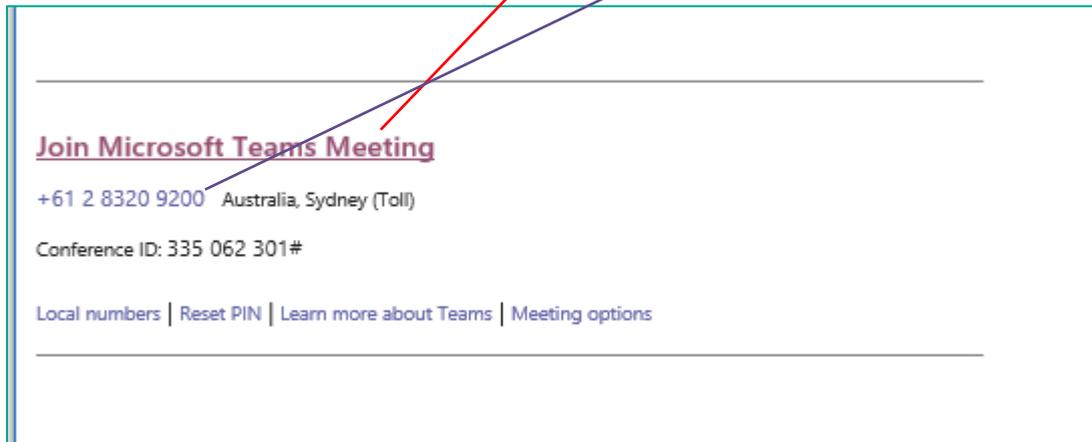


The purpose of this document is to show you how to join and use Microsoft Teams.

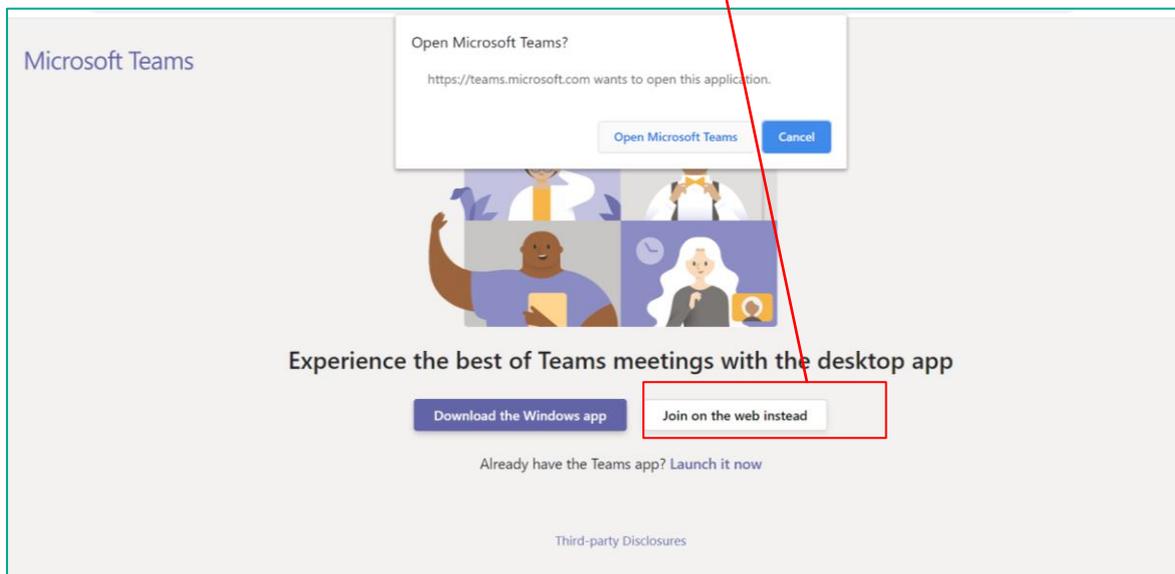
How to Join a Teams Meeting

Step 1: Accept the meeting as you usually would in your email client

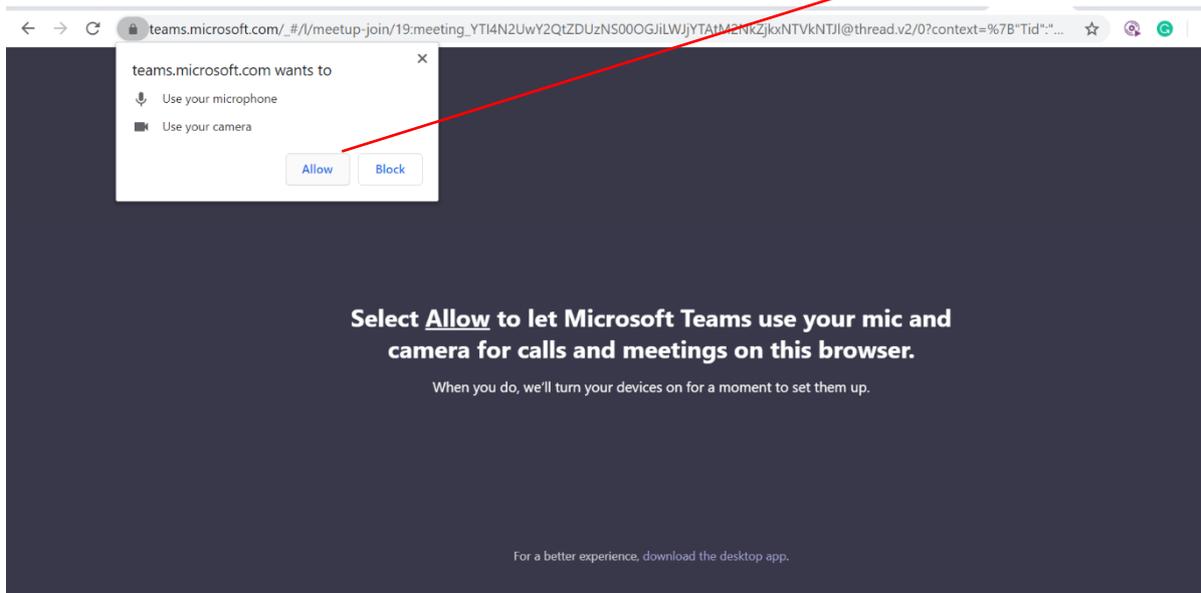
Step 2: You can then join the meeting via the **link** in the email. If you don't have speakers or a microphone on your device, please dial in with the **provided phone number** after also you join the meeting online.



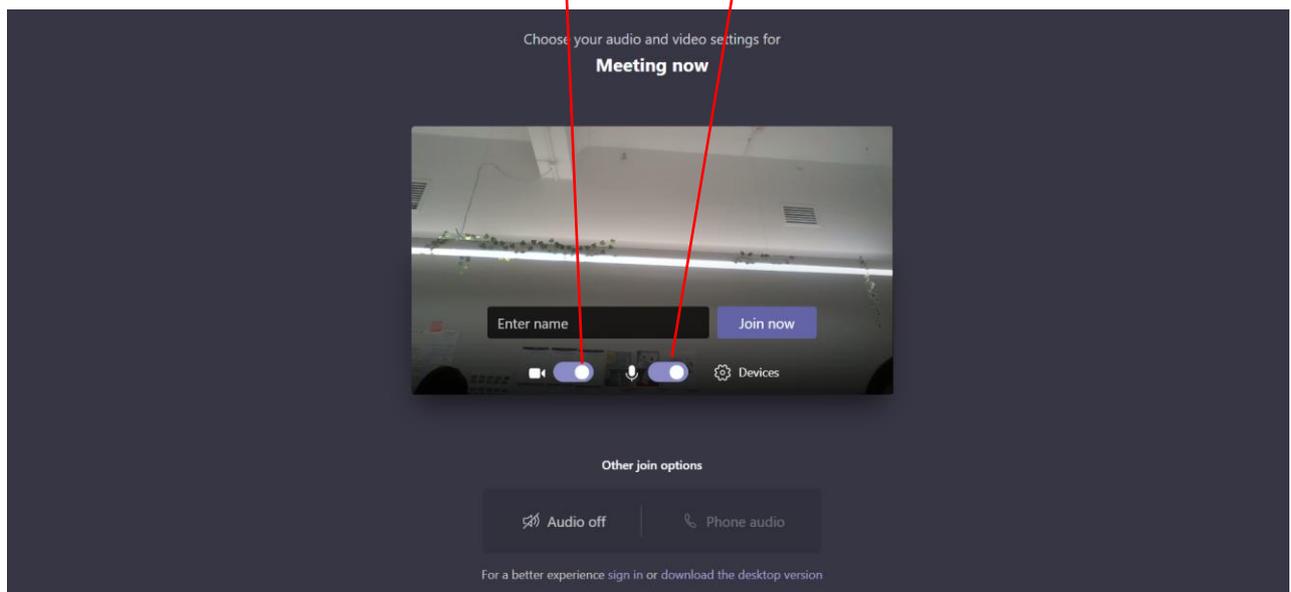
Note: If you have downloaded the Microsoft Team app, it may open the Team app automatically. Otherwise, you can click the button to use **the web version Team**.



Step 3: Please ensure you open the microphone and camera by clicking the **Allow** button.



Step 4: Please double check you open the **camera** and **microphone**. Finally, enter your name and join now!



Please Note: If you don't know about the microphone or speakers on your device, you can dial in with the provided phone number (Step 1).

For **external guests**, both anonymous and dial-in users can wait in the lobby until an attendee from within the company admits the guest.

Useful tips for online meetings

Online meeting Dos and Dons

DO:

- ✓ Join the meeting a few minutes early
- ✓ Be prepared with headphones
- ✓ Try not to join from noisy locations
- ✓ Mute your mic while not talking
- ✓ Keep an eye on the chat window

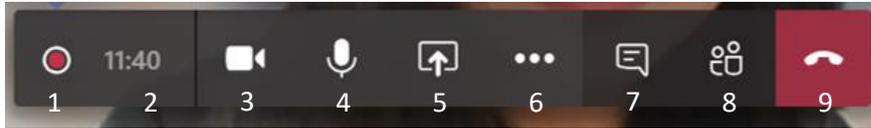
DON'T

- ☒ Have multiple people joining the same meeting from the same room
- ☒ Multi-task if your camera is on

Other Useful Teams How-Tos

Understanding the menu options

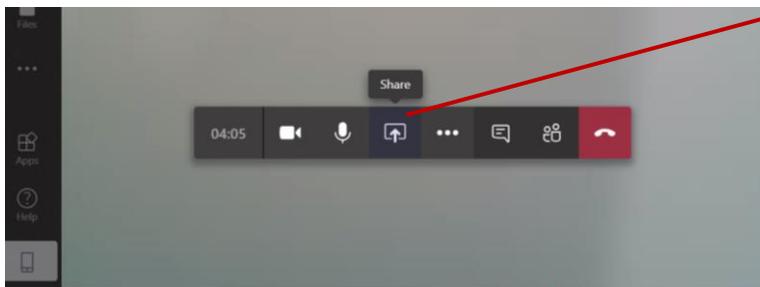
When you're in a Teams meeting, the below menu options will appear whenever you move your mouse.



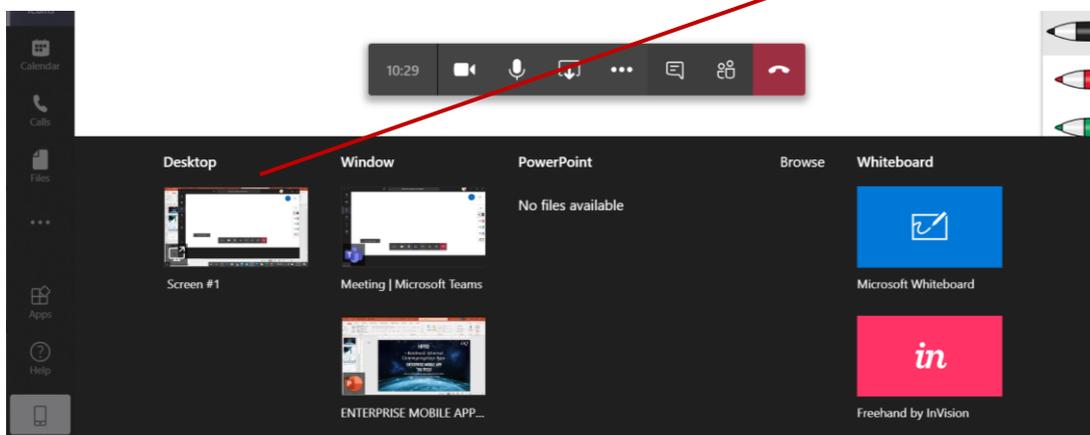
1. This red dot appears when someone is **recording**
2. This is the meeting timer to show **how long** the meeting has been so far
3. This is the video icon, clicking it will enable/disable your **webcam**
4. This is the microphone icon, clicking it will **mute/unmute** your microphone
5. This is the **Share** icon, it lets you share your screen
6. The three dots represent **more** menu options, which are covered in this document
7. This is the **Chat** icon. Clicking it will show/hide the chat pane
8. This is the **Attendees** icon, it will show/hide the meeting attendants, and for admins/meeting hosts, show who's waiting to be accepted into the meeting
9. This is the **Hang up** icon, and clicking it will eject you from the meeting

How to present your screen

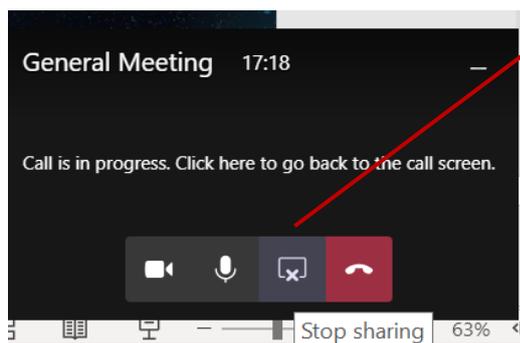
Step 1: Move your mouse to make the menu bar appear, then click the **Share** button.



Step 2: Choose the **Window** you want to share or present. You can use your mouse scroll to view all windows. We recommend choosing the far left option and presenting your whole **Desktop**. If you have multiple screens you can choose which screen to share.



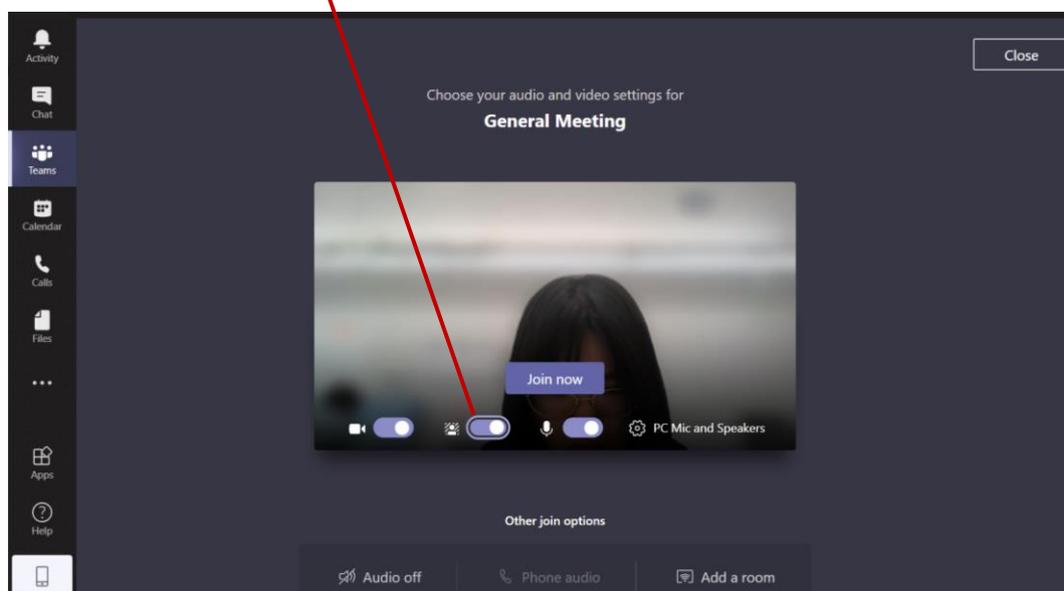
When you're finished presenting. You can click **stop sharing** button to end the presentation.



Note: multiple people cannot present their screens at the same time, so if someone else shares, then your presentation will automatically end.

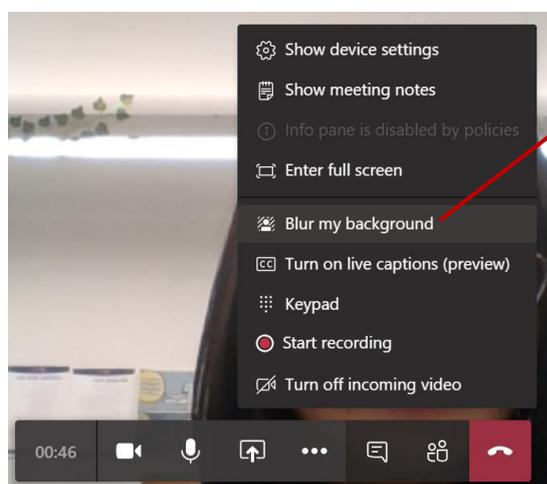
How to blur the background

You can open the **blurring background function** when you join the meeting.



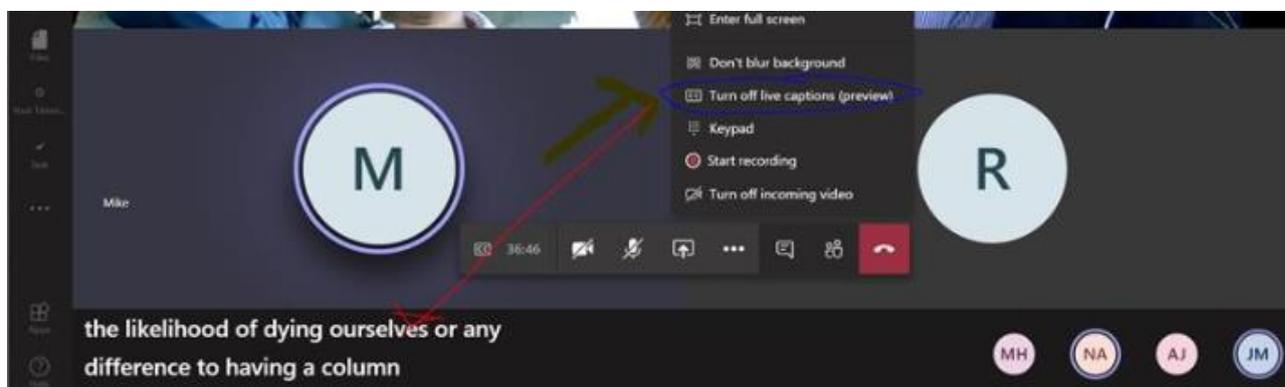
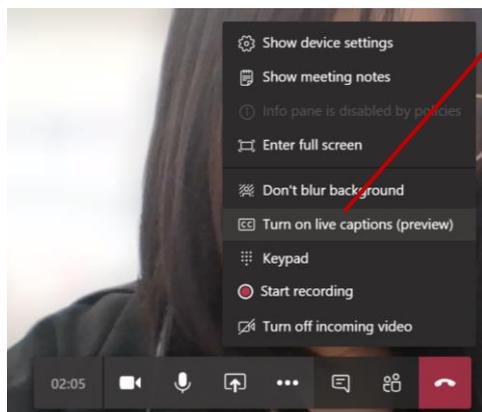
You can also switch the Blurring background on and off during the meeting:

Click the three dots button > **Blur my background/ Don't blur my background.**



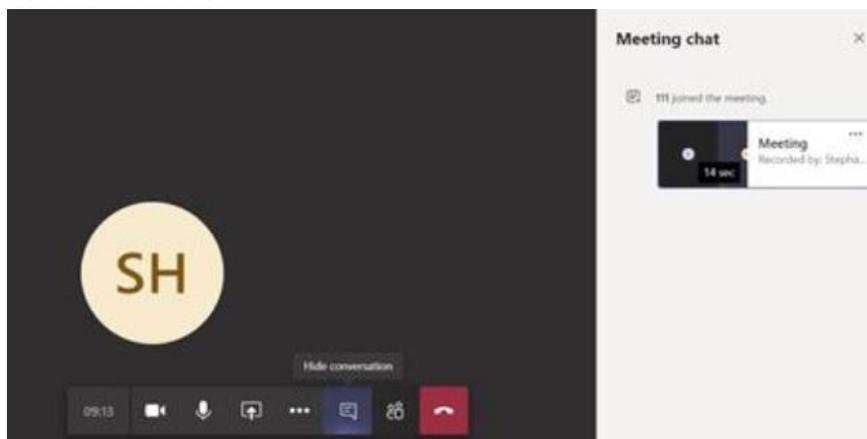
How to Turn on captions

Click the three dots button > **Turning on the live captions**



How to access recording

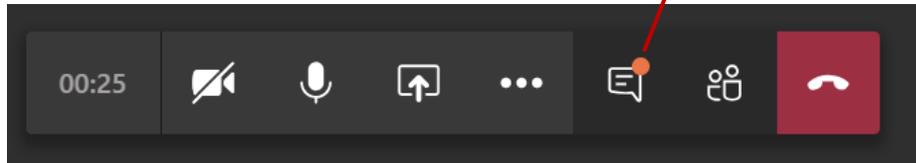
If the meeting host records some or all of the meeting, these videos will be accessible in the meeting chat, even after the meeting has ended. It may take a few minutes after recording has finished for the link to become available.



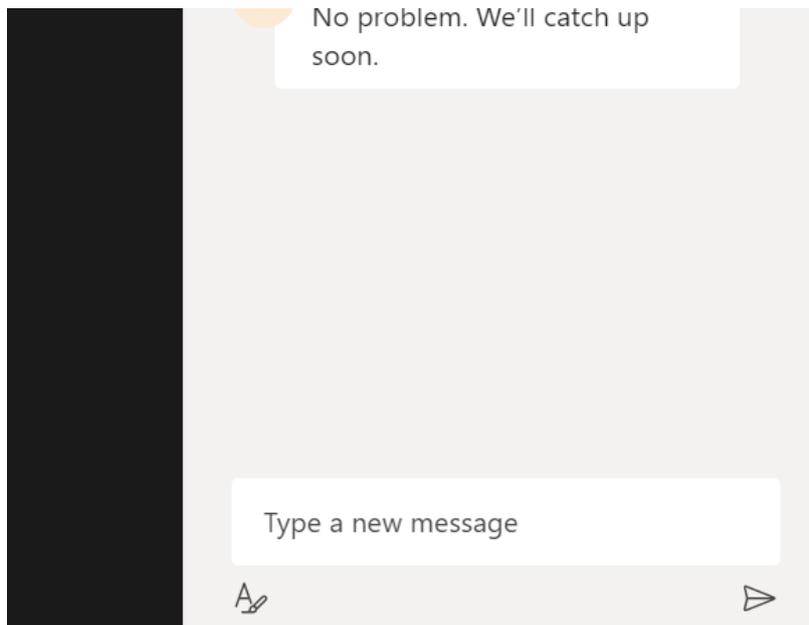
These meeting links are perpetual locations so clicking “join this meeting” days or weeks after the meeting will allow you to open the chat history and recording.

How to engage with Chat

During a meeting, if someone uses the chat function, a **dot** appears on the menu bar. Click it to open the chat pane



A chat window will appear to the right of the meeting.



Meeting hosts may send polls, files and content to interact with via the chat pane, so it's a good idea to keep it open, or pay attention to the notifications that come in.

Owner: Kim Brian |  Open |  Anonymous |  Closes
3/19/2020 1:15 PM

Do you enjoy using Microsoft Teams?

Yes
 No
 Only when run by you <3