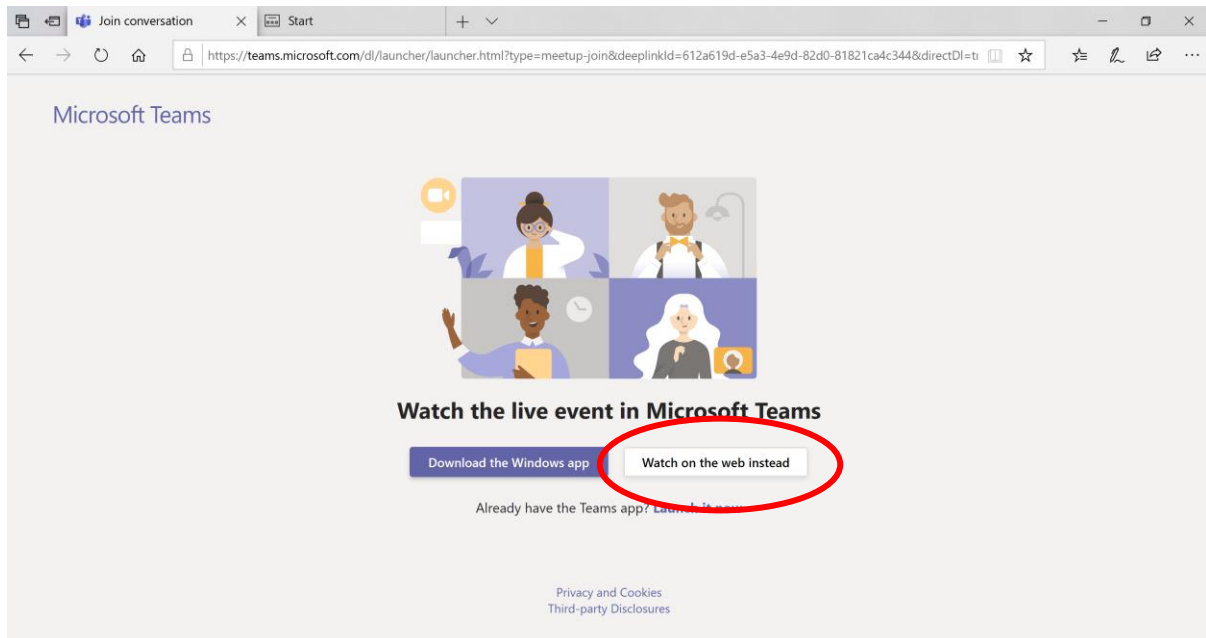


Participants Guide to Microsoft Teams meetings

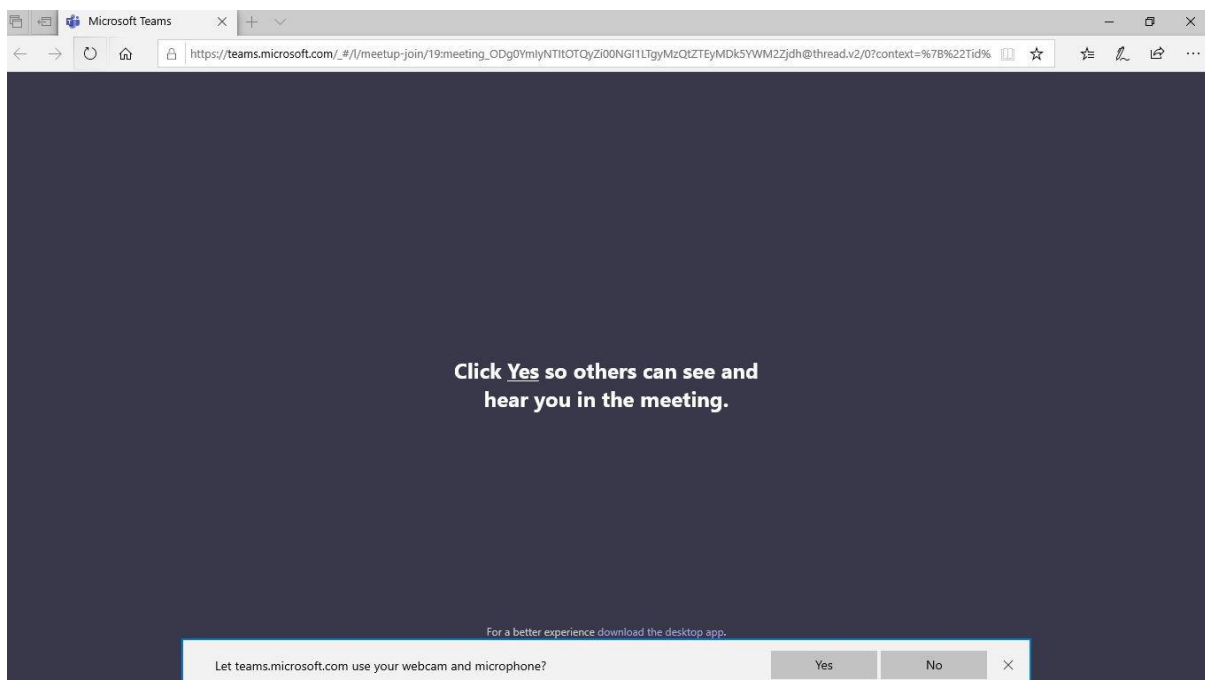
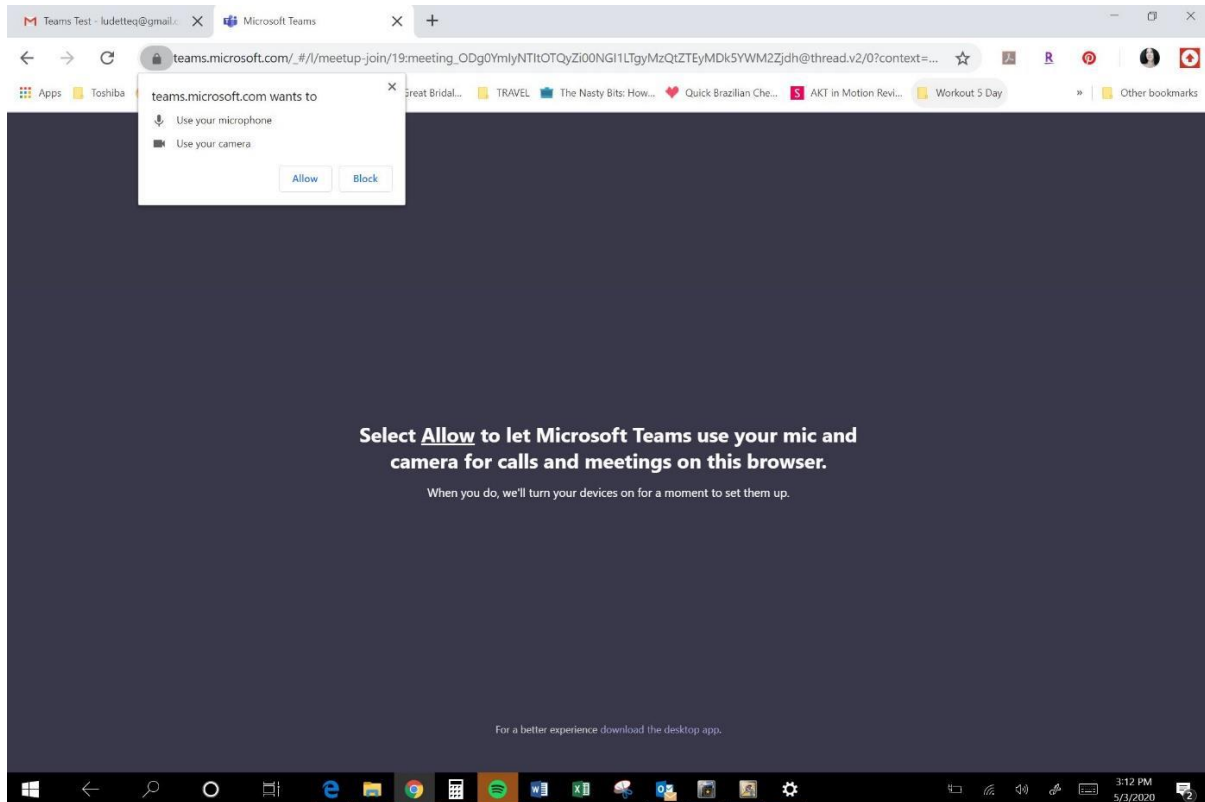
Click on the link you received to join the Microsoft Teams Meeting.

Laptop or Desktop connections

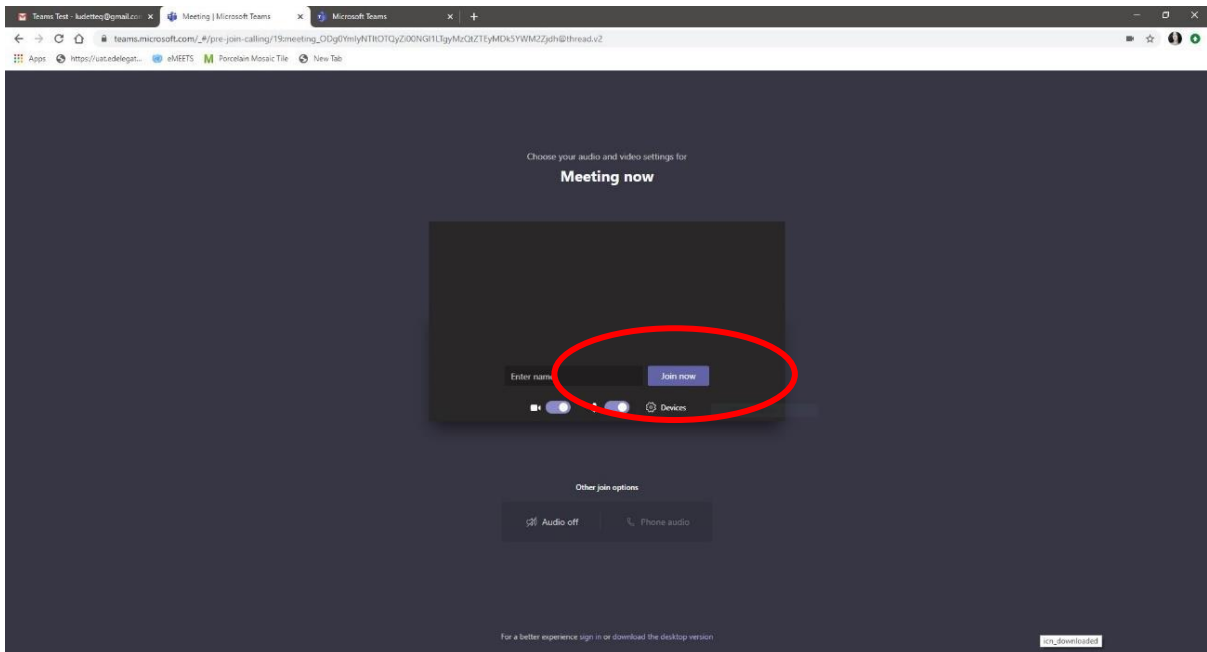
For those using desktops or laptops who have not installed or do not wish to install the app, click on the option “Join on the web instead”. The relevant area in the screenshot below is highlighted:



If asked, please enable your camera and microphone at the outset. You will have the option to turn them off once you have joined the meeting. Screenshots for two different browsers follow:



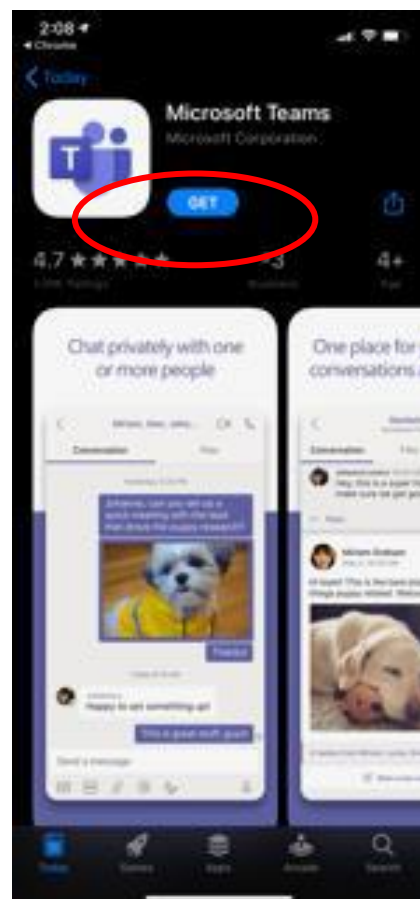
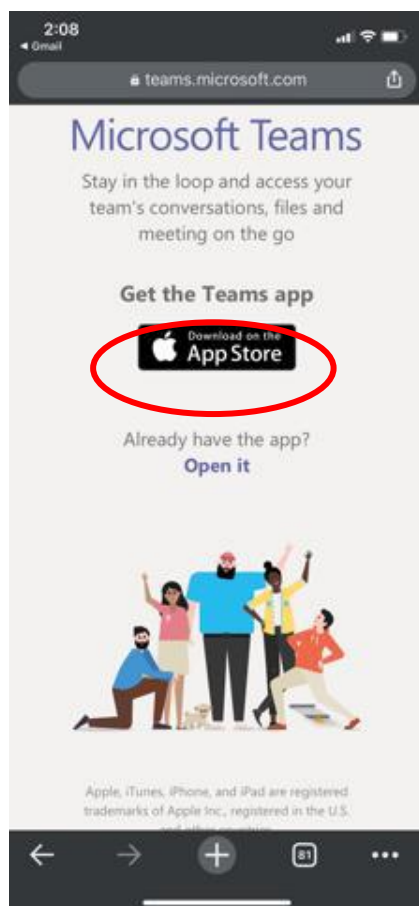
You will be asked to enter your name or you may be asked to log in to your Microsoft Account (if you have one) then click Join now:

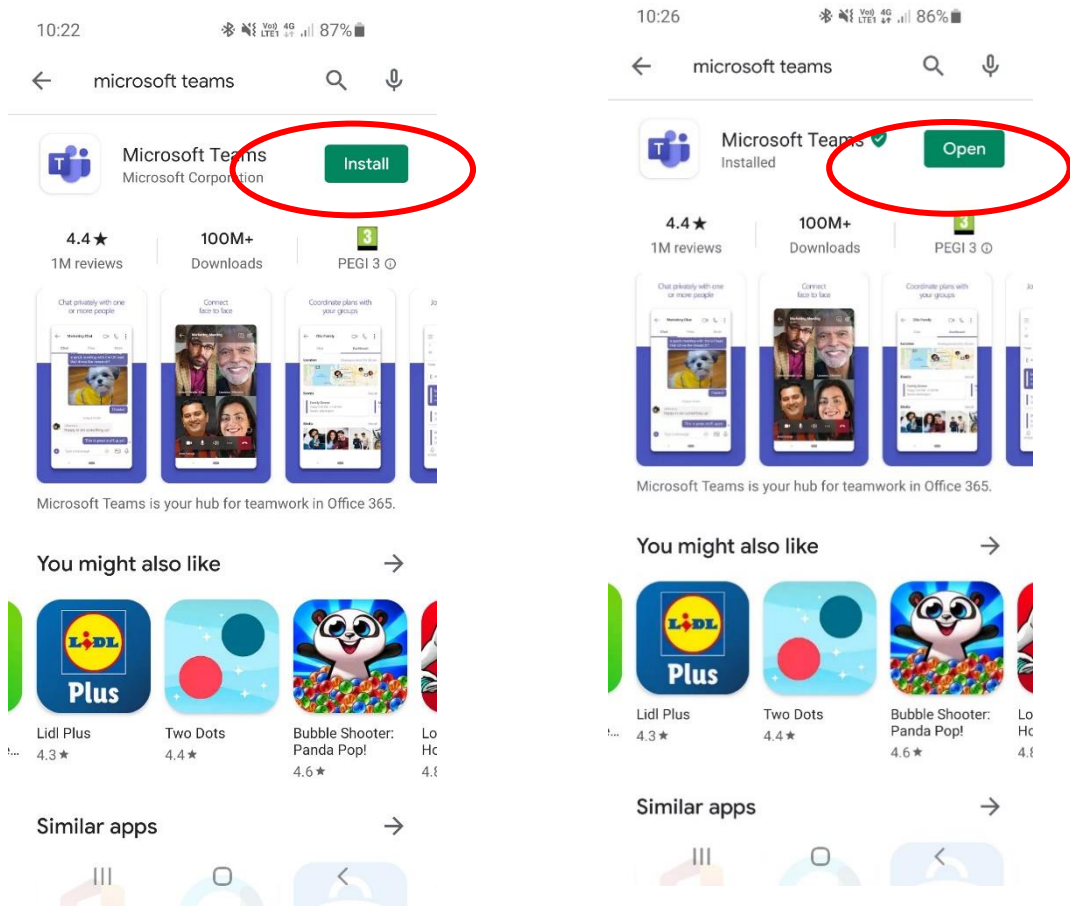


Mobile device connections

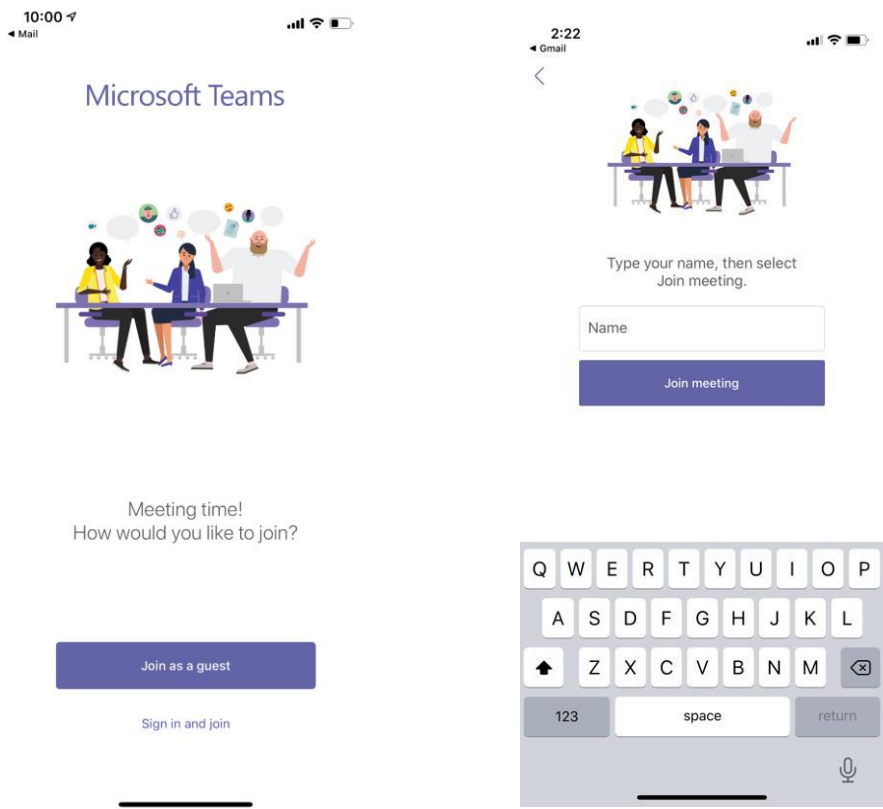
If you have not previously installed the Teams app, after clicking on the link to “Join Microsoft Teams Meeting”, you will be asked to install the app.

Screenshots from an Apple and an Android device are below:



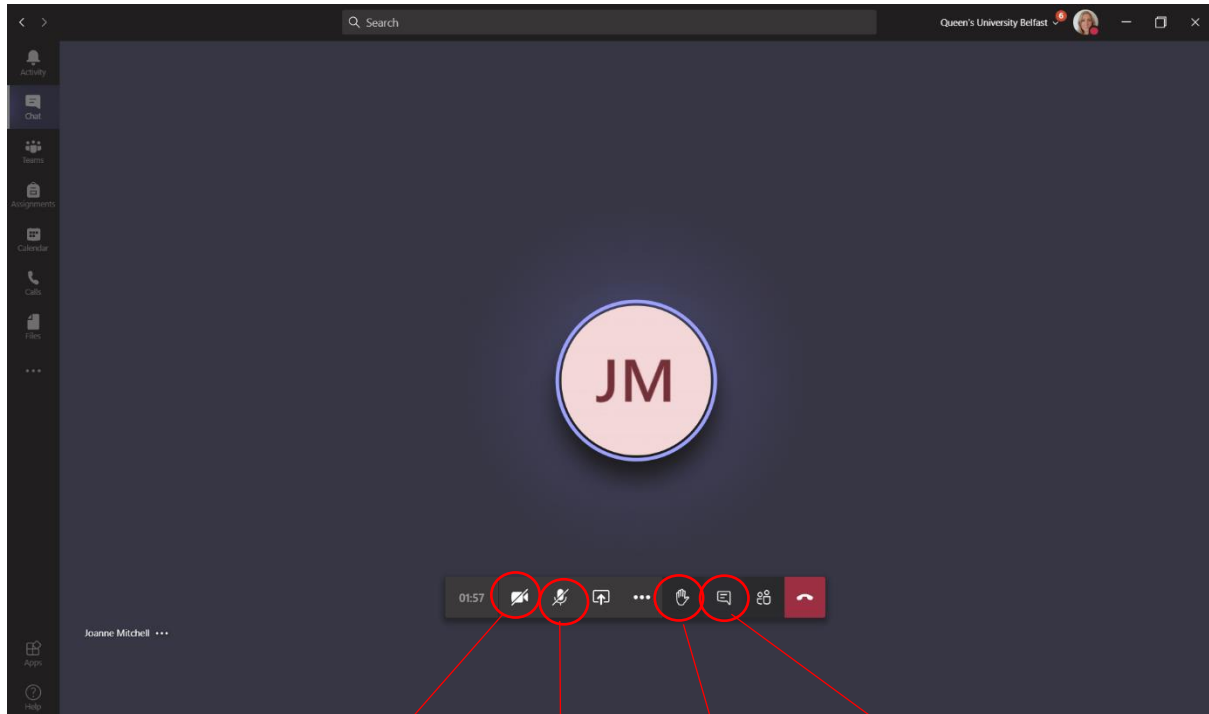


For participants using mobile devices that do not have a Microsoft teams account, click Join as guest. Participants will then be required to enter their name in the field indicated below then click Join Meeting.



Screen controls

For desktops or laptops, hovering the mouse on the meeting screen will bring up user controls:



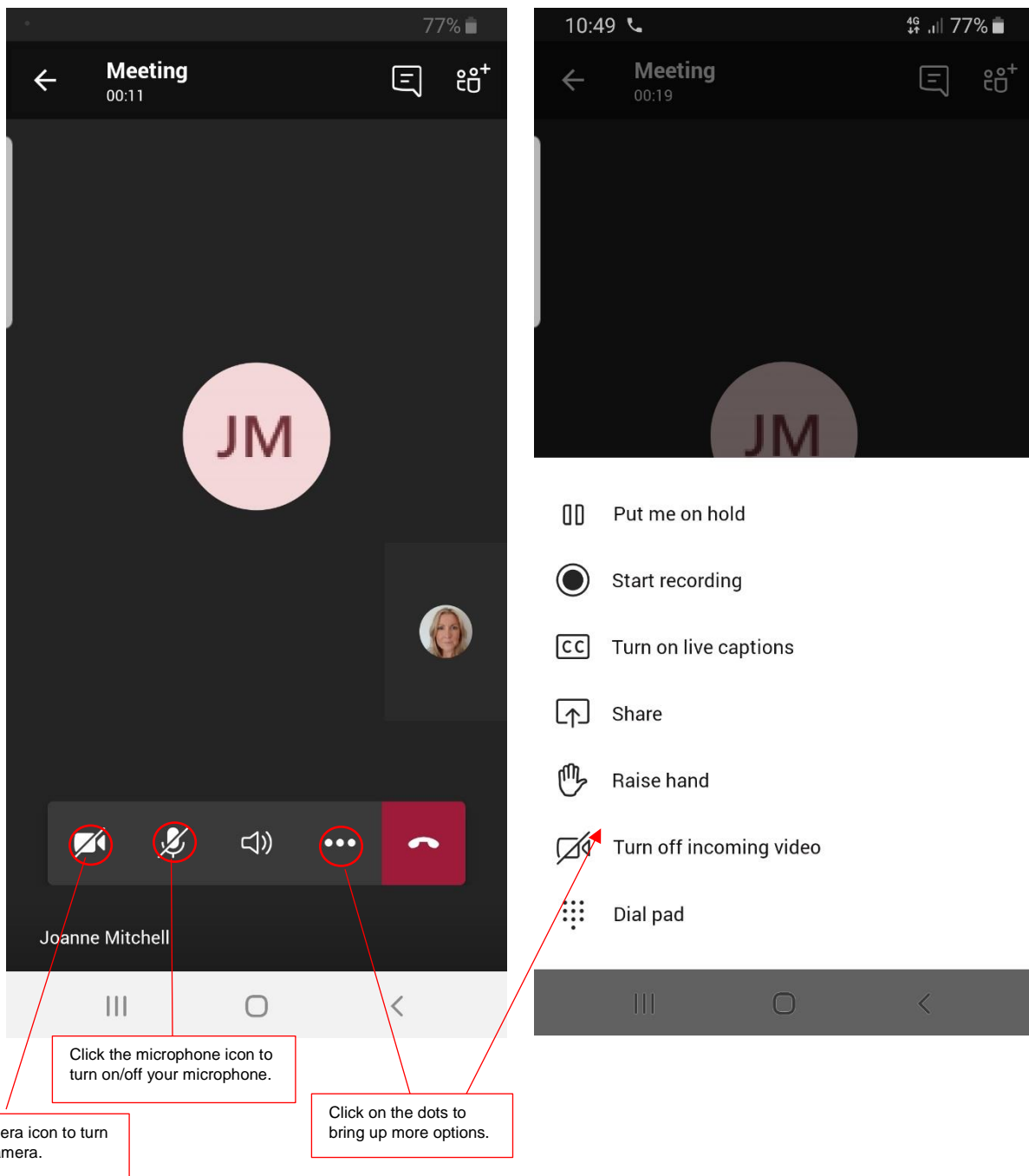
Click the camera icon to turn on/off your camera.

Click the microphone icon to turn on/off your microphone.

Click to raise your hand.

Click to use the Chat function.

For mobile phones, touching the screen will bring up user controls:



Troubleshooting

To avoid feedback, please keep your microphone muted unless you are speaking.

Use the raise hand function or the chat if you have a question.

When you are invited to speak, please unmute yourself by clicking the microphone icon. You may also wish to turn on your camera by clicking the camera icon.

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.