### 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 and click Sign in.



#### Experience the best of Teams meetings with the desktop app

Join on the web instead

Download for mobile

Download the Windows app

Already have the Teams app? Launch it now

### Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams

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







Sign in using your work, school, or Microsoft account.

midqlpm2t@herts.ac.uk



## 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: <u>abc1@herts.ac.uk</u> and secure password.

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

#### 🖬 Sky 奈 11:24 100% 📟 Cancel Microsoft It looks as if this email is used with more than one account from Microsoft. Which one do you want to use? Work or school account Å Created by your IT department midqlpmt@herts.ac.uk Personal account 8 Created by you midqlpmt@herts.ac.uk Sign in using your work, school, or Tired of seeing this? Rename your personal Microsoft account. Microsoft account. Choose your account type: Sign in with another account o Personal Coordinate with friends and family Work or school Collaborate with your colleagu III Sky 穼 11:25 100% Cancel University of Hertfordshire "Teams" Would Like to Access the Microphone Sign in This will let you make calls and record voice messages. midglpmt@herts.ac.uk . . . Your University account is usually in the format ab15cde@herts.ac.uk

### 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.

Home	
Units	
Discussion	
Assignme	• Induction Week
People	Online session - Introduction - 28/09/2020 9:30
Conference	les
Collabora	tions
Chat	
Hi All, Hope this date and time works for everyone to cover the basic introduction to Canvas: Join Microsoft Teams Meeting Kind Regards, Lucy	
Join Microsoft Teams Meeting Learn more about Teams   Meeting options	

## 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.



• 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.



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ঠ্ট্র Device settings

Device settings

USB Audio Device

Speakers (USB Audio Device)

Microphone (USB Audio Device)

TOSHIBA Web Camera - FHD

Audio devices

Speaker

Camera

↓ 🗗

🗢 Leave

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.







