you (the organiser) and, by default, shared with everyone the meeting invitation went to.

The filename is usually the lecture title plus a timestamp — e.g. "HIST1006 Week 5-20260524_140012-Meeting Recording.mp4".

b. Uploading the recording to Kaltura for Moodle

IMPORTANT For teaching content that needs to live on Moodle long-term, the supported route is to upload to Kaltura — not to share the OneDrive link directly on Moodle.

OneDrive isn't designed as a streaming platform for large student cohorts and access management gets complicated quickly. Kaltura is the supported route for teaching recordings.

The workflow is:

- 1 Open the recording in OneDrive. Click Download to save the .mp4 to your computer.
- 2 Open Kaltura (My Media) via the Moodle course page.
- 3 Click Upload and choose the downloaded file. Add a clear title (matching the lecture name and date).
- 4 Once Kaltura has processed the file, embed the video into the Moodle course page using the standard Kaltura tool.
- 5 Optional: delete the OneDrive copy once you've confirmed the Kaltura version plays correctly, to avoid two copies drifting out of sync.

c. Attendance report

Open the lecture in your Teams Calendar and click the Attendance tab. You'll see who joined, when they joined, and when they left. Click Download to export as a CSV — useful for engagement monitoring or attendance records.

Note Attendance is recorded for everyone who actually joins the meeting. Students who registered via the invite but didn't join show as 0 attendance. The report is generated for each occurrence of a recurring meeting separately.

9 Common mistakes — a checklist

Run through this list before delivering each lecture (or at least at the start of the semester for a recurring series):

- ✓ Did you remember to press Record at the start? The Lecture template has auto-record OFF.
- ✓ Did you click End meeting (not just Leave) at the end, so the recording stops and a clean attendance report is produced?
- ✓ Did you upload the recording to Kaltura before sharing on Moodle? Don't share the OneDrive link directly for course content.
- ✓ Have you set a sensible duration on the event? The 30-minute default is rarely right for a lecture.
- ✓ Did you include the course code in the lecture title? Students will thank you when searching their calendars in week 11.
- ✓ Are external guest speakers added as presenters (not co-organisers — Teams only allows UofG accounts as co-organisers)?

10 What Teams Lectures don't do (vs Zoom)

A few Zoom behaviours don't carry across. If you currently rely on any of these, you'll need to adjust your workflow.

Auto-record by default

Some lecturers had Zoom set to auto-record every meeting. The Lecture template ships with auto-record OFF — you have to start the recording each time. If you want every occurrence of a lecture series to record automatically, turn it on once in Meeting options for the series and it will apply to every occurrence.

Local recording to your own device

Teams records to the cloud (OneDrive) only. You can download recordings afterwards, but there is no option to record straight to your computer during a meeting. If you needed local recording for storage or offline reasons, speak to IT Services about alternatives.

Force students' cameras on

Teams cannot make students turn on their cameras (and frankly nor can Zoom — it can only prompt). Set the expectation in the lecture description and verbally at the start.

A Moodle plug-in equivalent

At the time of writing there is no LTI connector for Teams meetings in Moodle. Use the URL-resource workflow in Section 6 until UofG announces a supported integration.

Personal Meeting ID / persistent lecture room

Teams doesn't have an always-on personal meeting room with a fixed ID. For a regularly-occurring lecture, schedule it as a recurring event — the join link stays the same for every occurrence.

11 Useful shortcut keys

Using keyboard shortcuts can help you become more efficient during a lecture, especially for muting/unmuting, raising your hand, or zooming in on a slide students can't read. Most shortcuts require you to press a modifier (Shift, Ctrl, Alt, Cmd) plus a letter.

Function	Windows	Mac
Toggle mute	Ctrl + Shift + M	Cmd + Shift + M
Temporarily unmute (hold)	Ctrl + Spacebar	Option + Spacebar
Toggle video on/off	Ctrl + Shift + O	Cmd + Shift + O
Raise or lower hand	Ctrl + Shift + K	Cmd + Shift + K
Announce raised hands (screen reader)	Ctrl + Shift + L	Cmd + Shift + L
Admit people from lobby notification	Ctrl + Shift + Y	Cmd + Shift + Y
Accept audio call	Ctrl + Shift + S	Cmd + Shift + A
Accept video call	Ctrl + Shift + A	Cmd + Shift + V
Decline call	Ctrl + Shift + D	Cmd + Shift + D
Start audio call	Alt + Shift + A	Cmd + Option + S
Start video call	Alt + Shift + V	Cmd + Shift + S
End call	Ctrl + Shift + H	Cmd + Shift + H
Accept screen share	Ctrl + Shift + A	Cmd + Shift + V
Decline screen share	Ctrl + Shift + D	Cmd + Shift + D
Zoom into shared content	Alt + Shift + =	Option + Cmd + =
Zoom out from shared content	Alt + Shift + -	Option + Cmd + -
Reset zoom on shared content	Alt + Shift + 0	Option + Cmd + 0
Pan shared content (up/down/left/right)	Alt + Shift + arrow key	Option + Cmd + arrow key
Join from meeting details	Alt + Shift + J	Ctrl + Cmd + K
Toggle live captions (Mac only)	—	Cmd + Shift + A
Open in-app shortcut panel	Ctrl + .	Cmd + .