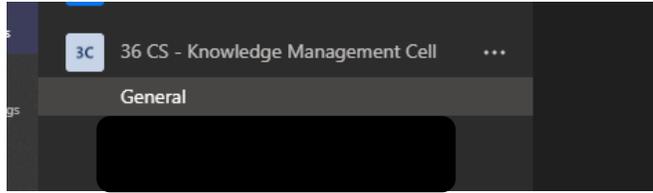


Microsoft Teams

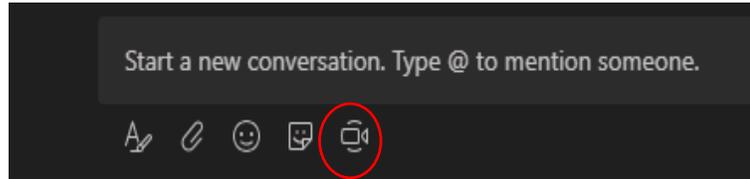
Recommended Meeting Method

Create/host a meeting within team channel

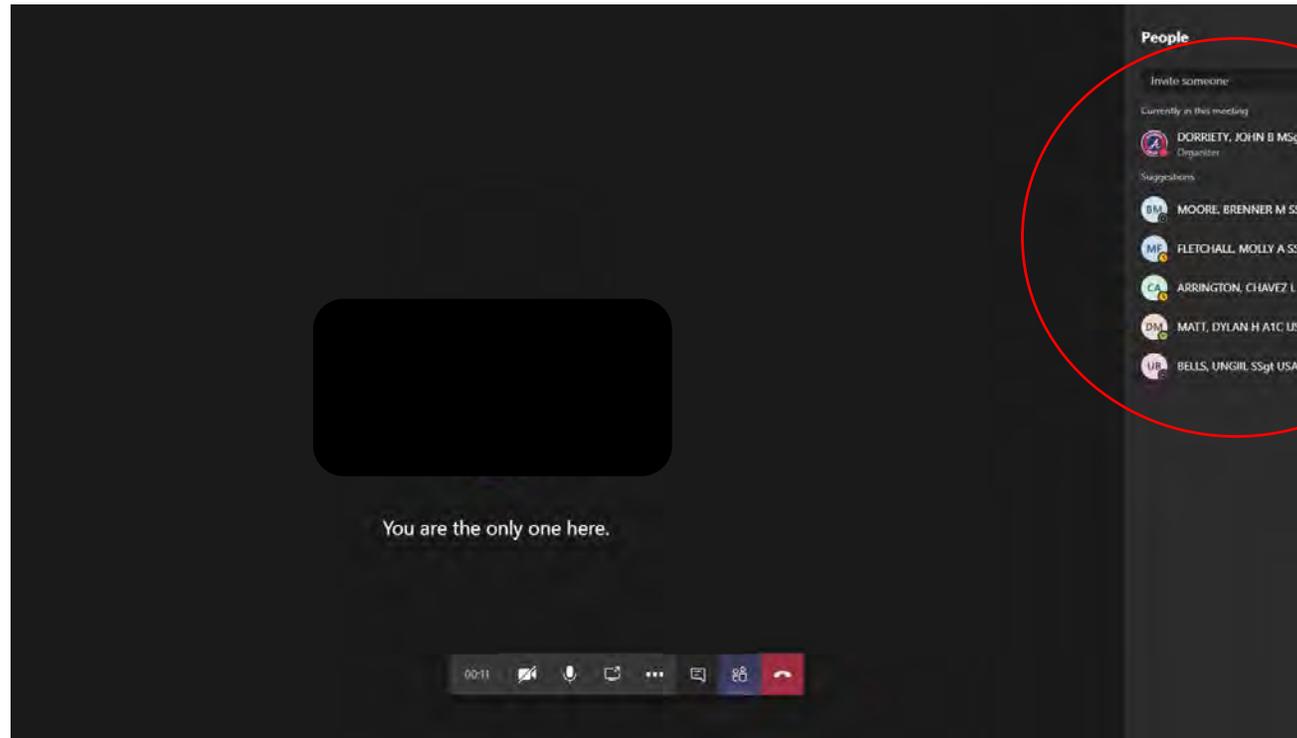
1. Go to your channel within your chosen team group.



2. Below the conversation panel; choose **Meet Now**.

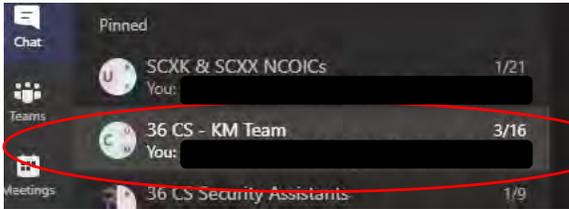


3. Create a subject, choose to enable webcam or schedule as a meeting. When done select **Meet Now**. Once in the meeting, invite others as needed.

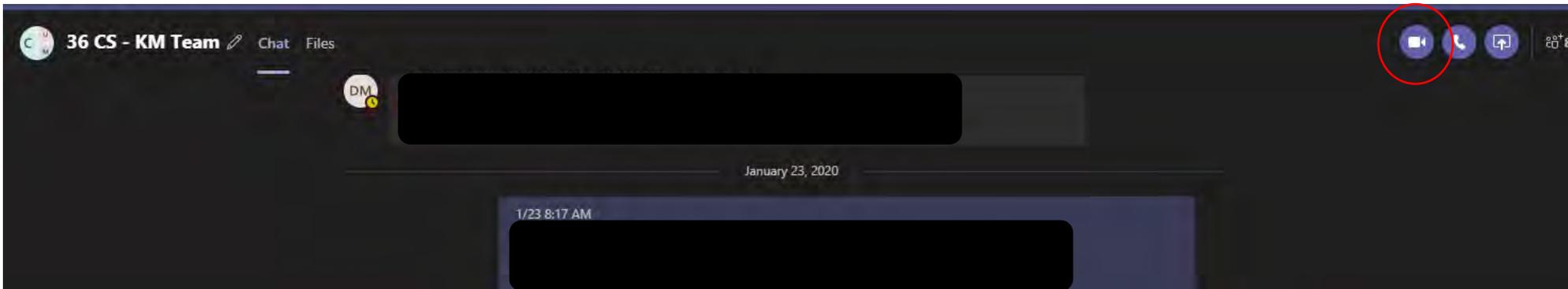


Create/host a meeting within chat group

1. Go to your chat groups

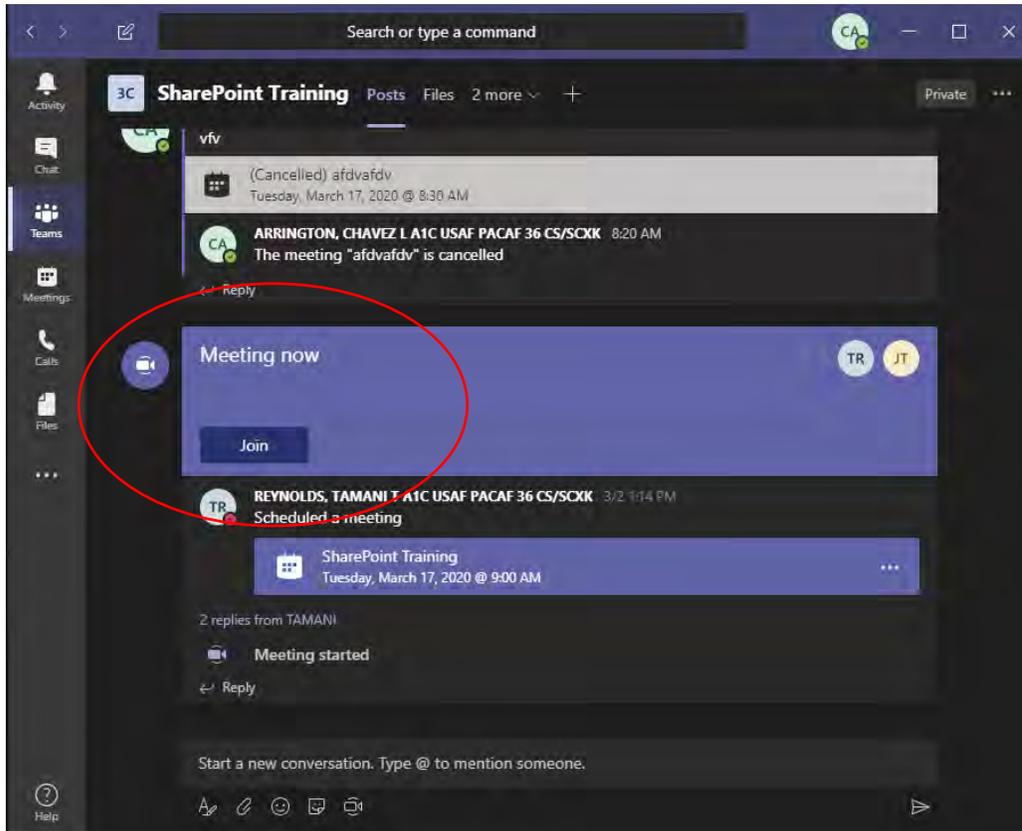


2. Then on the far right panel; choose **Video Call**. Everyone that is apart of the conversation will receive the invite to join.



Join a Teams meeting

1. In a Teams meeting invite, select **Join**.
2. Join Microsoft Teams Meeting: Enter a meeting from your Teams meeting invite.



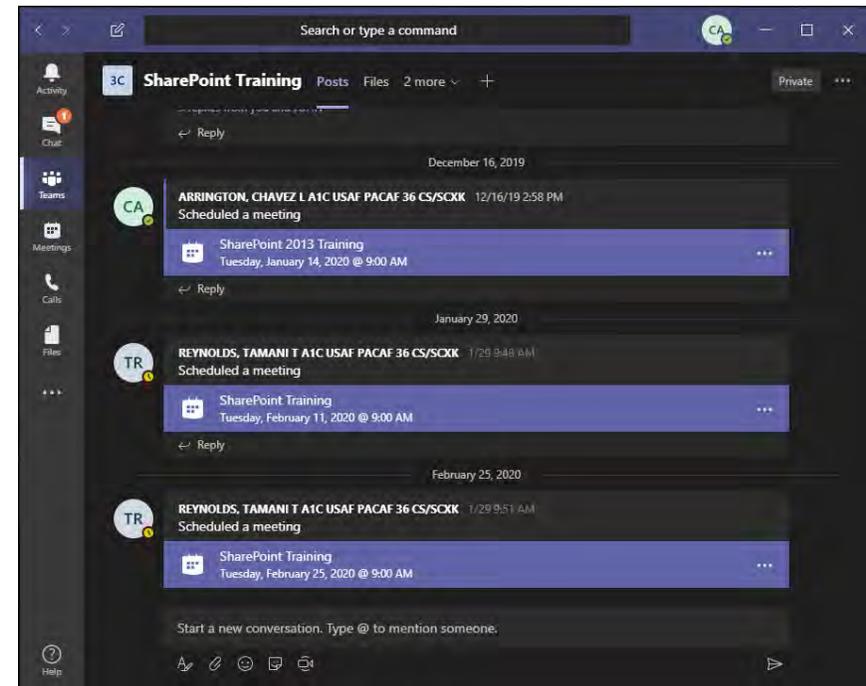
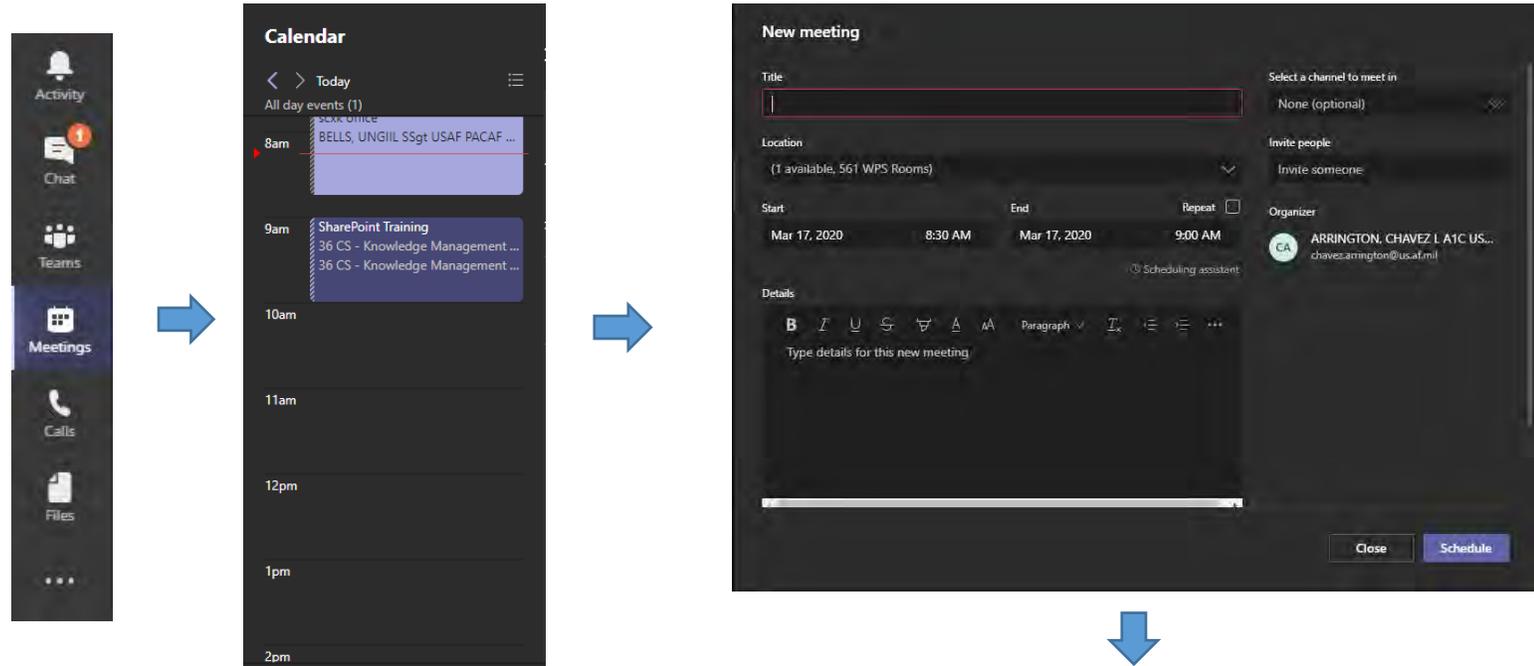
Schedule a meeting

Select **New meeting**.

- 1.Type in a meeting title and enter a location.
- 2.An online meeting is created by default.
- 3.Choose a start and end time, and add details if needed.
- 4.Enter names in the **Invite people** box to add them to the meeting.
- 5.Note:** To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:

1. Select **None** to keep your meeting private.
2. Select a channel to open the meeting to team members.
3. If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.



Defense Collaborative Services

Alternate Meeting Method

Accessing Defense Collaborative Services

Access Defense Collaborative Services via the link below:

<https://conference.apps.mil/>

1. Select Log-in
2. Read US Department of Defense Warning Statement
3. Click Accept
4. Proceed to DCS - Dashboard

This information system is approved for UNCLASSIFIED//FOUO data

US Department of Defense Warning Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authorization and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

Create/host a meeting within Defense Collaborative Services

Schedule a meeting

Select Conference

You will have three options once conference is selected:

1. My Reservations

This will allow for you to schedule meetings. This tab is also necessary for gathering the URL or Dial in Number/PIN

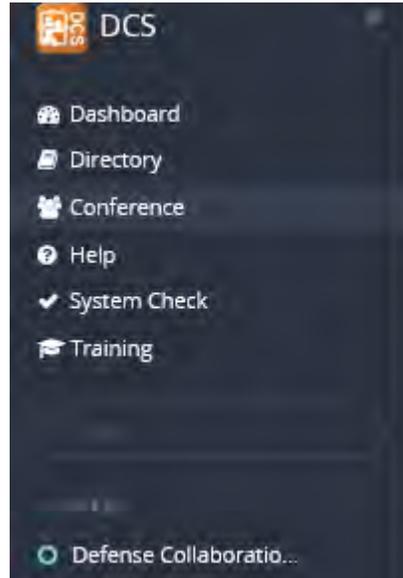
2. Shared Recordings

When you are creating a Reservation you can select to have the meeting be recorded. Meetings that were recorded can be viewed after the fact if recorded and then shared.

3. Public Reservations

When creating a Reservation you can select public or private. If public is selected then any member with DCS access can log-in to the meeting. This function is not recommended unless you cannot provide the URL out to needed attendees.

To create a new meeting select the “ + New Reservation” Button

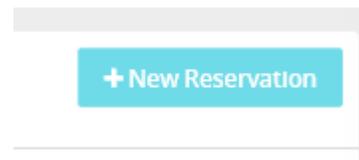
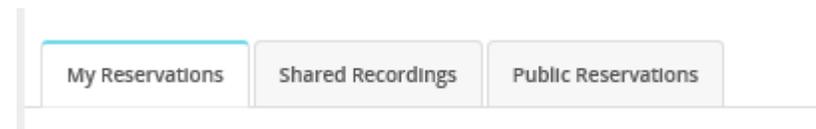


Once the “Add Reservation” window opens input information in the mandatory fields.

Note: This menu will allow for you to make Conferences that fit option 2/3

If no desired URL is selected a default URL is created and will be seen after save is selected to push to attendees. It is recommended to use a default URL.

The member who creates the conference is the default admin but that can be altered after creation.



Add Reservation

Name *

Name cannot be blank.

Desired Custom Meeting URL (optional)

Description *

Recording? *

 yes * No *

Allow Dial-in? *

 yes * No *

Meeting Time

Visibility *

 Private * Public *

Save

Cancel

Managing a meeting you created

There are multiple options available once a conference/meeting has been made.

1. The start option

Once this option is selected by the Admin.

Once the Admin or attendee selects “Join Now” a new page with the actual DCS Conference is opened.

Note: Members will not be able to log into the conference until it is started

The member will get an option on how they want to join into the conference, if you are not an active speaker, select listen only.

2. Manage

This will allow you to add members and select their roles.

Note: You will need the members email to add them.

Note: You do not have to add members here for them to join as long as you provide them the URL.

Note: You cannot alter members once the session has started.

3. Recordings

Allow for downloading of sessions that allowed recording. These auto delete after 180 days. It is advised to inform attendees at the start if recording is being conducted.

4. Web Conf URL/ Dial in / PIN

This is the needed info that has to be pushed externally for attendance.

The screenshot displays the DCS Web Conference 2.0 interface. At the top, there are tabs for "My Reservations", "Shared Recordings", and "Public Reservations". Below these, a message states: "These are the reservations you have access to. Please note that reservations that have not had a meeting session started in the past 180 days will be removed from all Users profiles and deleted." The main area shows a "mine" profile with a "Start" button and checkboxes for "Enable Meeting Recording" (unchecked) and "Allow Voice Dial-In" (checked). There are also "Recordings" and "Manage" buttons. Below this, the "Web Conf URL" is displayed as <https://conference.apps.mil/webconf/3641yssasmvndn6t1v4bcnqnducn33fr>, along with a "Copy" icon. The "Web Conf Dial In Number" is 410-874-6300 or DSN: 312-874-6300, and the "Web Conf PIN" is 188562125. The bottom section shows a presentation slide titled "DEFENSE COLLABORATION SERVICES" with sections for "DCS Web Conference 2.0 (WC 2.0)", "Best Practices", and "DCS Support". A "Security Disclaimer" is visible at the bottom of the slide.

My Reservations Shared Recordings Public Reservations

These are the reservations you have access to. Please note that reservations that have not had a meeting session started in the past 180 days will be removed from all Users profiles and deleted.

mine

Start

Enable Meeting Recording

Allow Voice Dial-In

Recordings Manage

Web Conf URL: <https://conference.apps.mil/webconf/3641yssasmvndn6t1v4bcnqnducn33fr> Copy

Web Conf Dial In Number: 410-874-6300 or DSN: 312-874-6300 Web Conf PIN: 188562125

Users

1 - [Connolly, Sean P TSgt USAF 82 MSG (USA)] Presentation: default.pdf

Chat

Public Options

Welcome to the conference mine

To join via phone, dial 410-874-6300 or DSN: 312-874-6300
PIN: 188562125

DCS DEFENSE COLLABORATION SERVICES

DCS Web Conference 2.0 (WC 2.0)

Look and Feel:
DCS Web Conference 2.0 has a multitude of new features to include how users are granted access and how audio and video connections are established.

With the introduction of Web-Real Time Communication (WebRTC) audio, you should experience less latency in audio and have a better overall experience

Multi-user whiteboard allows for more collaboration between groups at the same time. You can use the capture slide feature to download your work.

To see a list of improvements and updates visit <https://www.dcs.apps.mil>

DCS Support:
To report incidents, concerns, or ideas contact the Global Service Desk:
Email: disa.gsd.apps@mail.mil
Telephone: 1-844-347-2457
DSN: (312) 850-0032
Select Option 1 for DCS

Best Practices

Audio/Microphones:
-Choose listen only or Microphone. If you receive a WebRTC failure, you can still use flash. Follow the instructions for connecting audio.
-If joining audio, please ensure microphone is connected prior to the start of the meeting and mute microphone unless speaking.

Presenter(s)/Pre-Meeting:
-Convert presentations to PDF prior to uploading may help prevent formatting errors and long conversion times.
-All presenters should upload all documents and polls prior to the start of the meeting.

Record and Playback:
-At least two participants are required in a meeting to record audio
-To record a non default view, the moderator must lock the screen.

Security Disclaimer: DCS is not approved for transmission of PII and PHI information as identified in NIST SP 800-53, DoD 5400.11-R Department of Defense Privacy Program and DoD 6025.18-R DoD Health Information Privacy Regulation. For further reference please review these documents along with the Privacy Act and Health Insurance Portability and Accountability Act Core training document created by Tricare

Basic usage options within Conference

There are multiple options available once a conference/meeting has been started and joined.

The Admin can upload presentations and use slides within the center console.

All attendees can use the chat function on the right hand side.

Note: If you do not enter a name when prompted upon joining, you will be listed as a guest.

Options within chat window also allow for members to make segmented group chats from Users listing or to direct chat privately.

Top left hand side will show all members who are in attendance.

Bottom left hand side indicates who has webcams within attendance.

Note: If the admin stops the conference then all members are pushed out, All actions should be conducted prior to Admin selecting stop.

The image below is how you can alter who is presenting in the center screen.

The Cloud image to the far left allows for individuals to upload a presentation.

The bar image allows for members to create a poll for attendees (example: yes/no, true/false, A/B)

The name tab allows for alteration of presenter

The file with downwards arrow icon allows for downloading of the presentation

The arrow icons allows the presenter to navigate between presentation slides.

