TEAMS: Joining Meetings Basic Guide

Contents

Glossary

Web browser: this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

Device: whatever you are using to access your work on – desktop PC, laptop or smartphone.

Online: you are connected to the internet.

On the Web: this just means online, using the internet. Instead of the Teams app opening, a new tab will open on your web browser for your meeting.

Application: the different programs within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams.

Icon: the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

Desktop apps: applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

Window: In computer terms, a window is an area on the screen that displays information about a program. You can have multiple windows open, displaying different websites, documents and applications.

Windows 10: the operating system of your device. Where Windows has a capital W, it means this system and not a window on which you can see your documents, websites, etc.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

Collaboration: working with others either by attending a meeting to discuss topics or sharing documents to work on together.

Background: this is what appears behind you when you are on camera. You can select this either before you join a meeting or during. You can have no background so that people see your environment or you can choose to blur this. You can choose from pre-loaded backgrounds supplied on Teams or you can load your own.

Download: means your computer receives data from the Internet. For example, if you want an application on your device, you will download it to your computer.

About Teams Meetings

You are being invited to join meetings on Teams because it is part of the Microsoft 365 programme that Barnardo's has rolled out.

All meetings in your Outlook calendar and Teams calendar are synchronised automatically.

Features you can use in a meeting:

- Once a meeting is set up in a calendar, its Chat function can be used before, during and after the meeting.
- Live captions can be switched on for a meeting
- Share your screen to allow collaboration or demonstrate something
- Record meetings and download afterwards to share or store
- Customise background or even blur to minimise distraction
- You can use the 'Raise your hand' function if you have something to ask or say
- View participant list to see who is on the call.

How do I join a meeting?

There are various ways to join a Teams meeting depending on your preference and set-up, including:

a) Via Outlook calendar
b) Via the Outlook email invitation if you haven't yet accepted.
c) Via Outlook reminder
d) Via Teams calendar
e) Via your My Day function in Outlook Online
f) Via the 'blue box' that appears if someone joins before you

However, this basic guide takes you through only the Outlook calendar option. Please see the more comprehensive "Teams: Joining and Creating Meetings Guide" for full details.

You either join a meeting using the Teams app or join 'on the Web'.
The 'Teams app' option will be only for people who have Teams loaded on their devices or those who can load it. The Web method can be used by those who either are not signed into Teams or do not have the application on their laptop. Anyone with a camera/mic and web browser can join a Teams meeting on the Web.

To access a Teams meeting that you have been invited to, you can go into your Outlook calendar and find the meeting. The look is different depending on whether you are using Outlook Desktop App or Outlook Online.

If using Outlook Desktop App

Either double click onto the meeting in your calendar to reach the original email invitation with the meeting link or the Join Teams Meeting option in the top ribbon.
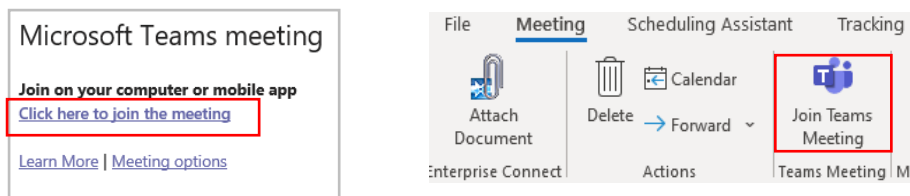
Or click once on the meeting you want and choose Join Teams Meeting along the top ribbon.
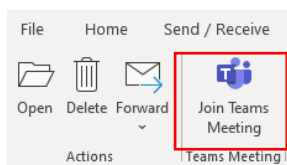
Both options will take you to the black joining screen below. At this stage you are NOT in the meeting so can set some audio-visual controls for joining.
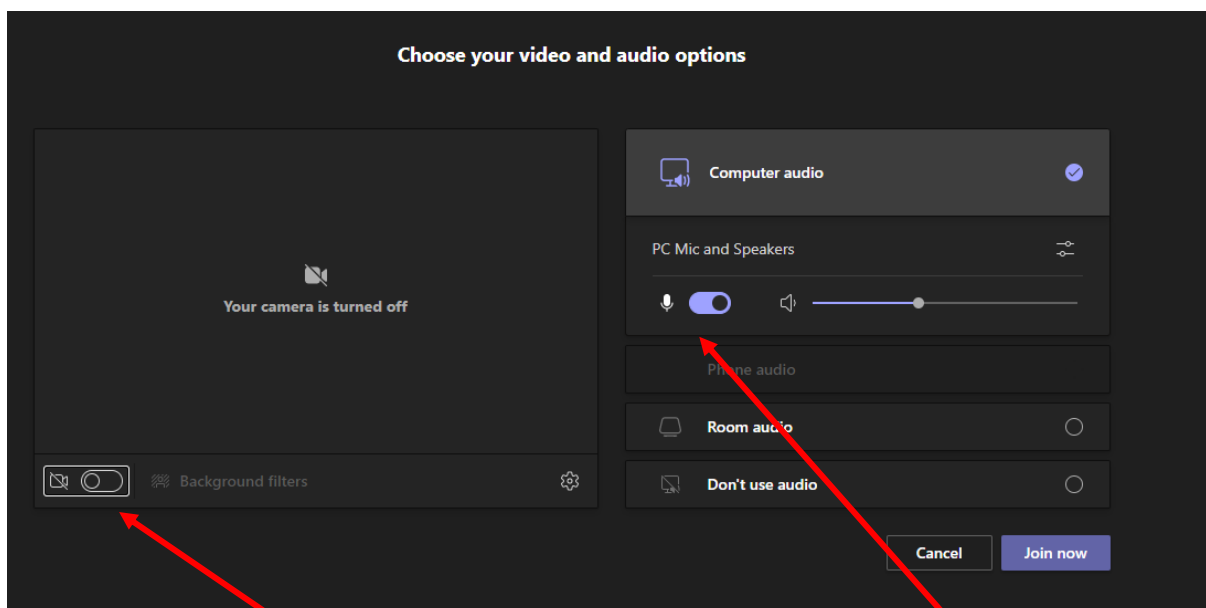

To join with your audio (microphone) switched on, click onto the audio button. (blue is 'on')

To join with your video on, switch across the camera button. You will then be able to see yourself in the space above it.
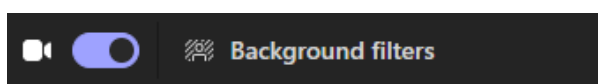
If you are using your camera, you can also pre-set your background or blur it by clicking on 'background filters' – choose a background from the options that appear to the right on your screen and you can preview what it will look like.
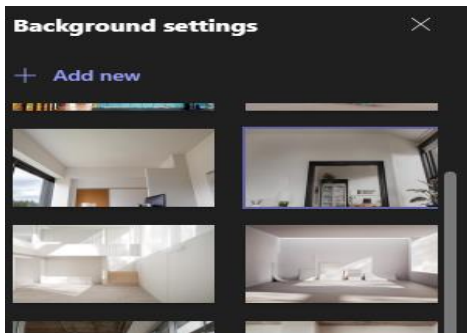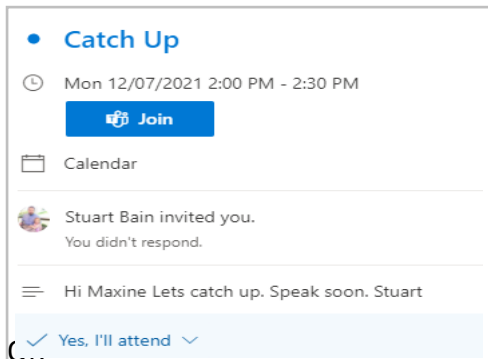

Note: whatever you set here, you can still choose to turn off/on your sound or video or change your background at any time during the meeting. A line through camera or mic symbols means it is currently off.

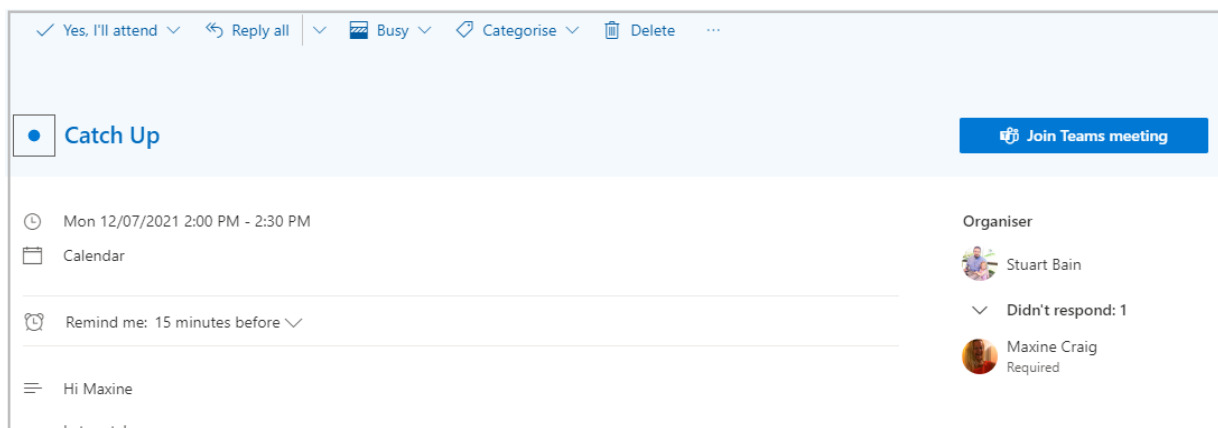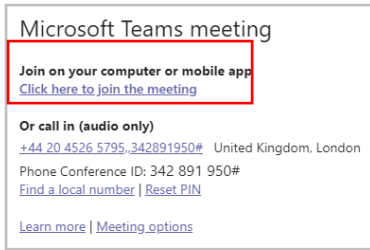Click Join Now to get into the meeting.
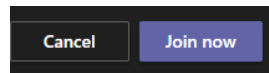
If using Outlook Online app

- Click once into the meeting in your online calendar and then choose Join.

- Double click onto the meeting will bring up a larger box with full details of the meeting.

When you click on either the Join box or the link at the bottom of the invite, a new tab called 'Join Conversation' opens in your web browser giving you a choice of 'open in Teams', 'download the Windows app', 'continue on this browser' or 'open your Teams app'.
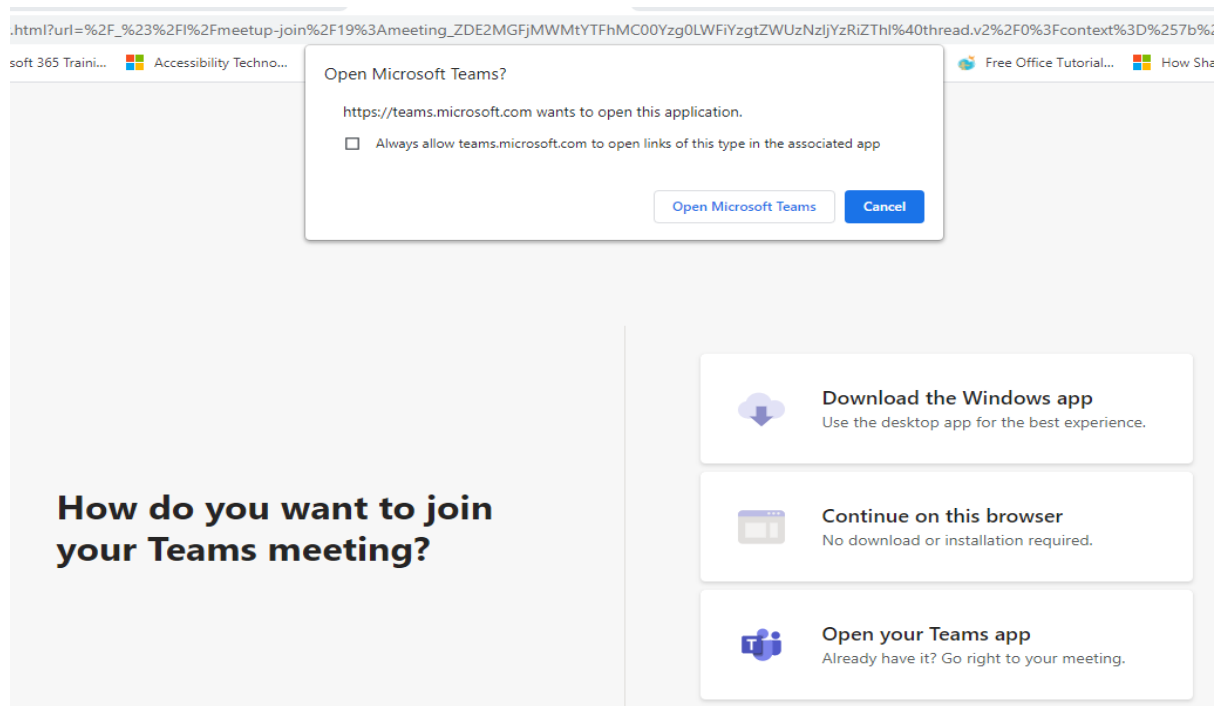
What do these mean?

Open Microsoft Teams – for those with Teams loaded, this takes you to the black joining screen.

Download the Windows App – if you don't yet have Teams loaded you can do it here.

Continue in the browser – you can join the meeting with the Web version without loading Teams.

Open your Teams app – the same as the top white box for 'open MS teams'.
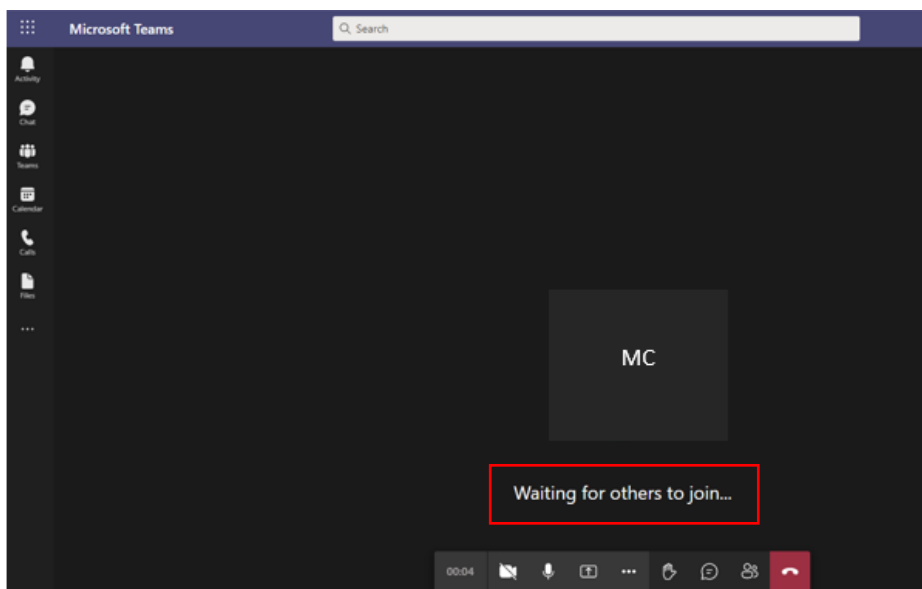
Note: to select any of the bottom three options, you will need to press 'cancel' to get rid of the top smaller white box.

Joining Online

When you choose to join via the Web, the look of the black joining screen is different from that of the Teams app on page 4, but you still can set your joining controls for your mic and camera.
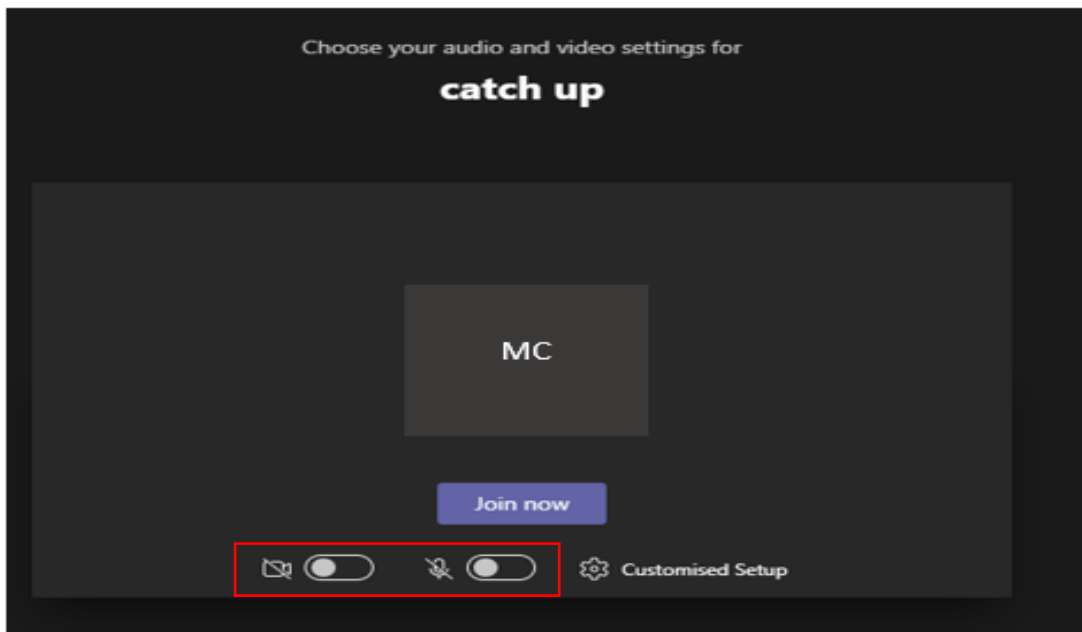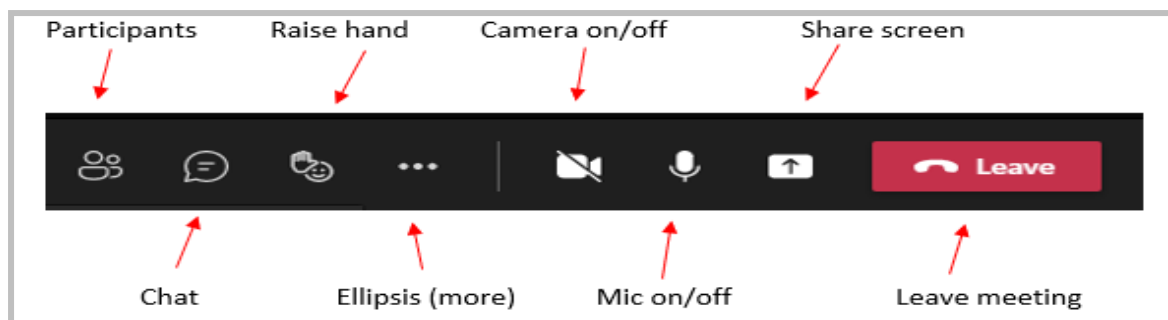

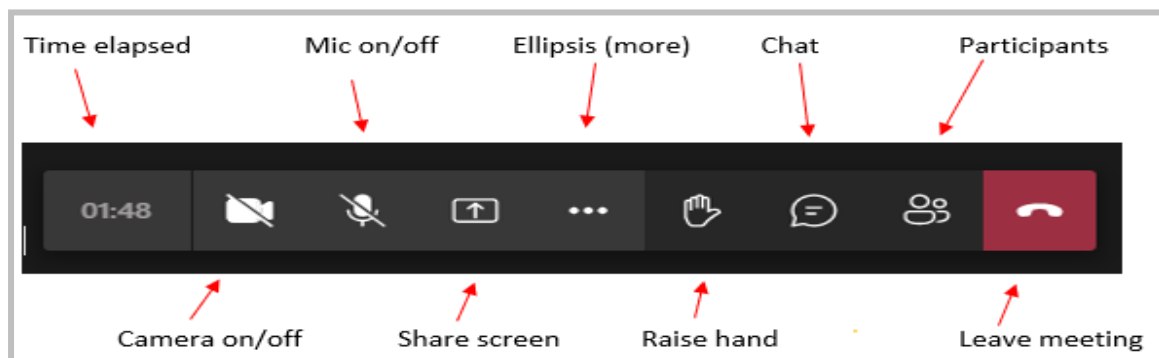Click Join Now and you will enter the meeting.

If you are first there, it will tell you that you are waiting for others to join.

Once in a meeting

If you join using the **Teams app**, the meeting controls will be along the top of your screen.

If you have joined via a **Web browser**, the meeting controls will be at the bottom of your screen.

Participants

This gives you a list of those in the meeting and others invited who are not attending. If needed, you can mute others, lower hands, or remove someone from the meeting; however, please respect your colleagues in using these options.

Show conversation/ Chat

Each meeting you attend will have its own Chat that **only** the attendees see. The Chat is available even after the meeting has ended but remember that others may not monitor the chat afterwards.

New chats will arrive in the Chat column of Teams main screen and you can type into any Chat this way both before, during or after the meeting. This way, you will have access to any document or link shared in the Chat.
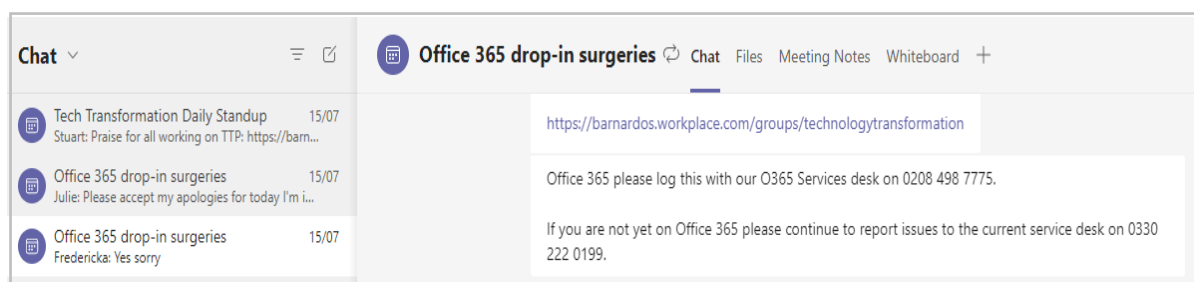
But they also are accessed <u>during the meeting</u> by clicking onto the speech bubble icon on your control panel and the current conversation appears to the right.

This is where you can add links for others, ask questions, attach files, etc whilst the meeting is taking place without leaving the 'meeting' screen. In a large meeting it is good practice to use this chat space rather than have lots of raised hands, although this is up to the organiser to manage.

Type your comment or question into the 'type' box, use the paperclip to add any files you want them to see, use the '!' to set the message importance, or add an emoji, GIF or sticker. You can also paste hyperlinks into this space rather than attach files.

Click on the paper aeroplane to send your message or press Enter on your keyboard.

Raise your Hand
Use this to indicate to others that you want to ask a question or speak. Within a larger meeting, this is important so that everyone is not talking over each other. Don't forget to lower your hand once you have finished speaking!

Ellipsis
In this area you'll find some more options such as:

- Gallery modes/Together mode to adjust how you see people on camera
- Start recording
- Turn on live captions
- Change your background

However, not all of these are available if you join on the web.