



# **Microsoft Teams**

## **Hosting & attending online meetings and workshops**

**Microsoft Teams is a collaboration and communication tool with video and audio meeting facilities. We have created this guide to help you have the best possible experience using Teams.**

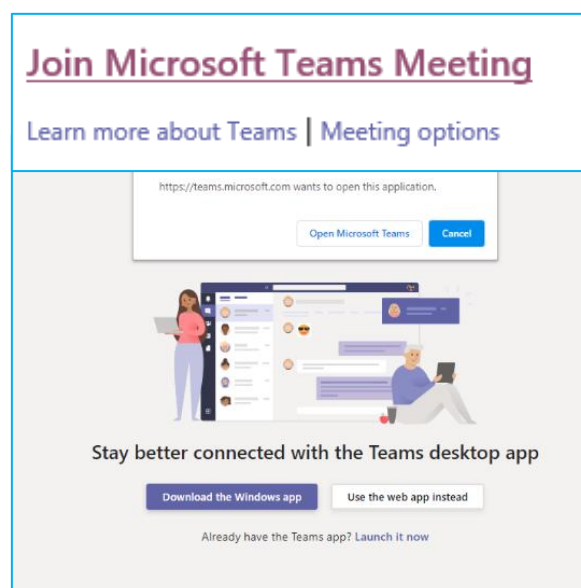
## Before you join

- Video conferencing tools require you to be connected to the internet and have a good and reasonably fast connection - either broadband or 4G. We suggest that if possible, you find a location for your meeting with a good reliable internet connection
- You will also have a better experience when using a quality headset or audio device - we find the best headsets are over the head with a movable mouthpiece.
- Think about the environment from which you're joining the call, find a quiet area free from distraction.
- Microsoft Teams works on both a Windows PC and a Mac - applications available for either and Teams may also be used via the browser on either device. App's are also available for mobile and tablets - both iOS and Android.

## Joining the meeting

- You will receive an email invitation from the Buckinghamshire Business First events team who will also send an Outlook calendar invitation.
- The calendar invitation will have a link in the body of the invitation. Click on this link. You may be asked to enter your name.

When you click the link, you to open Microsoft Teams



will receive a prompt similar to the below:

## When Teams is open, you'll be prompted to JOIN

- If you are working from home and on a video call you might want to use the 'Blur the background' feature which hides/blurs the background so other participants can see you but not whatever is behind you.
- You will be encouraged to switch your camera on - it is much easier to connect with someone you can see. It also helps to pick up non-verbal communication if you can see other participants body language.

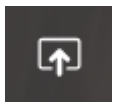
### The menu bar:



Use this button to switch your video display (webcam) on and off.



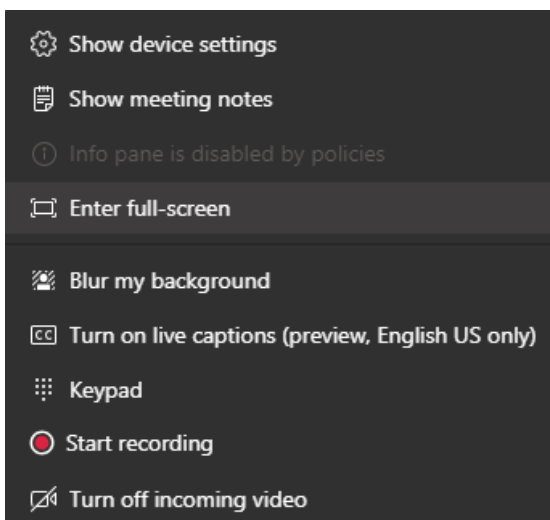
Use this button to turn your mic on and off (mute).



Use this button to share your screen with the other meeting attendees (see below).



Use this button to access other menu options including: Show device settings (useful for checking which microphone your device is using), Blur my background and Start recording.





**Open the Chat panel.** You can chat with the other meeting attendees. This is useful if attendees wish to ask questions during a presentation.



**Show participants/attendees.** This is useful if you aren't familiar with the other attendees. Use the 'Show Participants' feature to keep track of who is speaking - the speaker becomes bold and is highlighted.

## If you are **the host**

- If you are hosting the video call/meeting you may want to arrive on the call a couple of minutes before it is due to start as you may be required to 'admit' external guests.
- If you are delivering a workshop or training session you may want to have a 'helper' available to ensure that the attendees are on mute and to manage any questions added to the Chat panel.
- Microsoft Teams will accommodate up to 250 attendees. If you have information to impart to lots of people, this can be useful. However, chairing a meeting with more than 10 or so attendees may be tricky.

## Useful features

### Screen Sharing

- The meeting host or an attendee can share their screen (assuming you are joining the call from the application). You can control what others can see - either the entire desktop or a specific window.
- Be careful when sharing the entire desktop as your email notifications will be visible to the attendees.

### Recording the meeting

- If someone can't make the meeting you can easily record your Teams meeting. The recorded meeting is stored in the cloud—and a link provided in the meeting chat—and participants can search the meeting transcript and jump to the point in time of the meeting where it was mentioned.

### Live captions

- This feature adds subtitles in real time. This can be particularly helpful for attendees with hearing difficulties.

## Top tips for hosts

- Ask all the participants to go on to 'Mute' during the call. You can 'mute' a participant during the call if you find the background noise troublesome - use the Show Participants button to do this.
- Ask all participants to turn on their video – it is much easier to connect with delegates you can see. It also helps to pick up non-verbal communication if you can see other participants body language.
- It may be helpful for the attendees to introduce themselves at the beginning of the call. This also ensures that those attending understand the mute facility and video options.
- You may find it useful to confirm the protocol for questions at the start of your presentation. Do you want to be interrupted, would you like questions at the end of each section or would you like questions to be posed using the Chat Panel?
- You may also want to incorporate more regular breaks than you would in a face to face meeting. Networking of participants during these breaks is encouraged. If participants leave the room for a break – we would suggest that they turn off their video and mic.
- At the end of the call double check the 'chat' to confirm there are no unanswered questions.
- You might want to ask if attendees are happy to share contact details with the other attendees – so that attendees can connect after the meeting, By sending a copy of the slide presentation (if used) and CCing all attendees this will share email addresses if permission has been given.