

# Microsoft Teams

Here are some handy hints on joining and making the most of our webinars and community cafes. We use Microsoft Teams, which you can use on PCs, Macs, tablets, or smartphones, but the settings will be slightly different on each.

Features	Computer via app	Computer via web	Smartphone (Only can be accessed via the app)
Gallery View	✓	✓	✓
Together mode	✓	✗	✗
Chat	✓	✓	✓
Raise hand	✓	✓	✓
Reactions	✓	✓	✓
Turn off incoming video	✓	✓	✓
Change backgrounds	✓	✓	✗
Live captioning	✓	✓	✗
Breakout rooms	✓	✓	✓

\*Some options may not be available on older devices.

## Joining the meeting

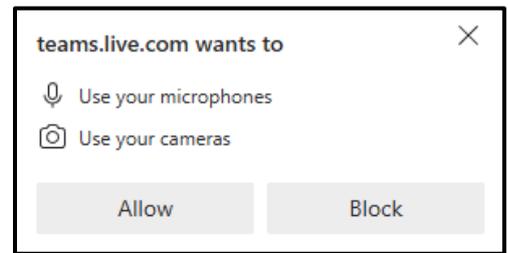
### Essentials

**Get the app:** If you haven't used Teams before, you will be prompted to download the Teams app. To save time, it's worth doing so before the meeting. You can find it at [www.microsoft.com/en-gb/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-teams/download-app) or in your smartphone's app store.

- You don't need to set up an account, but you will need the app.
- You can bypass this to access the meeting using your web browser but only on a computer, and your options within the meeting will be restricted. The best web browsers for this are Google Chrome or Microsoft Edge.

**Click the link:** To join the meeting, click the link in your email. You may get a pop-up window asking if you want to join via the app or your internet browser. Where possible, we recommend using the app, as it provides a better and faster experience while also offering more features.

**Allow video + mic:** You might then get a pop-up asking you to allow the system to access your microphone and camera - you can't access the meeting properly without enabling this. If you are joining via the browser, please note that the pop-up may appear there.



**Extra Tips:**

**Your name:** It really helps if you write: **First name, Organisation name**, e.g. 'Sarah, St Peter's Church'. There is no rename option after you sign in, so choose well!

- Nb. If you have joined a Teams meeting before, it may autogenerate a name, but you can overwrite this. Once you are in the meeting, you may see that you and some others have (External) or (Unverified) after your name; this simply indicates that you are a guest participant or are from an external organisation.

**Choose a background:** When you join, you can change your background. You can blur it or add a different image. This is useful if you want to hide the washing, for example, or add a template - we provide HODs branded ones for your events. You need to have your camera switched on for the filter button to activate - click on it for options

**Joining the meeting:**

Microsoft Teams meeting

Type your name

Computer audio

Customised Setup

Background filters

Don't use audio

Cancel Join now

You can add your name/site here.

You can turn your camera on or off here.

You can change your audio settings here - It's worth checking before you join that your audio is connected to the correct device. You can change this via the toggle beneath.

You can turn your microphone on or off here.

Edit your background here

Click here to join!

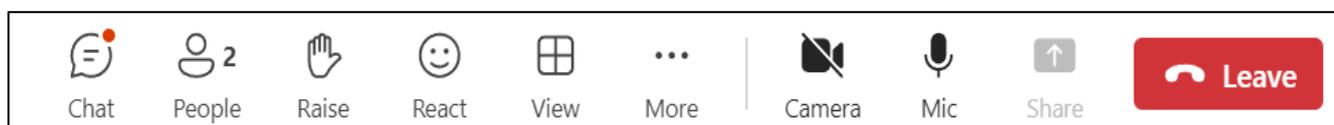
**Whilst in the meeting**

**Etiquette**

Please be kind and respectful to others attending. Do not take and share screenshots without asking permission from the group. If we are recording a session, we will always warn you in advance and give you time to switch off your camera.

## Essentials

### This is the functions taskbar:



Please note - It will be in a different place with different options, depending on how you've accessed the meeting:

- On a computer (via app – newer browsers): Top of screen.
- On a computer (via browser / via app if using an older web browser): Bottom of screen - you may need to hover your mouse to see it.
- On a smartphone: Bottom of screen - you may need to tap to see it.

### Icons and their meanings



**Mute:** To prevent feedback and echo, please mute your mic if you aren't speaking - a line through the symbol means you're on mute.



**Camera:** Click this if you want to turn your camera off - a line through the symbol means your camera is switched off. If you have a computer with a privacy slider over the camera, make sure it is open; otherwise, we just see a black square but you will still be using up extra bandwidth!



**Meeting views ('More' or 'View' menu):** In this menu, there may be extra options to help you focus or expand your view: 'Speaker', 'Large gallery', 'Focus on content', 'Minimise content'. The Gallery view lets you see multiple people in a meeting (depending on your screen size) and is the default view. If not, click the 3 dots to bring up the menu and select your preferred view:

- On a computer (More menu): You can increase the number of people you can see.
- On a smartphone (View menu): You need to choose the 'Gallery'.



**Live captioning ('More' menu):** Click on 'Language and speech' in the 'More' menu to switch this on to get subtitles as people talk. It can take a little while to load, and the accuracy depends on people's microphone quality.



**Leave the meeting:** Click here!

### Tips for interacting



**Raise hand:** This is a useful option to draw attention in Q&A sessions - remember to click again to put your hand down!

- On a smartphone: Tap the 'More' options menu and select the 'hand' icon on the far right.



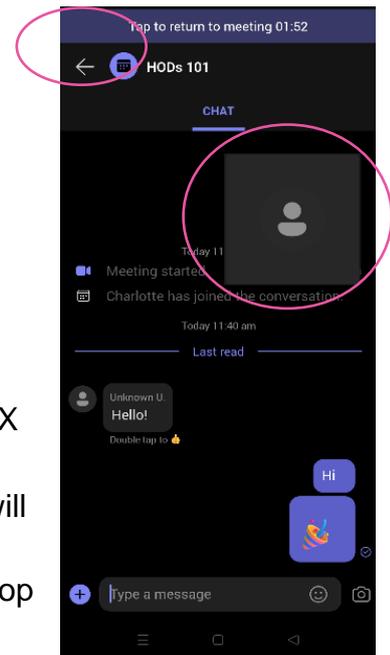
**React:** You might have extra options here to ‘clap’ / ‘laugh’ etc. These disappear after a few seconds.

- On a smartphone: Tap the ‘More’ options menu and select a reaction.



**Chat:** This allows you to send messages and pictures to the group, like a text. Please note that the chat function may vary depending on how you’re accessing Microsoft Teams.

- On a computer: You will find the chat button in the functions toolbar. Clicking on this will make the Meeting Chat appear to the side of your video. You can close the chat by clicking the X button.
- On a smartphone: Tap the screen, and an extra options bar will appear. Tap the chat symbol to open a new screen with the chat. To return to the video screen tap the back arrow at the top OR the video thumbnail image, and then the arrow symbol to expand to full screen – careful though, this is right next to the X close button!



## Improving your experience

### Sound & vision

To reduce echoes and ensure we can hear you clearly, using a headset or earphones with a mic for your phone helps.

Device Settings - on some computers accessing the meeting via the app you will have an option to change your device settings in the ‘More actions’ menu. Here you might be able to alter the screen contrast under ‘Theme’ (to make a screen more easily readable) or to suppress background noise (this helps if you have the washing machine on in the background for example!).

### Network connection

Group video meetings work best on a laptop or desktop computer, but you can also connect via a smartphone or tablet. It can use up a lot of mobile ‘data’ though, so where possible, make sure you’re connected to wi-fi.

**Turn off incoming video:** If your network is struggling (you might see a ‘poor network quality’ notice), sometimes switching off the video helps. If you switch off your camera, we will no longer be able to see you, but we can hear you, and you can still see us. If you turn off incoming video, you save more bandwidth, but you won’t see anyone else’s videos - you can still see a shared presentation for webinars.

- On a desktop: Find the option in the View menu 
- On a smartphone: Find the option in the ‘More’ options menu 