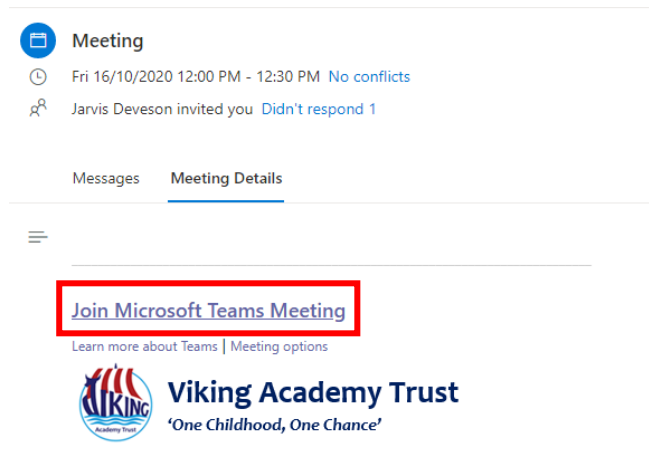


Guide to using Microsoft Teams for Meetings

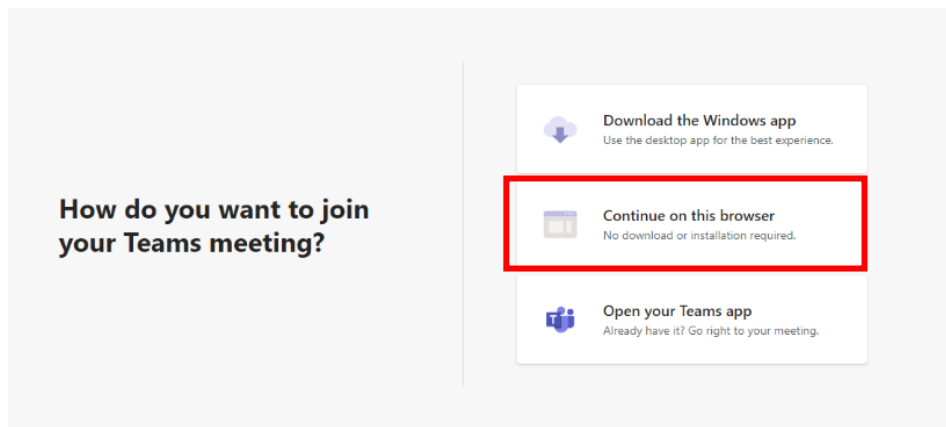
Introduction: This guide will show you how to use Microsoft Teams for meetings, as you read through this document it will include step by step instructions showing you what to do from the start when you receive an email to joining in with the meeting.

Steps:

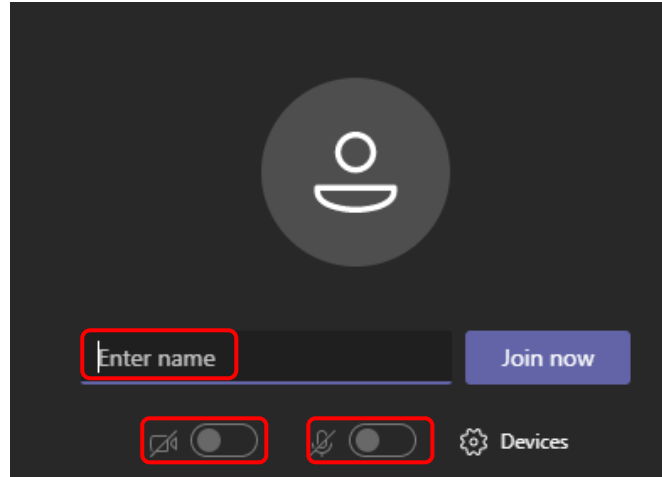
1. You will receive an email in advance of the meeting, it will look similar to the image below and will be sent to your Email account.
2. Click the 'Yes' button this will then be added to your email accounts calendar.
3. To join the meeting log into your email account.
4. When you click on the email, click on '**Join Microsoft Teams meeting**'



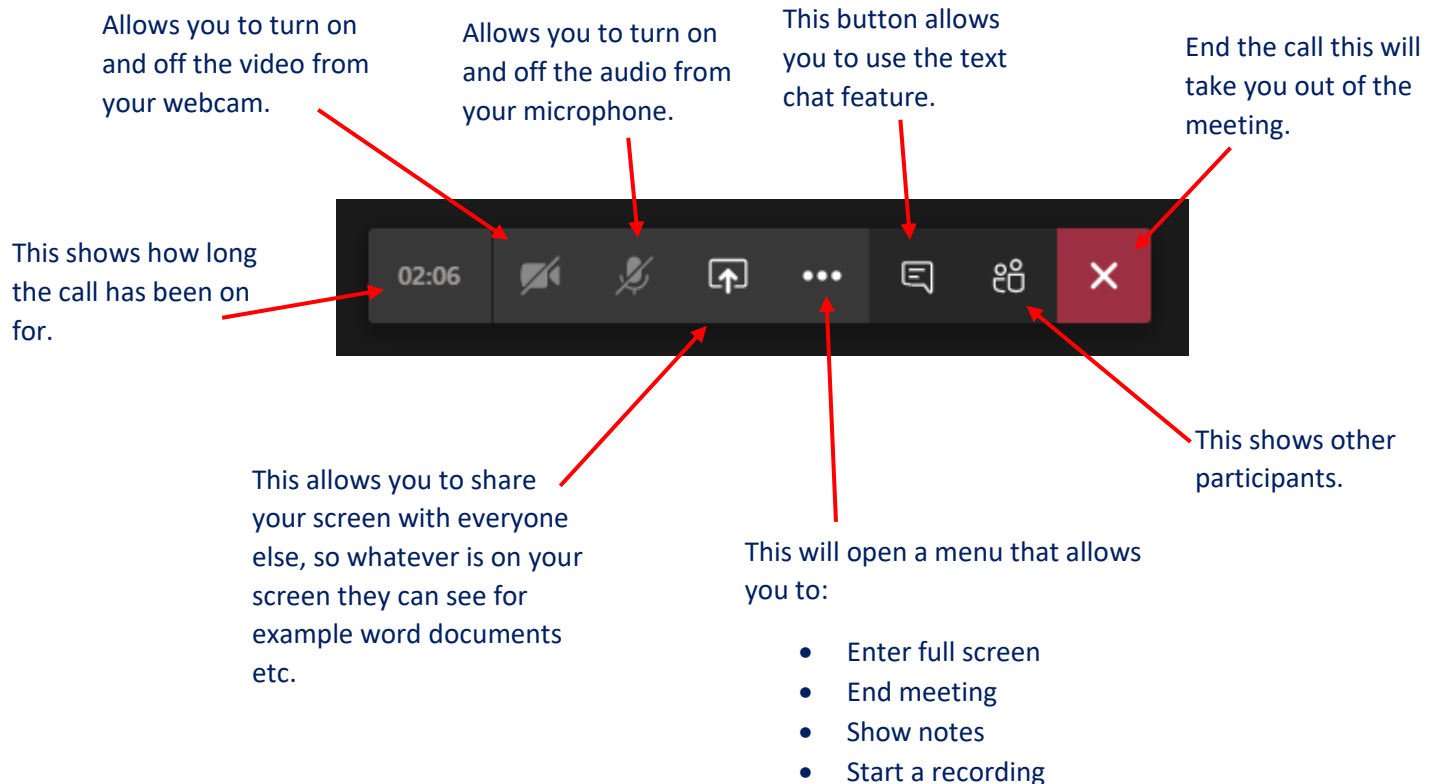
5. Once you have selected Join, a new window will open you can now choose to use the web app or if you have Teams downloaded you can select to open it here. We recommended just clicking '**Continue on this browser**' if you are unsure whether you have teams downloaded or not.



6. A new box will load, here you will want to put in your name and select whether you want audio and/or video on. Most laptops and mobile devices have microphones and webcams built in if you are using a desktop without these built in you will want to plug in some headphones which usually have a microphone built in or a webcam which also usually have microphones built in.



7. You will now be on Microsoft Teams and in the meeting. There is a bar at the bottom this is used in the following way.



Allows you to turn on and off the video from your webcam.

Allows you to turn on and off the audio from your microphone.

This button allows you to use the text chat feature.

End the call this will take you out of the meeting.

This shows how long the call has been on for.

This allows you to share your screen with everyone else, so whatever is on your screen they can see for example word documents etc.

This will open a menu that allows you to:

- Enter full screen
- End meeting
- Show notes
- Start a recording

This shows other participants.