

Logging on to a Microsoft Teams Meeting using a tablet or Smart Phone

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.

For Tablets, the best way to use Teams is by downloading the app, which is quick, simple, and free!

The following guide is designed to take you through 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 in the meeting minutes.

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.

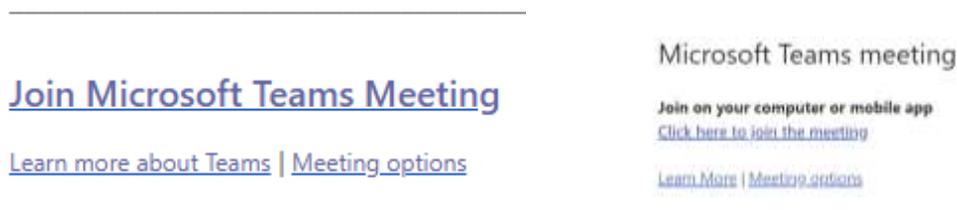
I want to say something but I'm nervous, can I say something anonymously?

Absolutely. We either use the website 'Slido' or surveymonkey for anonymous feedback, 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.

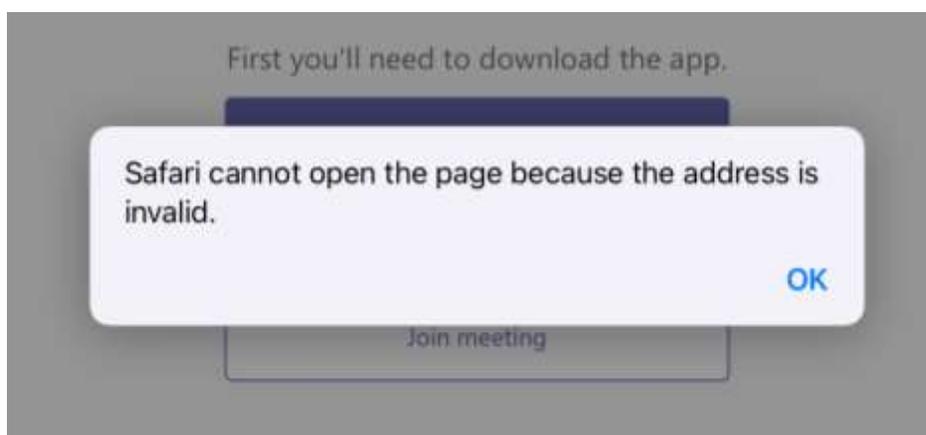
If you've never used Teams before, the easiest way to join a meeting is by clicking the link that you have been directed to either via email or website, and opting to join via your internet browser.

You will be sent a link either in a calendar invite, in an email with information for the meeting, or it could simply be a link on the event webpage. Here's how it looks depending on whether it's in your calendar, in an email, or on a webpage:



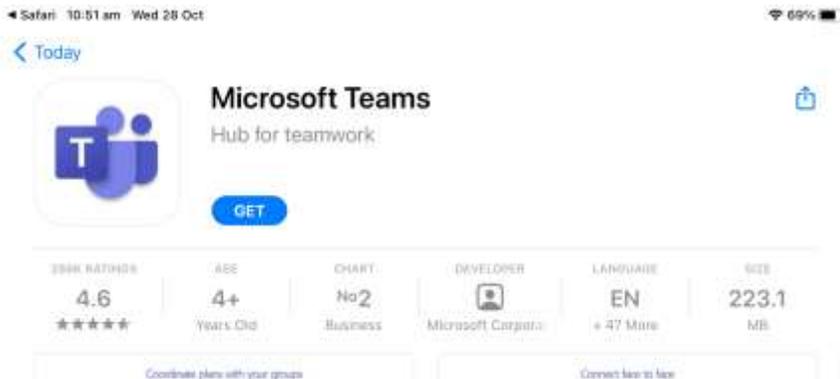
All you need to do is click where it says 'Join Microsoft Teams Meeting', or 'Click here to join the meeting'. The other two links below are for administrators only.

When you click the link, it will take you to this window on your default internet browser. It may show this message, but it's not a problem. Just click OK and go through these next steps:



Once you've clicked OK, you'll be prompted to download the app. All you need is your email address in order to log on to a meeting.

When you click the button, your tablet will automatically take you to your app store. Just click 'Get' to download the app. This will take less than a minute,



Once you've successfully downloaded, all you need to do is go back to the meeting link either in your emails or your calendar, and click the link again.

The following window will pop up, click 'Join as a guest', there is no need to sign in:



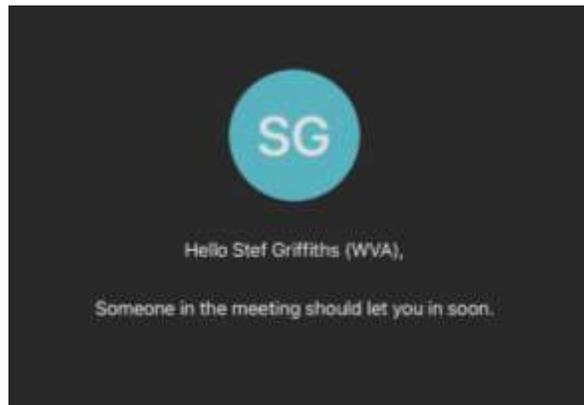
You may be asked to sign in using your email address, and the password you have for that email address. Before you join, you'll be asked to allow permission to use the microphone and camera. Click ok to get the most out of the meeting. Don't worry! You can always choose to turn off your camera and microphone during the meeting.



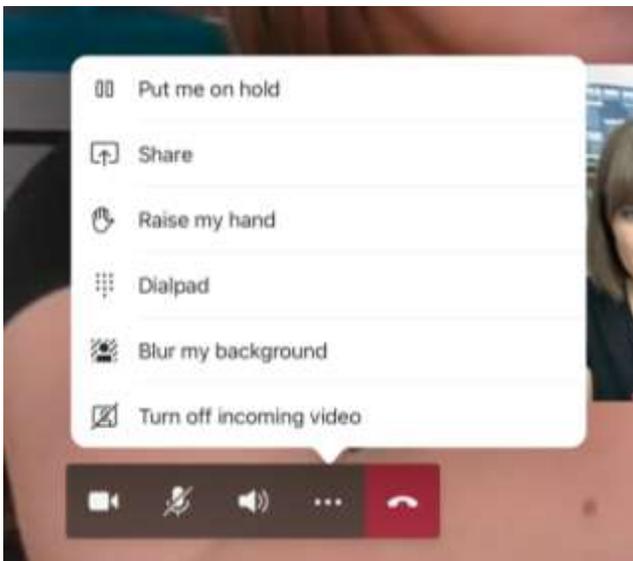
All you need to do then is type your name! You could also put the group you represent in brackets if you wish. Once you've done that, click 'Join meeting'



Once you've joined, you may need to 'wait in the lobby' – this is because the meeting organiser has to 'admit' you into the meeting. You shouldn't be waiting long!



Once you're in the meeting, there will be icons both at the bottom and the top that you will need to use during the course of the meeting.



Towards the bottom of the screen, the main icons you will need here are the camera (clicking this will allow or cancel your image), the microphone (click to mute and unmute), and the 3 little dots that open a menu with more options.

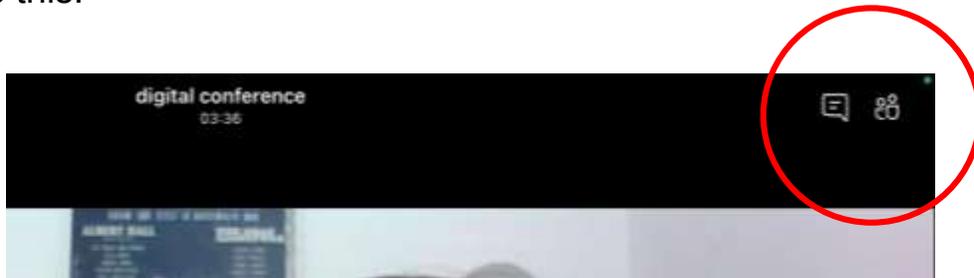
The main icon you'll need in the extended menu is the 'raise my hand' icon. Clicking this lets the organiser know you would like to say something.

We encourage this instead of just speaking unprompted, as this can affect sound quality for everyone.

When you've raised your hand, a little yellow icon will appear next to your image, and the organiser will be alerted. Once you've spoken, simply click the icon again in the menu, which will say 'Lower hand'.



The icons at the top are less obvious, you may need to tap your screen for them to appear. They are the 'chat' and 'participant' functions, and they look like this:



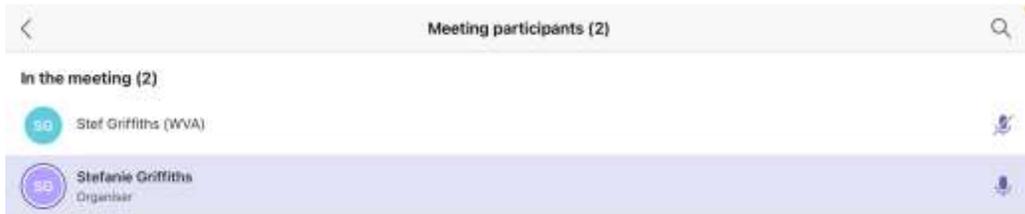
The chat function is there to allow you to type comments and questions throughout the meeting, without having to interrupt the speaker. Clicking this icon will take you through to another window, and will minimise the main screen, or remove it completely. Don't worry, you're still on the call! It looks like this:



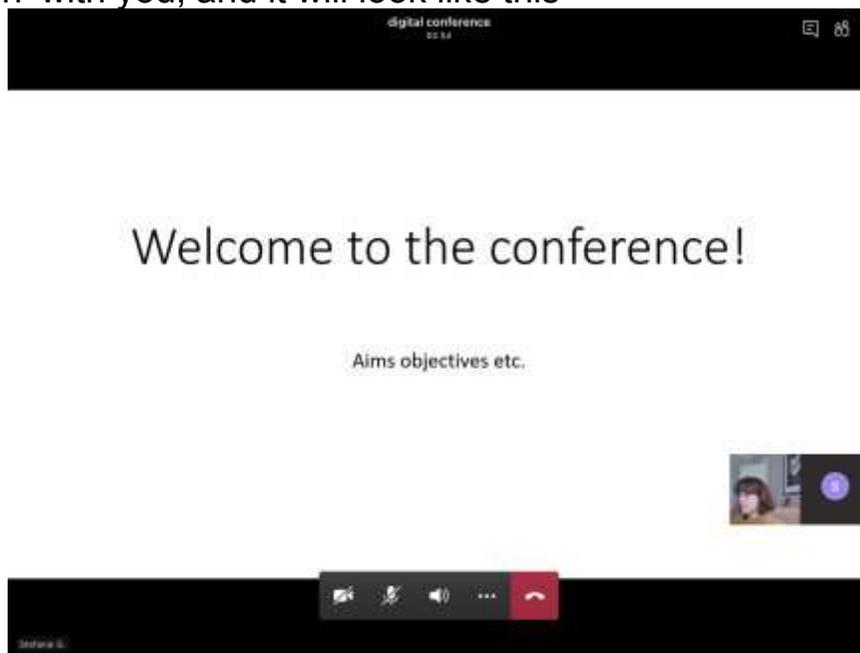
You can type your message in the box below, and then click the back arrow (circled above) to return to the main screen. If this is complicated on your device, you can simply raise your hand.

The organiser may refer to things that have been 'put in the chat', such as a link or a document. Just click on the chat icon to look.

The icon with the little people is the 'participants list', clicking on this will take you to a new window to show you who is also logged on to the meeting. Press the back arrow at the top of the screen to return to the meeting



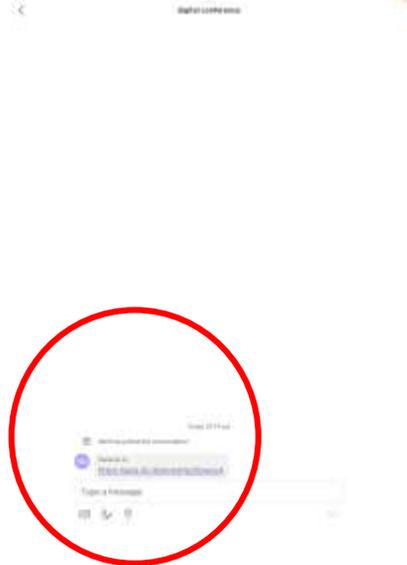
It is quite likely that during the meeting, the organiser or another participant will need to deliver a presentation. To do this, they will 'share their screen' with you, and it will look like this



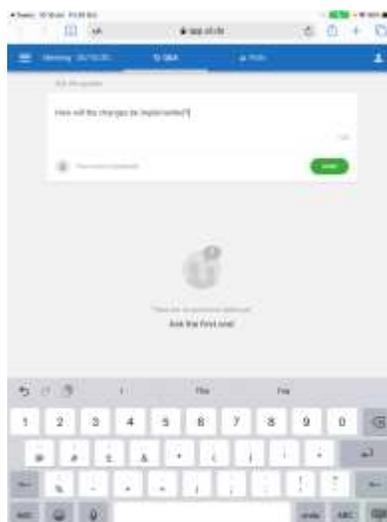
You will still have the same functionality as before, simply tap the screen lightly to bring up the icons. The person delivering the presentation will not be able to see your notifications, but there will be admin support on the call who will monitor this engagement.

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,

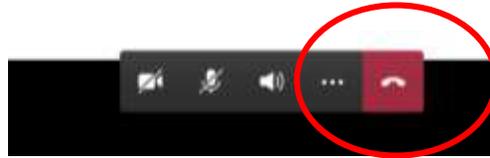
For anonymous feedback, we use Slido, which is a website you can access on your browser. At the beginning of the meeting, the presenter or Chair will draw your attention the Slido link for that meeting, which will be in the chat, or in your meeting notes:



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.



When you're ready to leave the meeting, simply click the red 'hang up' icon towards the bottom of the screen.



Don't worry if you press this by accident! You will always be given the option to get back into the meeting by clicking 'rejoin'.

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