



Accessing MS Teams at Queen's: A Quick Start Guide for Visiting Students

As a student at Queen's University Belfast you have access to [Microsoft Office 365](#). **MS Teams** is an app of MS Office 365, which allows for participation in video and audio calls, as well as a vehicle for collaboration and engagement with your lecturers and your peers.

For any virtual induction sessions running during Pre Semester Engagement, week commencing Monday 14 September, you will be joining sessions virtually using MS Teams. A dedicated training site to explain MS Teams can be found [here](#).

Welcome to MS Teams and Logging In

Explore the platform and find out more about what MS Teams is used for [here](#)

Remember! You log into MS Teams using your Queen's credentials, which is your student number and password to access QUB systems. You will have you received your password when you were invited to register as a QUB student. If you have forgotten your password you can reset it [here](#)

Download the app! To get the best experience of MS Teams we recommend you download the App for your desktop computer. You can also download the App on your Android or Apple device. We recommend downloading the App before your first scheduled meeting on MS Teams.

Joining a meeting or online session:

You will be sent a meeting/event link to join the session by the QUB staff who have organised the event. Click on the link at the time the meeting/event is due to start and select the appropriate option in your browser; *"Open Your Teams App"* or *"Continue on this browser,"* if you don't have the App. Find out more about joining your meeting or event [here](#)

Top Tips for MS Teams Meetings!



Wear headphones! Wearing headphones during a Teams Meeting will significantly improve the Meeting experience by cutting down on feedback.

Mute your microphone! Upon joining a larger MS Teams meetings/events, make sure your microphone is muted before you join to prevent feedback!

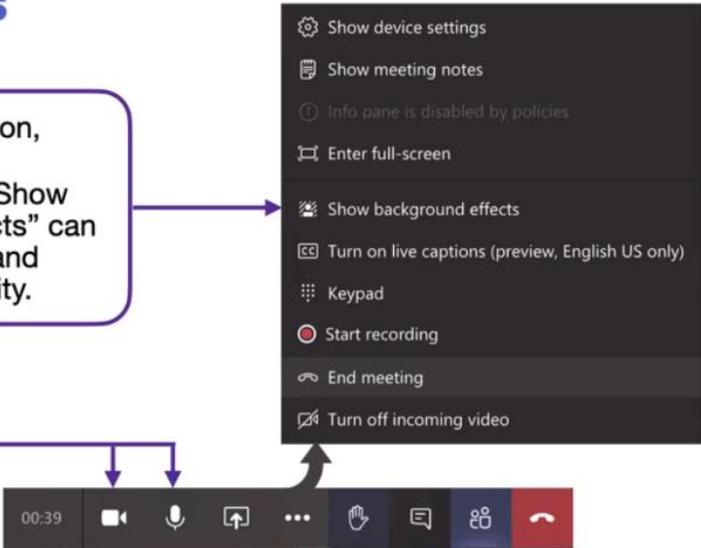
Slow or poor signal internet? Turn off your video to save bandwidth.

Getting started with Teams...



If your camera is on, **blurring your background** in "Show background effects" can save bandwidth and improve call quality.

When not talking, **mute your microphone** to save bandwidth and reduce background noise. You can also **turn off your camera** if you don't need to appear on screen.



Turn on automatic **live captions**, if needed.

If your call quality is low, "**Turn off incoming video**" to save more bandwidth.

This button opens the "**More Options**" menu

Online MS Teams Guidelines

- Use the **Chat** ¹ function to ask questions if required
- These will be monitored by QUB staff and addressed appropriately
- Usually time for Discussion / direct Q&A at the end
- **Closed captions/Subtitles** ² are available
- At the end if you want to ask a question you can 'raise your hand'

