

# Participating in a Microsoft Teams Meeting



## Download Teams to your laptop

Before joining a Microsoft Teams meeting or Online teaching session on Microsoft Teams. First download and Install the Microsoft Teams application on your PC or Mobile Devices.

## Downloading Teams on PC

You can download the Microsoft Teams application on your PC for Windows or Mac version use the link

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

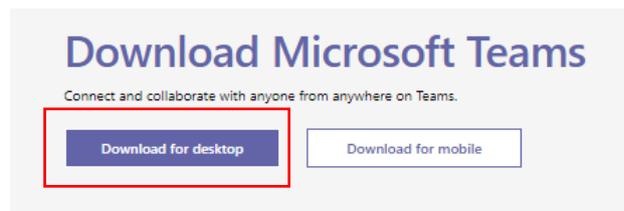
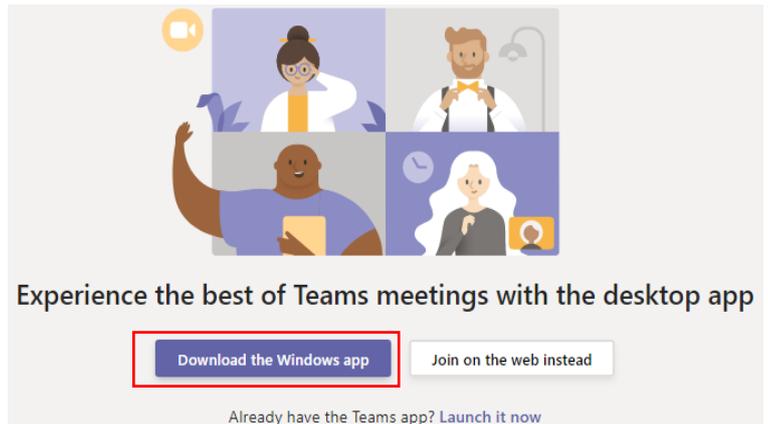
- Microsoft Teams will automatically detect the system you are using (Mac or Windows).
- **Click download.**
- Open the downloaded file and follow the instructions provided to Install Microsoft Teams.
- After installation. Open the Microsoft Teams application and log in using your UH account.

## Downloading Teams on Mobile Devices

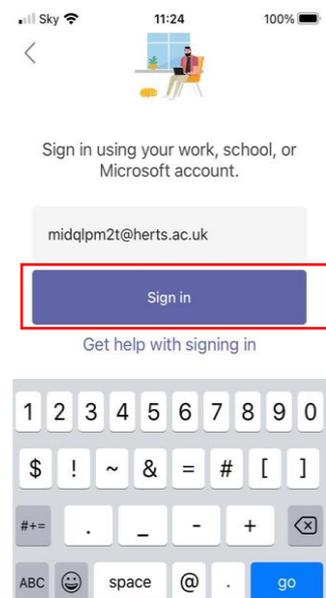
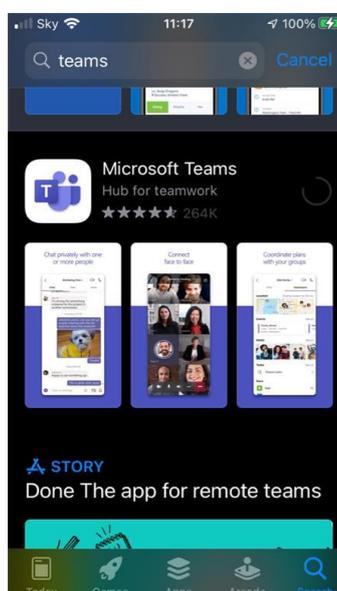
If you are using a mobile device, Download the Microsoft Teams app from the iOS app Store or Google Play Store for Android.

After Installation, Open the Microsoft Teams application

**Step1:** Log in using your UH account username@herts.ac.uk - example: [abc1@herts.ac.uk](mailto:abc1@herts.ac.uk) and click **Sign in**.



**Download Teams on your desktop for work** Download Teams for work on your desktop

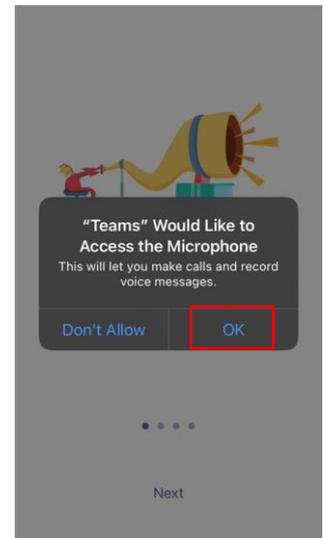
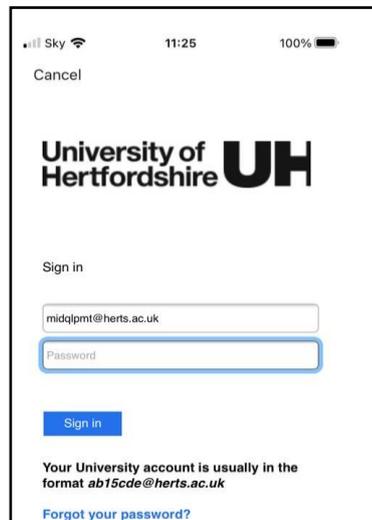
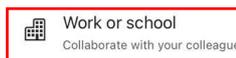
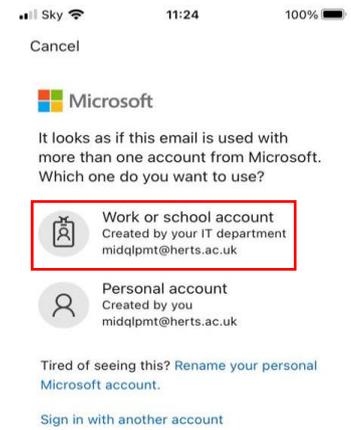
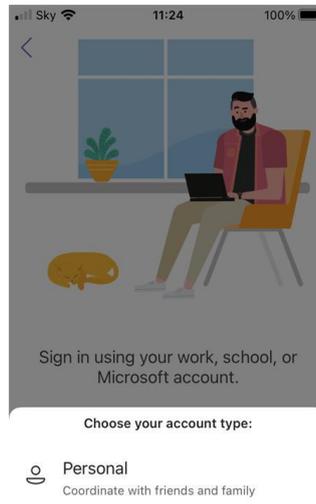


## Download Teams to your Mobile Device Continued...

**Step 2:** Choose 'work or school' account type.

**Step 3:** Log in using your UH account username@herts.ac.uk - example: [abc1@herts.ac.uk](mailto:abc1@herts.ac.uk) and secure password.

**Step 4:** Click **Ok** to allow Teams access to the microphone.

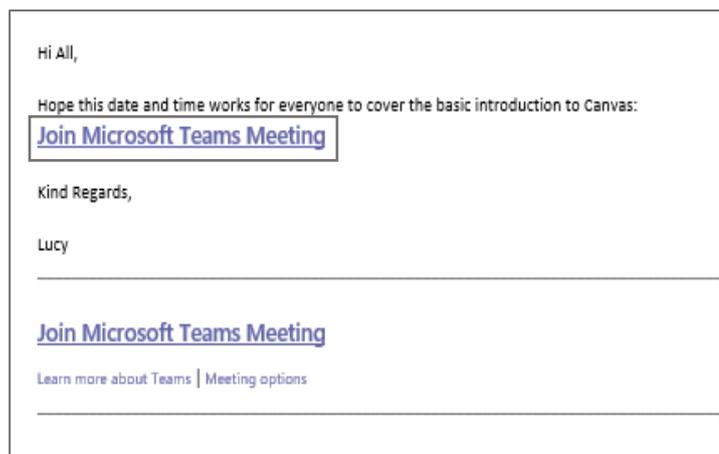
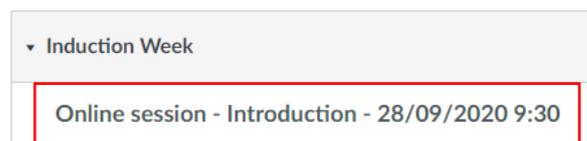


## Joining a Teams Meeting

Teams meetings may be joined via the PC application or mobile devices. Meetings links may be shared with you in a variety of ways. For example:

**Option 1:** You may join a timetabled teaching session that's been listed under the Units section of a StudyNet module.

**Option 2:** You may receive an email invitation for a 1:1 meeting with a Join Link.

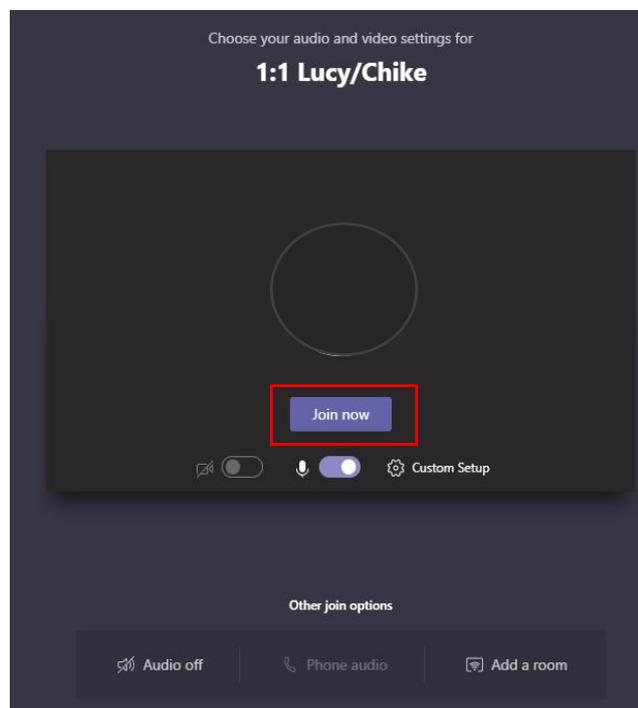
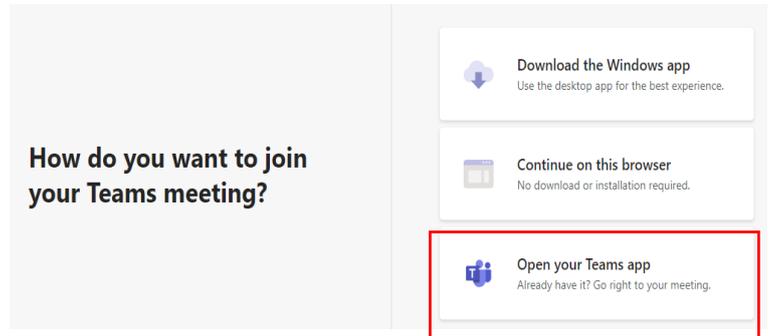
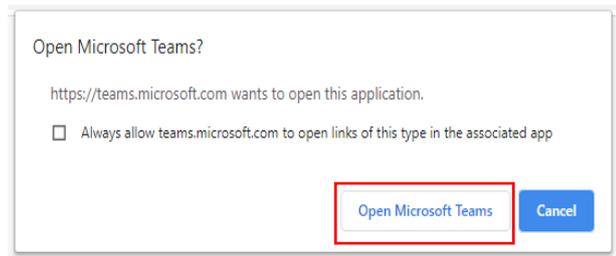


## Accessing Teams meeting via the desktop

Click the Microsoft Teams link available in email or through unit are on the module site.

A web browser page will be opened.

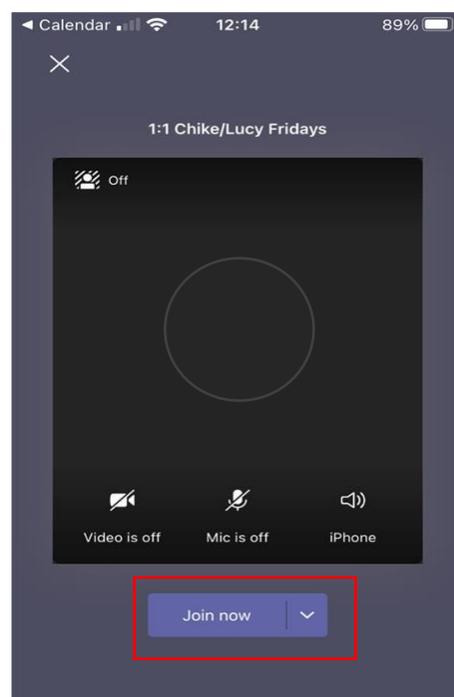
- Click **Open Your Teams app**
- A prompt pop-up message will appear in the browser launch pad. By ticking the box, joining meetings will be launched automatically on the Team app for other Team meetings.
- Click **Open Microsoft Teams.**
- Microsoft Teams app will be launched.
- Before you click the 'Join now' button, please ensure you mute your microphone and switch off your camera.
- Click '**Join now**' to go into meeting.



## Accessing Teams meeting via the Mobile

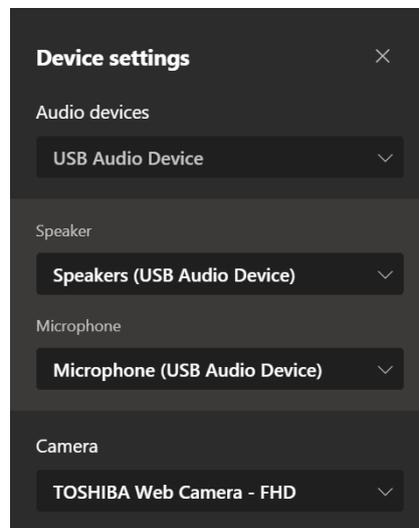
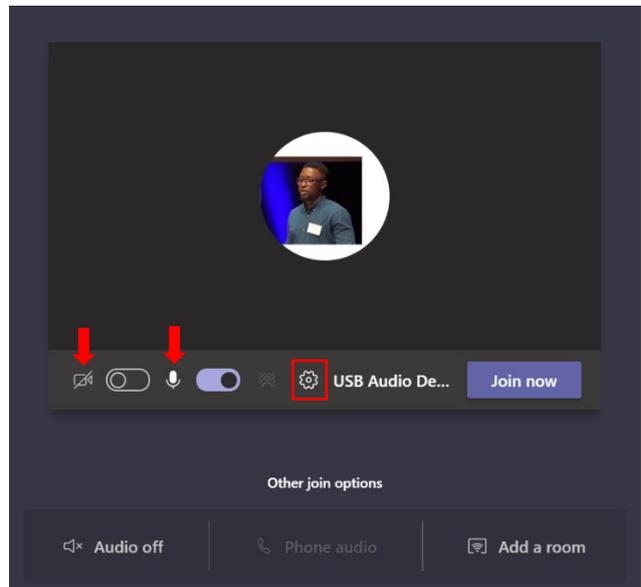
Click the Microsoft Teams link available in email or through unit are on the module site

- Microsoft Teams app will automatically open.
- Please ensure you mute your microphone and switch off your camera before joining.
- Click '**Join now**' to go into meeting.



## Managing Audio and Video Setting before a meeting

- Before joining the meeting, you can turn on or off audio and video features.
- To access your video or audio before a meeting. Click on the camera and audio icons to enable or disable.
- If video or audio still cannot be accessed, then Click on the settings icon
- A list of options will pop up and from there you can choose the settings you need, including if the mic or video is on/off.



## Managing Audio and Video Setting during a meeting

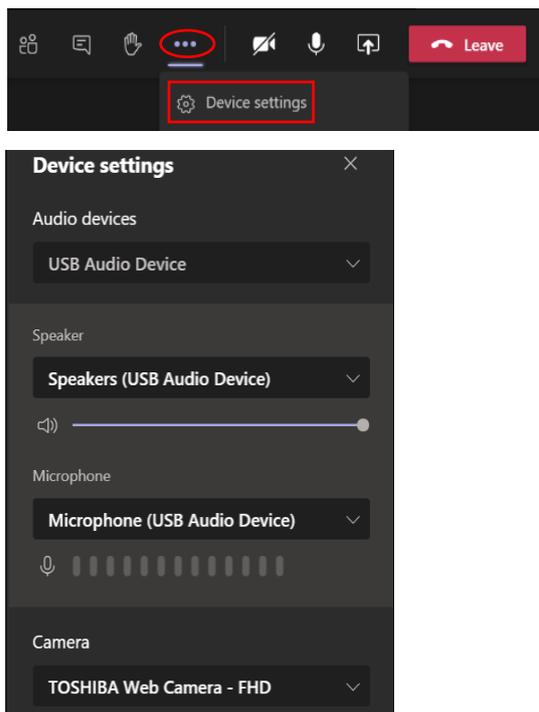
- To enable or disable your video and audio setting in a meeting. Click on the video and audio.



## Troubleshooting Audio and Video Settings.

You can check Audio and Video settings while waiting for a meeting to start or during the meeting.

- Check first if the audio and video is enabled or disabled.
- If video or audio still cannot be accessed, then Click on the three dots.
- Click on **Device settings**.
- A list of options will pop up and from there you can choose the settings you need, including if the mic or video is on/off.

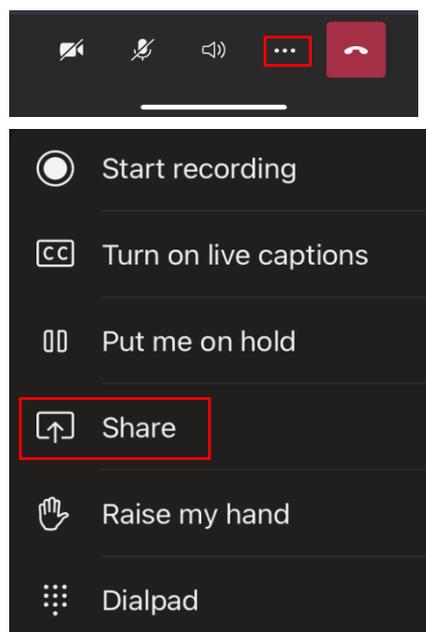


## Share Files on Teams using Desktop and Mobile.

During a meeting, you can be asked to share your screen or present documents in meeting from Teams.

### Share Files on Teams using Mobile

- On Mobile, click the **three dots**. Share feature will be available if permission is given by the host or organiser.
- A list of options will pop up, Click on **Share**.
- A list of options showing types of Files that can be shared.



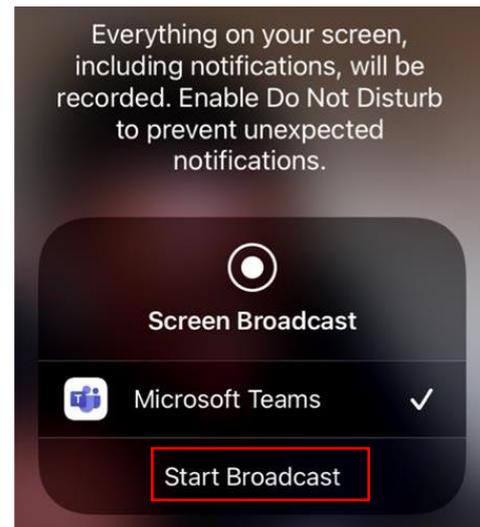
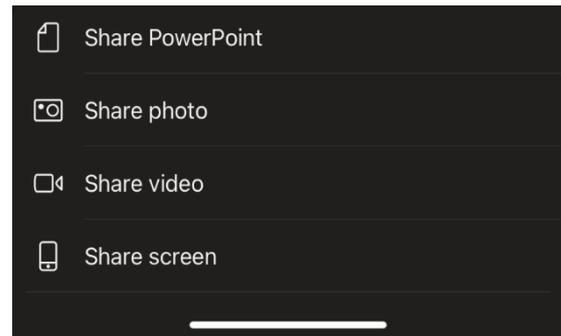
From the share option you can select to present on PowerPoint, photo, video or your entire screen.

**Power point:** pptx files can be shared directly from OneDrive or Teams and Channels.

**Photo:** pictures can be selected and shared in a meeting from the device.

**Video:** When selected you share a live video from your camera.

**Screen Share:** when selected, your device is mirrored allowing multiple applications to be shown. Click Start Broadcast to begin.



## Share Files on Teams using Desktop

- On Desktop Click on **Open share tray**
- A list of options will pop up, allowing you to share files.
- Files that can be shared include: Desktop, Window, PowerPoint and Whiteboard.

**Desktop:** if desktop is selected, your whole screen is shared without limiting to a single app.

**Window:** this allows you select a specific window or an app to share. Only the window selected will be seen.

**PowerPoint:** files are shared directly from OneDrive or SharePoint. In addition, you can select Browse and locate a pptx from the computer.

