

# User Guide: Microsoft Teams Online Meetings

## Joining a Microsoft Teams Meeting - Video Meeting

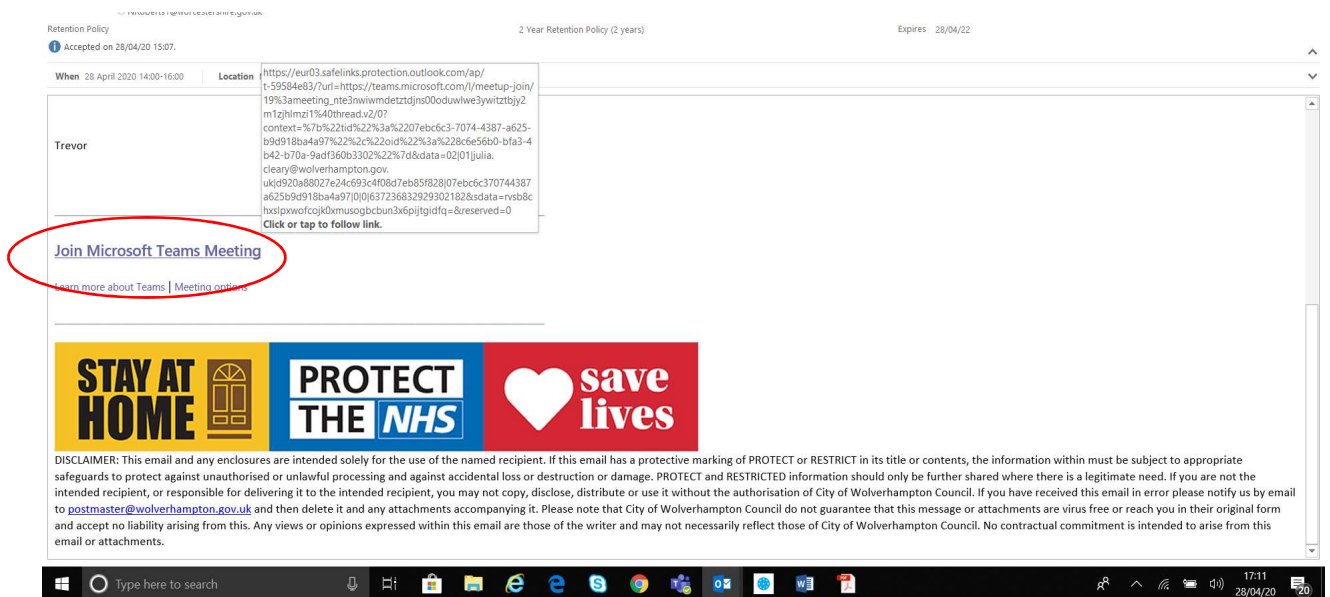
The procedure outlined below should be followed when attending a meeting via Microsoft Teams. It is intended for public distribution to assist with the conducting of Virtual meetings via Microsoft Teams. Prior to the Meeting, Sign Up and Download Microsoft Teams [here](#).

**When using Microsoft Teams, please ensure the following:**

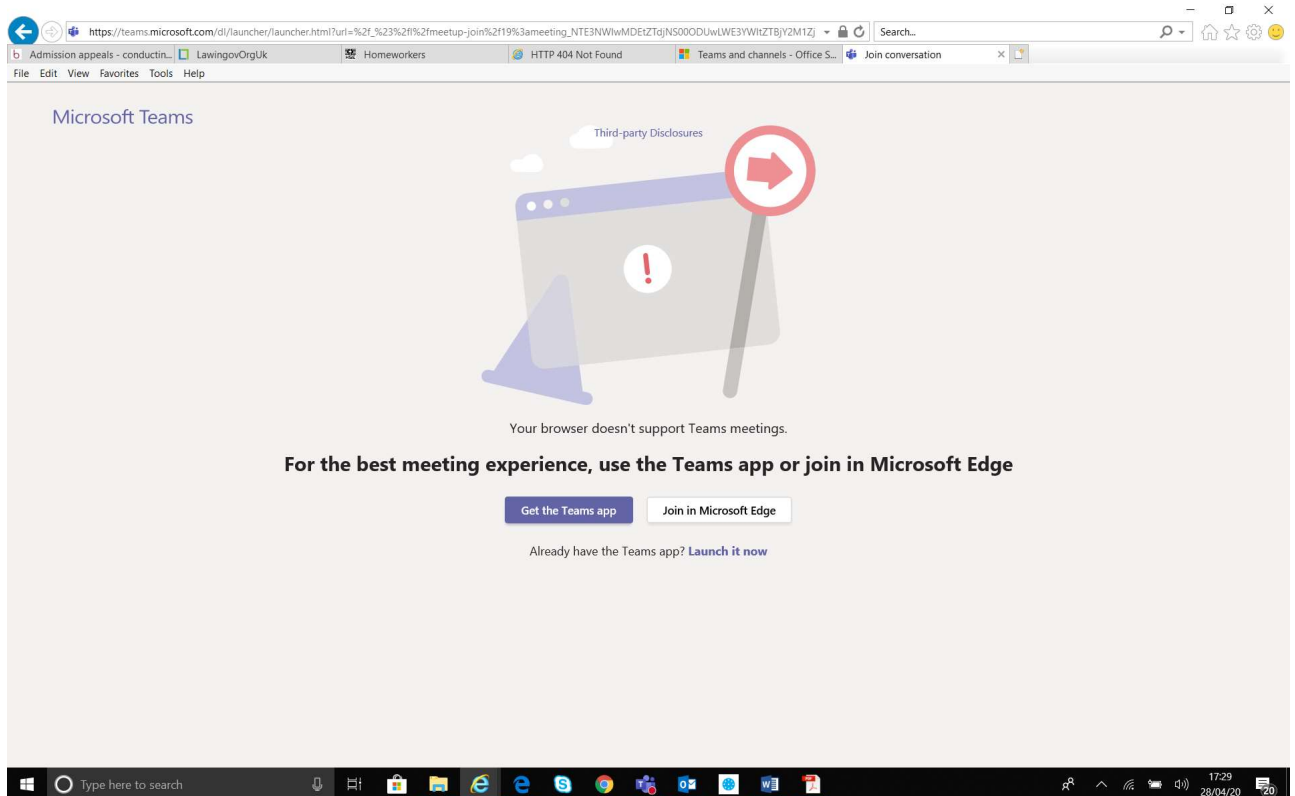
- That you are in a private, quiet space where you will not be disturbed.
- You should attend the meeting alone, unless you are sat together with another attendee.
- Choose a room that has good Wi-Fi/internet connection.
- Choose a room that has good lighting.
- Check your Camera and Microphone are working.
- To test your camera – type camera into the search bar.
- To test your microphone – type ‘microphone set-up’ into the search bar
- If you are experiencing a technical difficulty and/or need to get the attention of the ‘Host’, use the chat feature (click onto speech bubble).

**To join the meeting, select Calendar, then click onto the meeting invite or access your emails and click on the invite in there.**

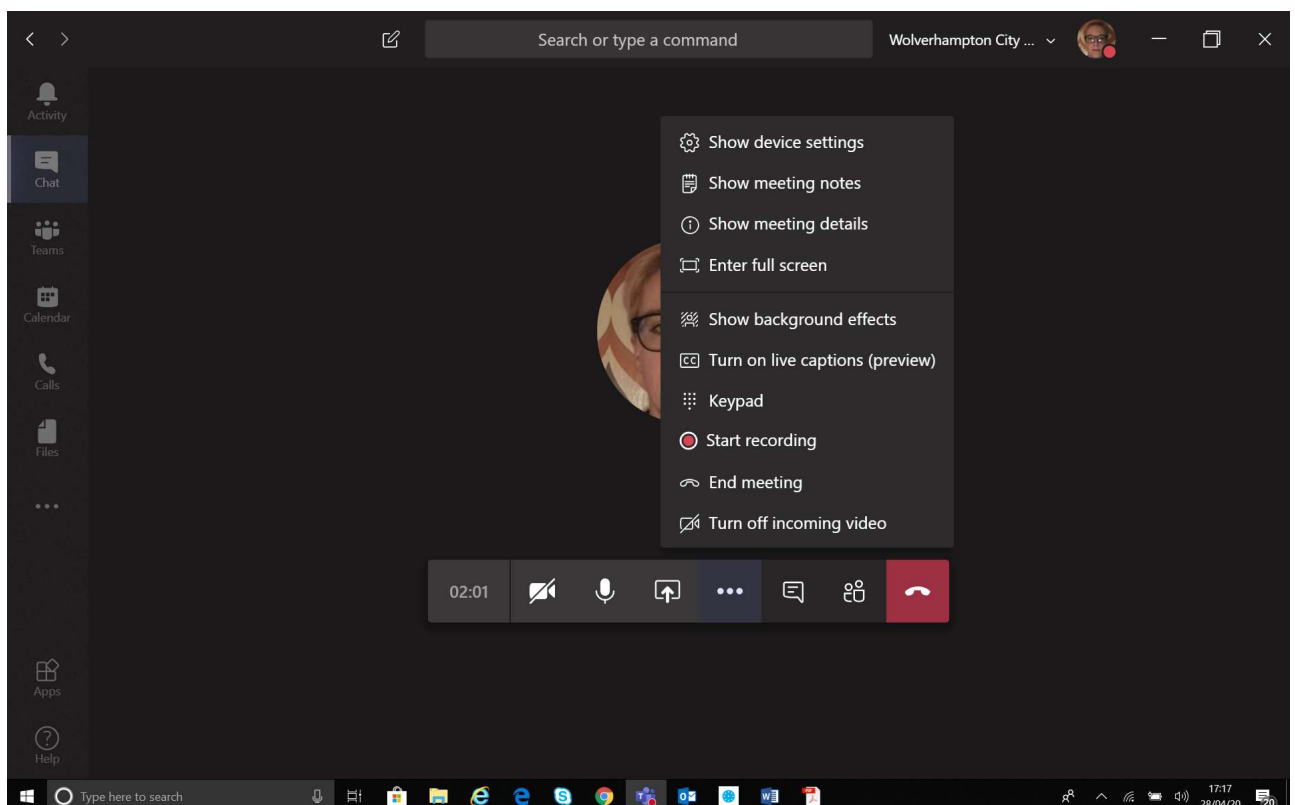
**If you want to connect via Microsoft Teams, select ‘Join Microsoft Teams Meeting’.**



**You can either connect via the Teams app or web browser.**



**You will then see this screen (the camera is turned off here)**



*Notes to consider:*

You can adjust your microphone and camera before joining the event.

## Joining a Microsoft Teams Meeting – Telephone Meeting

On the day of the meeting the Meeting facilitator will ring you on the telephone number you have provided to bring you into the meeting. You will be able to hear everything that is being said but you will not be able to see the participants.

If you want to dial into the meeting yourself, call the telephone number and enter the unique Conference ID provided for your meeting when prompted to

Microsoft Teams

### Join Microsoft Teams Meeting

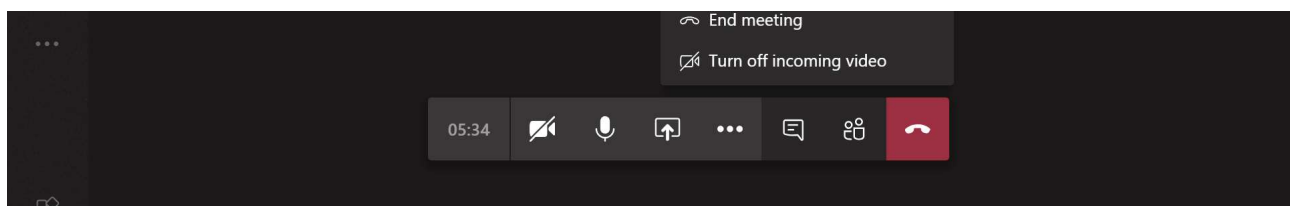
+44 20 3787 4277 United Kingdom, London (Toll)

Conference ID: 710 377 608#

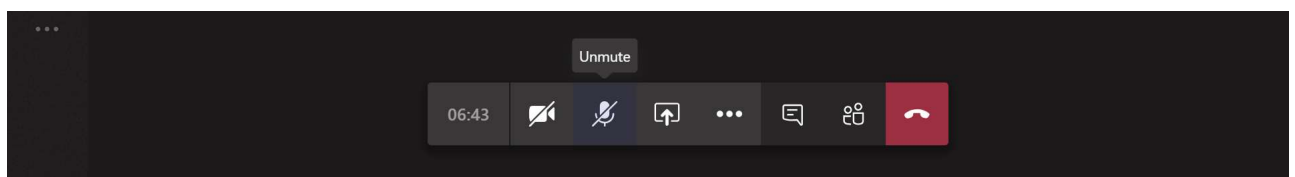
**During the meeting, when you are not speaking please mute the audio, failure to do so may disrupt the meeting.**

- To mute/unmute click on the microphone symbol.
- If you need to do something that might distract the meeting you can turn your camera on/off by clicking the Camera icon

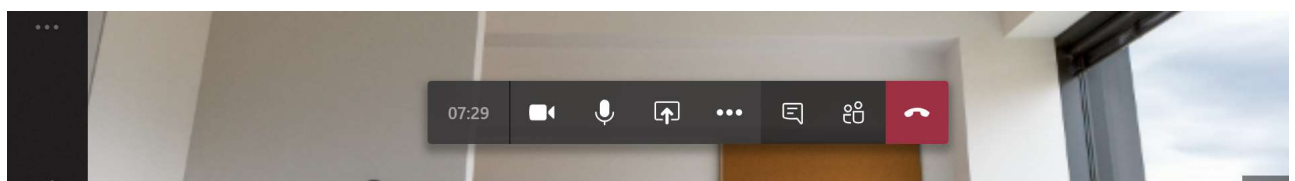
### Camer off and Microphne on:



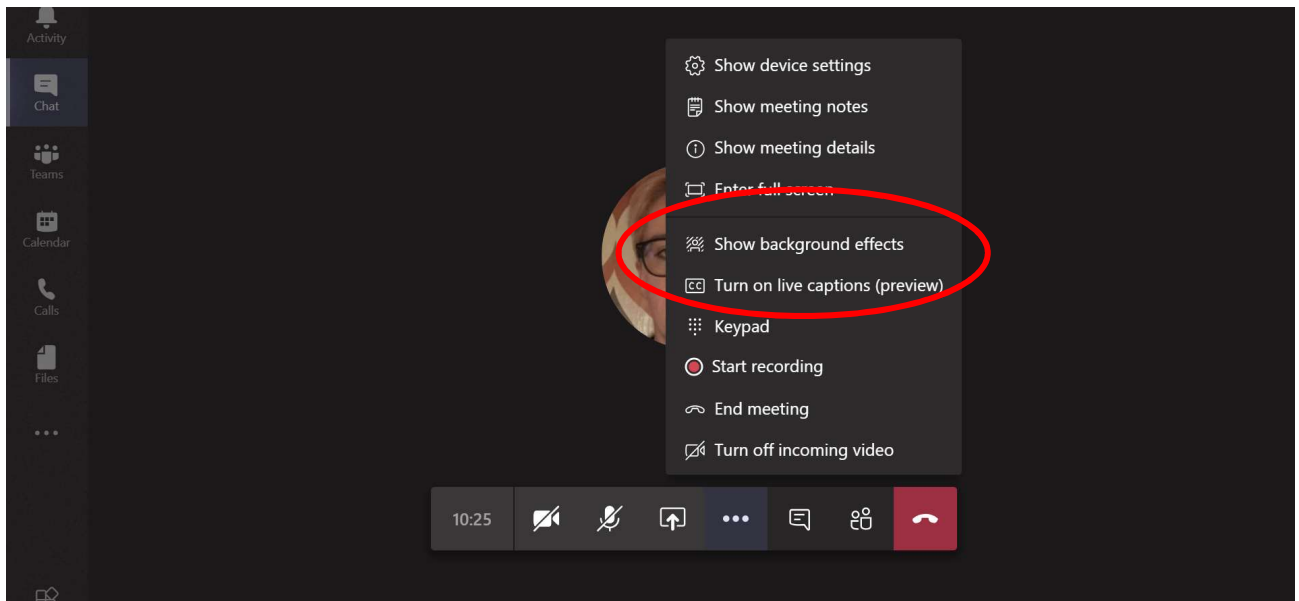
### Camera and Microphone off:



### Camera and Microphone on:



**You can blur or change your background here:**



**All participants should have the relevant documents for the meeting in front of them physically or on their computer.**

Teams will continue to run in the background (with microphone and video on) even if the participant is looking at a document in a different window.

### **Meeting Etiquette Reminder**

- Mute your microphone when you are not talking.
- Remember to unmute your microphone when invited to speak by the Chair.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name).
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.