

Logging on to a Microsoft Teams Meeting using a PC or Laptop

Covid 19 has made us all experts at FaceTime, Whatsapp video calls, and of course Zoom! Microsoft Teams is no different to any of these platforms, and is just as simple to navigate.

There is no need to download any programmes or apps, it's as simple as clicking a link.

The following guide is designed to take you though the process step by step, so you'll know exactly what to expect. Please be aware that, depending on what device you are using, some of the icons may appear in different places, but the functionality will be largely the same.

Please also note that, depending on the age of your device or operating system, you may not experience the full functionality. If there are any major differences, please contact a member of the team.

Let's get started!

NB: If you are working with an older device/ operating system (2016 or before), Teams may look slightly different. If you are struggling, please contact the organiser of the event you are attending for further support.



Before we get started, here are some frequently asked questions which will be answered fully through the guide...

What if I need tech support on the day?

We really recommend testing your device before the date of the meeting, to minimise the need for support during the meeting. You can contact a member of the team for a trial run. If you still run in to difficulties, you can contact a member of the team who will be on standby to help you, their contact details will be shared with you either before or during your meeting.

Can I leave the meeting early?

Of course you can, we realise how busy everyone is. If you need to leave, try not to interrupt who is speaking at that time, simply put a polite note in the chat function explaining you need to go, and the organisers will take note.

I just want to listen to the meeting, I don't want to have to say anything

That's absolutely fine! We do encourage everyone to participate in any way possible, but we understand that not everyone feels comfortable doing this digitally. If you'd just like to listen and watch the presentations, simply join the meeting with your camera off and your microphone muted.

What if I don't have the right technology?

To get the best experience from Teams, the newer and more up to date your tech' is, the better! Having said that, we know not everyone will have those resources. If you'd like to test your device before the meeting, please contact a member of the team. You could also 'dial in' to the meeting using your phone (mobile or landline). If you plan to do this, let a member of the team know as soon as possible so they can send you the meeting notes in plenty of time if necessary.

I want to say something but I'm nervous, can I say something anonymously?

Absolutely. We either use the website 'Slido' for anonymous feedback, or surveymonkey, full details are towards the end of this guide. We understand that digital meetings can be daunting for some, and we want to make sure everyone feels able to give their views and feedback without feeling singled out.

Please read the following guide carefully. The guide should be read in conjunction with the meeting etiquette guide.

1. Logging on is as simple as clicking a link

If you've never used Teams before, the easiest way to join a meeting is by clicking the link and opting to join via your internet browser. The link may be sent to you via email, or it may be on a website you have been directed to by the organisers.

Here's how it looks depending on whether it's in your calendar, in an email, or on a webpage:

[**Join Microsoft Teams Meeting**](#)
[Learn more about Teams](#) | [Meeting options](#)

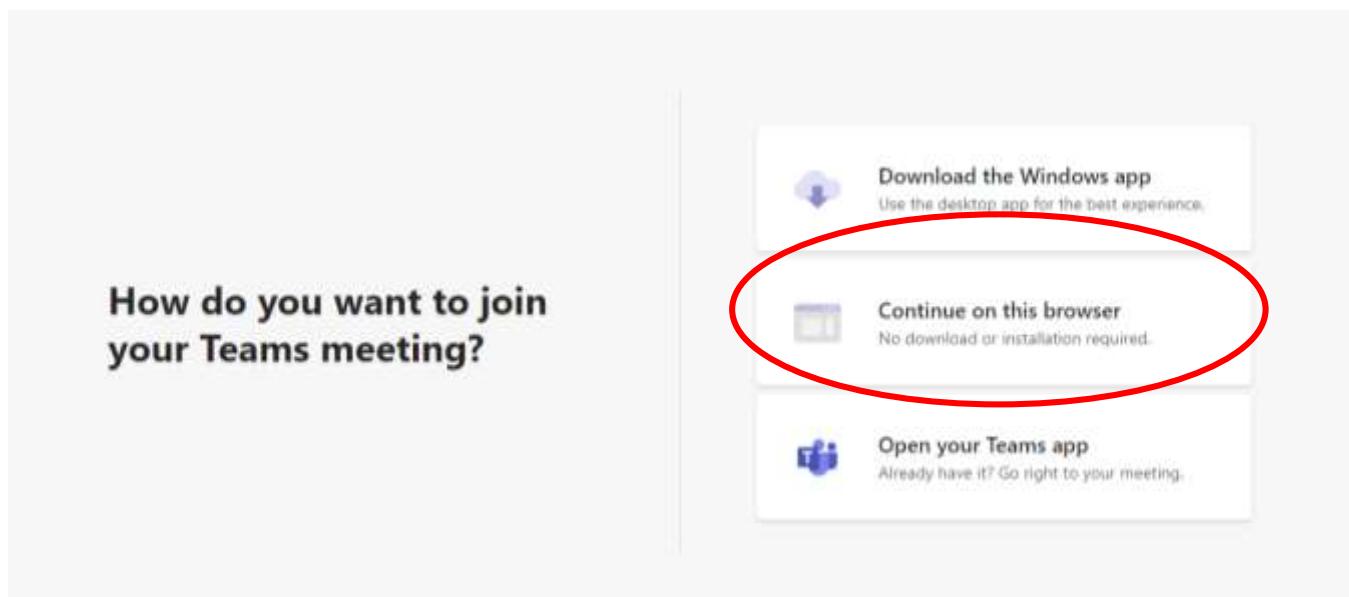
Microsoft Teams meeting

[Join on your computer or mobile app](#)
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

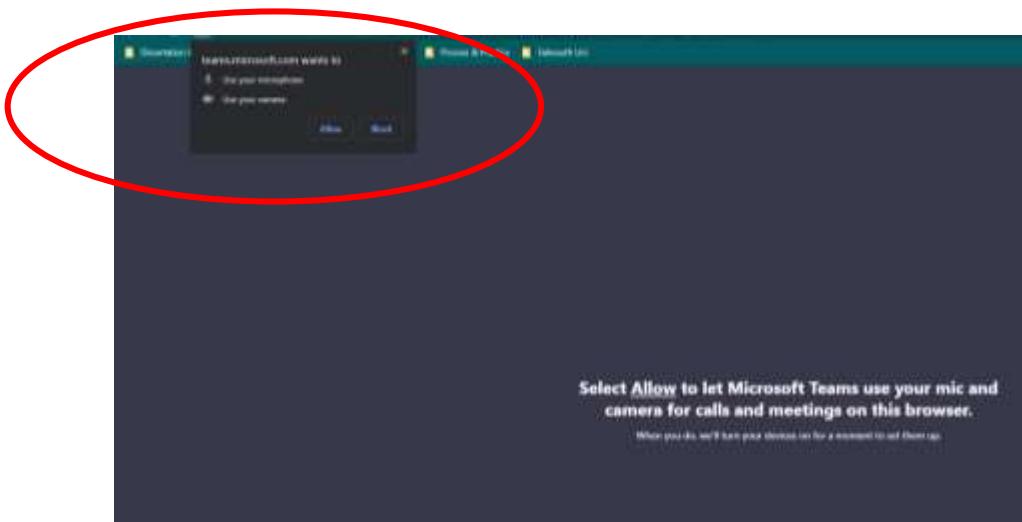
All you need to do is click where it says 'Join Microsoft Teams Meeting', or 'Click here to join the meeting'. the other two links below are for administrators only.

When you click the link, it will take you to this window on your default internet browser. Click the option in the centre indicated below 'continue on this browser':



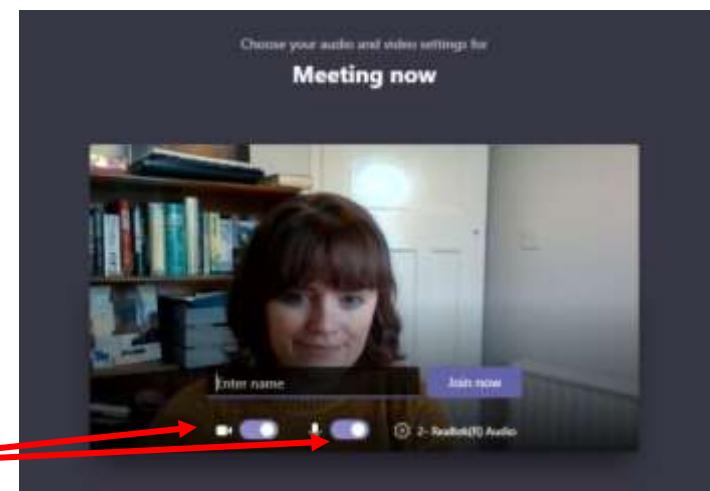
Next, you may be asked to allow the use of your computer's microphone and/or webcam. Simply click 'Allow' if this comes up in order to give you the option of participating fully in the meeting.

Don't worry, you'll have complete control over your camera and mic, and nobody will be able to see/hear you on the call unless you choose!



Once you've done that, the following window will pop up that prompts you to type your name, and choose your settings for joining the call.

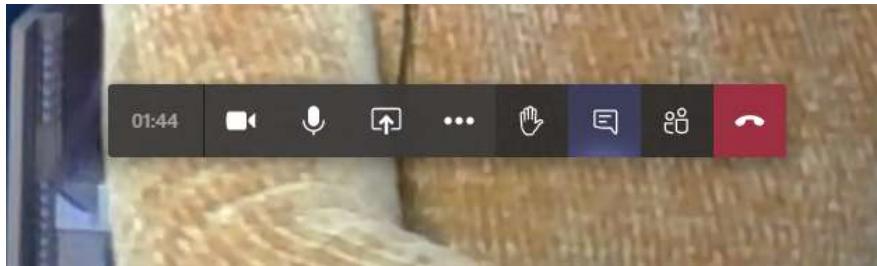
We recommend that you mute yourself before entering the call to minimise any background noise. You may also find that you need to turn your camera off if you don't have strong internet signal.



Clicking these buttons turn your audio/visual on and off.

You might have to ‘wait in the lobby’ until someone admits you to the meeting, but this only takes a few moments.

Once you’re in, you’ll have the following tools, either at the bottom or the top of your screen:



Going from left to right:

The timer indicates how long you have been in the meeting.

Click the little camera icon to turn off/turn on your visual.

Click the little microphone to mute/unmute yourself

The box with the arrow gives you the ability to share your screen (which you shouldn’t need to use!)

The 3 dots give you more options, such as sound and visual settings (you shouldn’t need to use these)

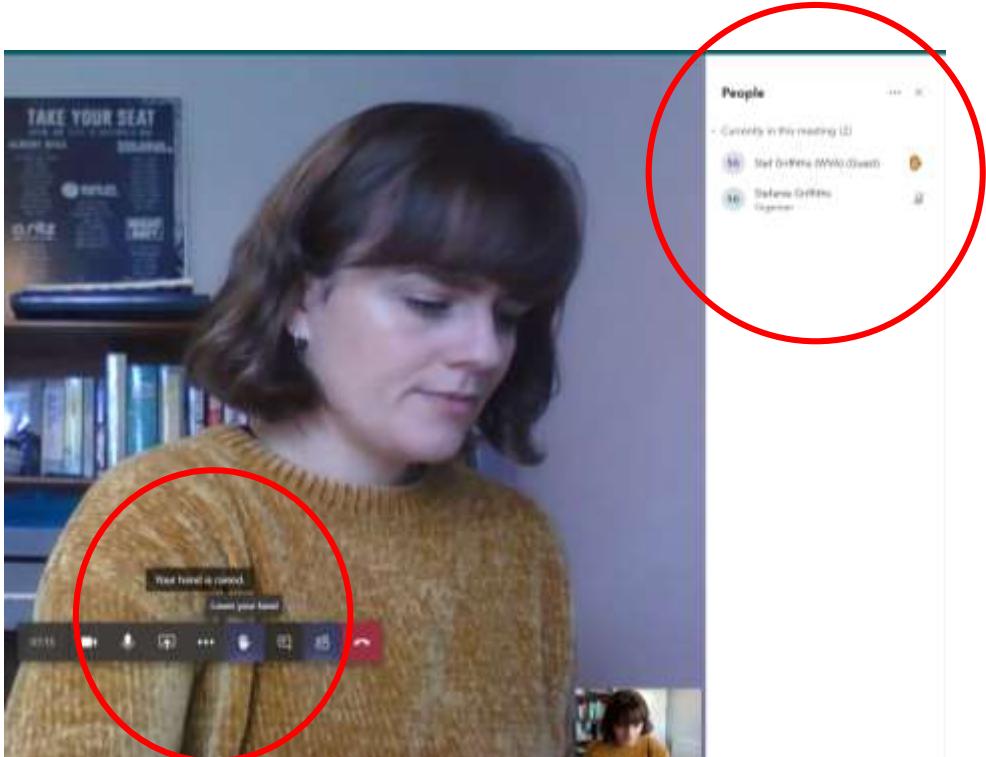
Clicking the little hand ‘raises your hand’, this means you want to say something and are waiting to be prompted by the organiser to speak. When you raise your hand, the organiser will receive a notification that you are waiting. It’s much better to use this function than just speaking, as you could end up speaking over someone and this can sound disjointed for everyone else in the meeting!

The little speech bubble icon opens the chat pane to the right of the screen. This is a good place to leave comments or questions if you don’t want to raise your hand. The organiser may prompt you to ‘put it in the chat’, i.e. type a comment or some feedback.

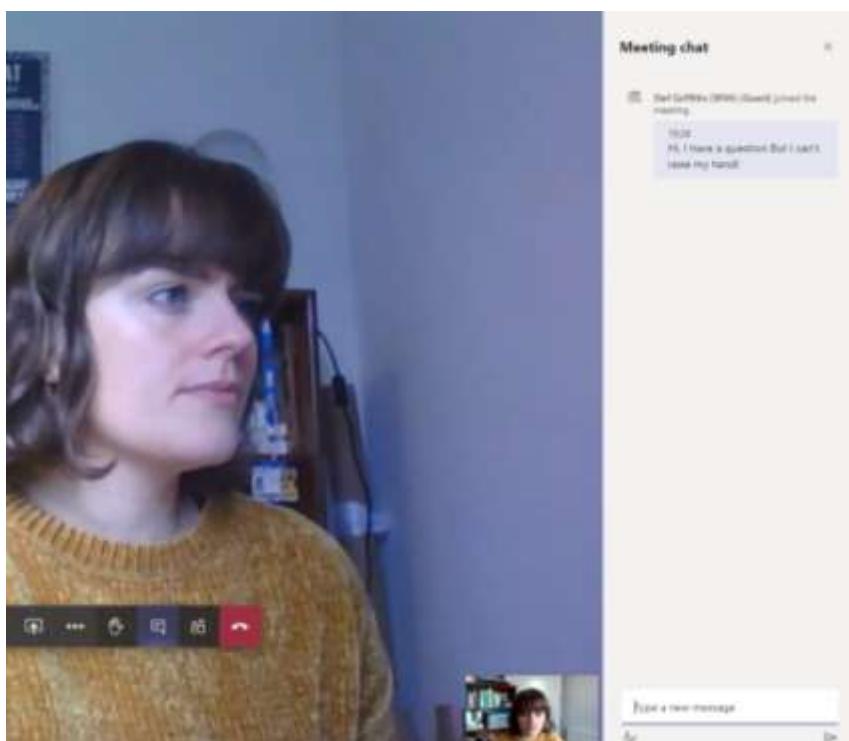
The little people icon shows you all the participants on the call

Clicking the red phone is ‘hanging up’ and removes you from the meeting.

When you click 'raise your hand', the hand icon will turn yellow, and you'll be able to see a little hand next to your participant name. This lets people know you want to say something. Clicking the hand lowers it again, you may be prompted to do this by the organiser after you have spoken. See below

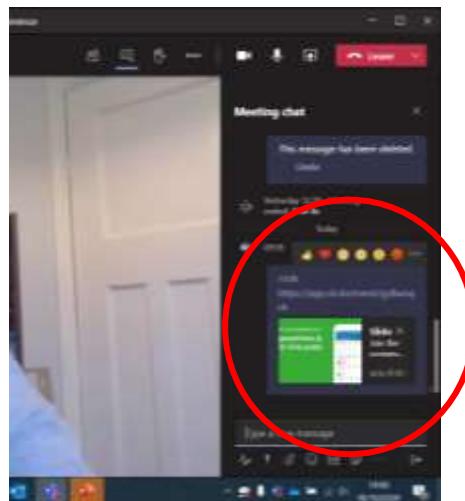


Click on the chat function to start typing, then click the return key to submit, or click the little aeroplane



So we've gone through the methods of making comments, either by raising your hand or through the chat function, but what if you want to make a comment anonymously? This could be appropriate if you wish to give some honest feedback when prompted, but want to do so privately,

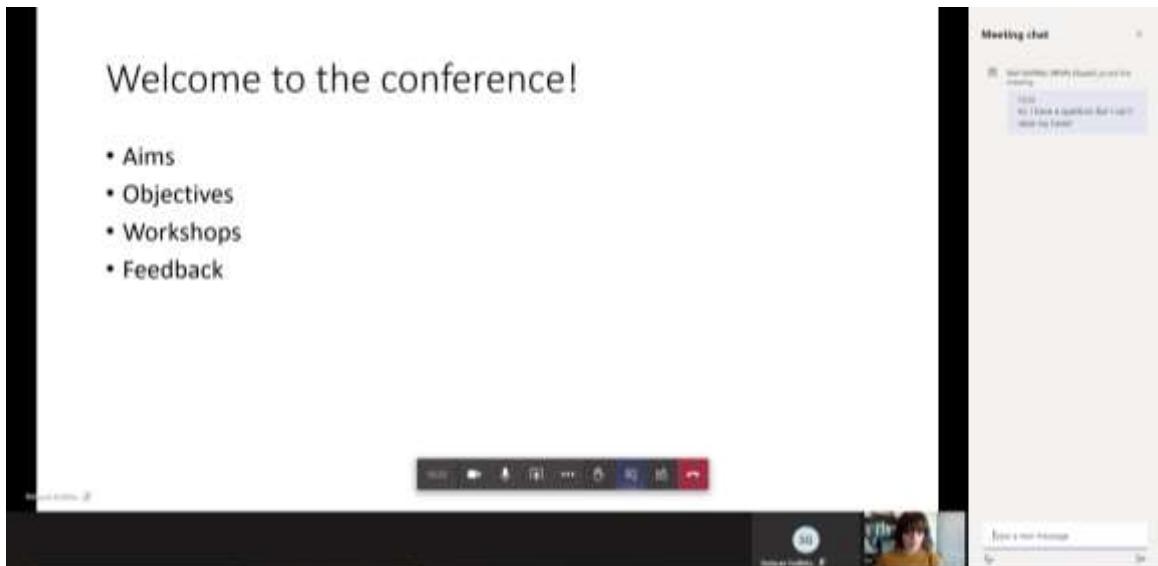
For anonymous feedback, we use Slido, which is a website you can access on your browser. At the beginning of the meeting, the presenter or Chair will draw your attention the Slido link for that meeting, which will be in the chat:



Once you click the link, you will be taken to a separate window, shown below. As you can see, you do have the option to add your name, but the default is anonymous. Slido has other functionality that you may be instructed to do during the meeting, such as polls and word clouds, but full instructions would be given during the meeting.

A screenshot of a web browser displaying the Slido platform. The URL in the address bar is 'https://app.sli.do/event/gutwoxjek/tw/questions'. The main content area shows a poll question: 'How will the changes be implemented?' Below the question, there are two buttons: 'Your name [optional]' and a green 'SEND' button. At the bottom of the page, there is a message: 'There are no questions asked yet! Ask the first one!' with a green 'Ask' button. The browser's taskbar at the bottom shows various open tabs and icons.

As part of the meeting, it is very likely that someone will need to deliver a presentation. They do this by ‘sharing their screen’ with you, and it will look like this. You will still have the functionality to raise your hand, and to type comments in the chat pane.



When the meeting is over, or you’re ready to leave, simply click the red ‘hang up’ button. Don’t worry if you click this by accident! You’re always given the option to rejoin the meeting by clicking a button.

And that’s it! Please use this guide in conjunction with the ‘MS Teams meeting etiquette and expectations’ guide for full advice on how to participate in a meeting.

If you have any questions or comments regarding the content of this guide, please contact Engagement Officer Stef Griffiths: stefanie.griffiths@nhs.net