

## Microsoft Teams top tips

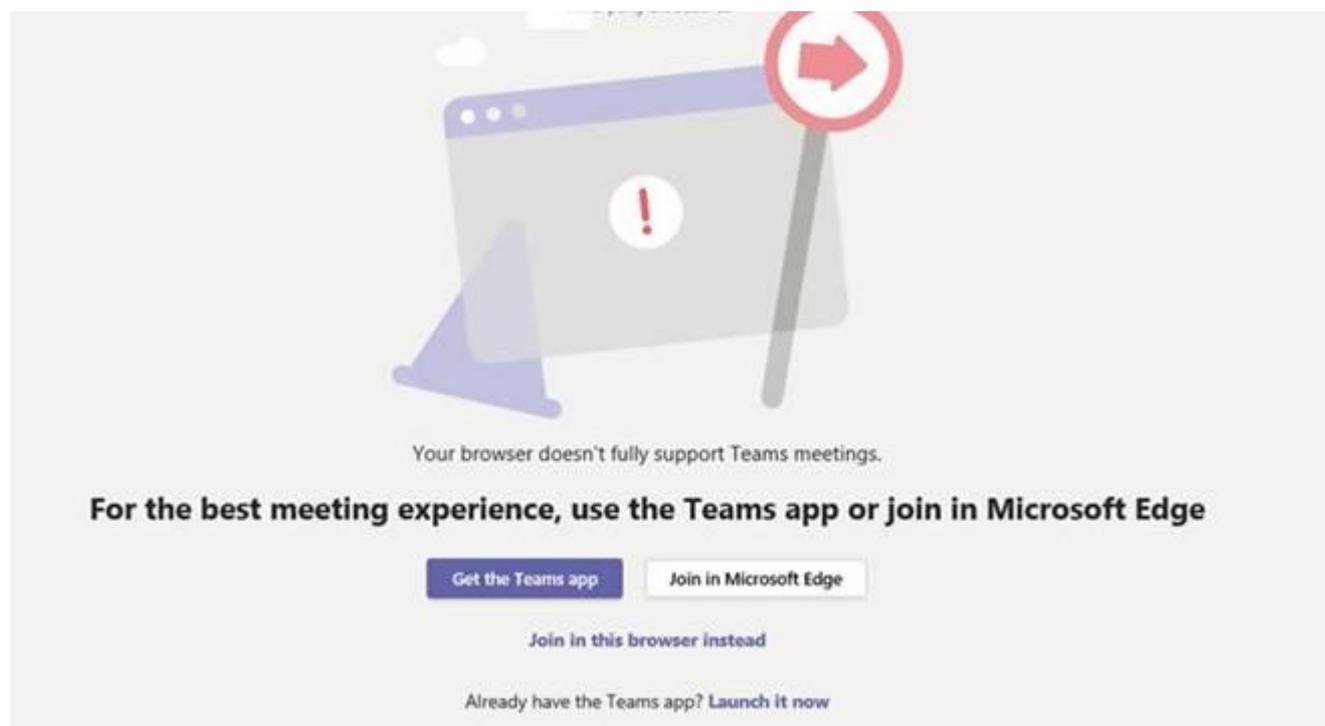
If you already have access, please skip to “**joining the meeting**” section.

## Accessing Microsoft Teams via desktop / laptop / iPad, tablet or phone

- Download Microsoft Teams app (via google on desktop, via app store on iPad or phone)
- Login using login and password
- ”
- –

## Joining the meeting

- Before the meeting: open Outlook or email invite and click “join meeting” (see below)
- The link will open into a browser window and should open the app automatically.
- If the browser doesn’t open a link or show a page at all – try copying and pasting the link (in the address bar) into a different browser, such as Google Chrome
- If you get the below page, then click the bottom blue link: “Already have the Teams app? **Launch it now**”
- Or you can click on the **Join in Microsoft Edge** button instead (this might say **Join on the web instead** on your device)



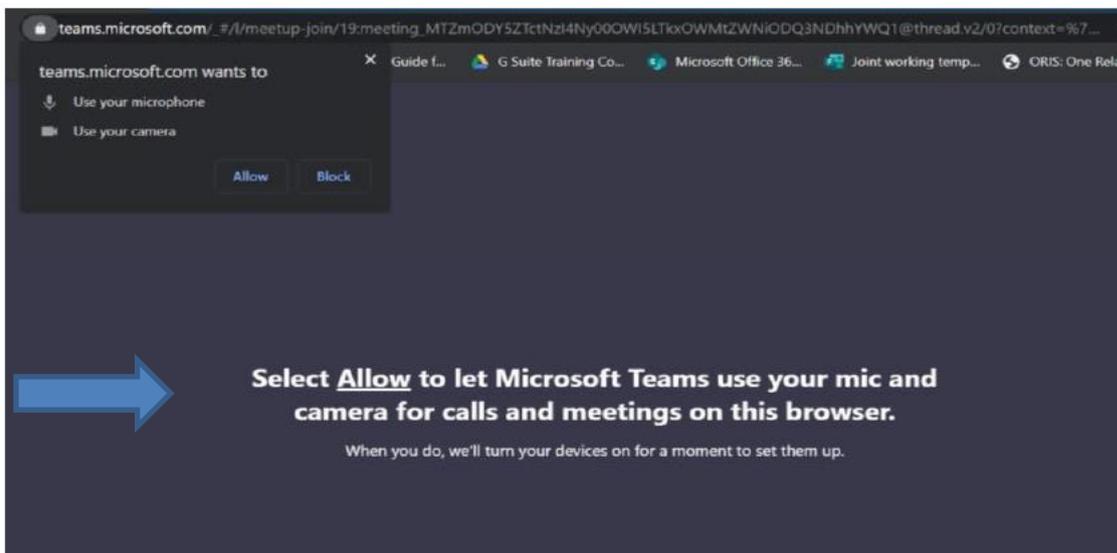
If you would rather just “dial-in” to the meeting, you can do so via the phone number and conference ID below the “join meeting” link in the Outlook invite (see overleaf).

Organizer	Wright, Kim		
Subject	Chief Executive update with all Councillors		
Location	Join via Microsoft Teams meeting		
Start time	Mon 20/04/2020	19:00	<input type="checkbox"/> All day event
End time	Mon 20/04/2020	20:00	

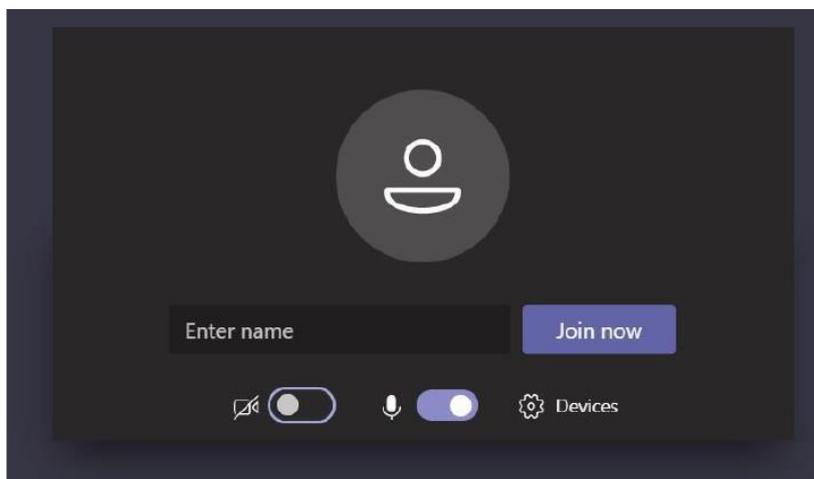
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**Join Microsoft Teams Meeting**  
+44 20 3855 5143 United Kingdom, London (Toll)  
Conference ID: 919 697 852#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Once you have joined via your web browser you will be asked to allow Teams to use your microphone and camera so you can fully interact with the meeting participants. Click **Allow**.



Please enter your name so we know who you are.



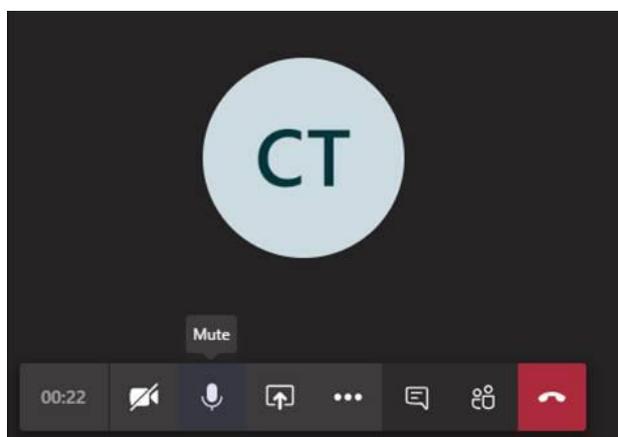
## During the meeting

For settings and options relating to the below, just hover your mouse over the centre of the screen when in the app, or click the centre (if on iPad).

1. **Mute your microphone** – this reduces background noise and makes it easier for everyone to hear what is being said.
2. **Turn on your camera** so we know who you are
3. **You can hide or blur your background (is using camera):** if you don't want people to see in your home
4. **Raise your hand** to ask a question
5. **Using the chat function** to ask questions or make comments
6. **Changing your profile picture**

See detailed instructions below.

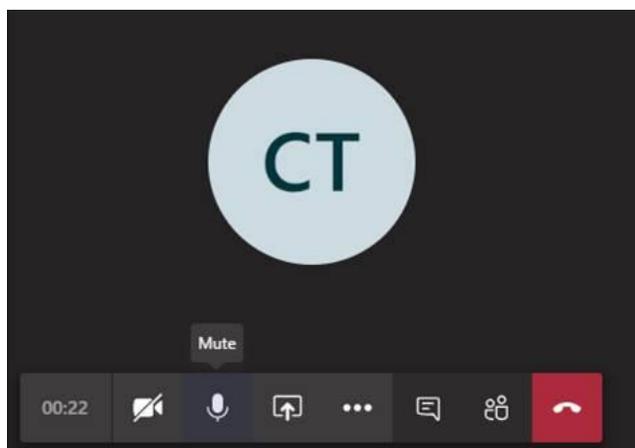
### 1. Muting your microphone



Simply click the microphone button highlighted above to mute and when you speak.

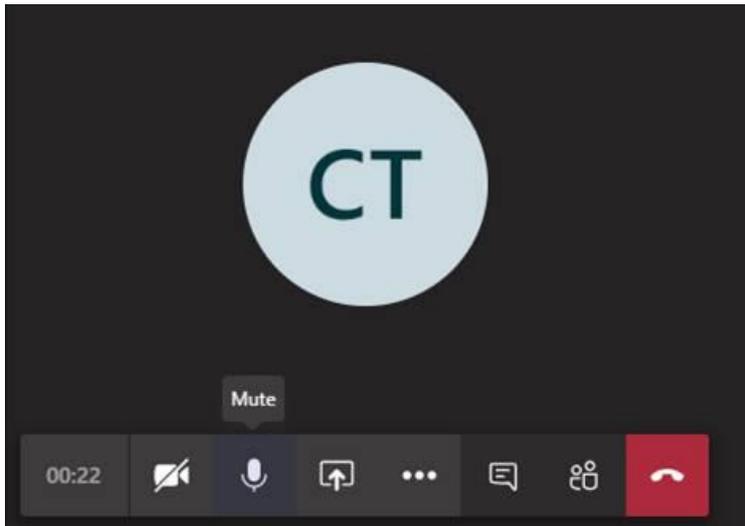
### 2. Turn on your camera

You can turn your camera on by clicking on the camera button:



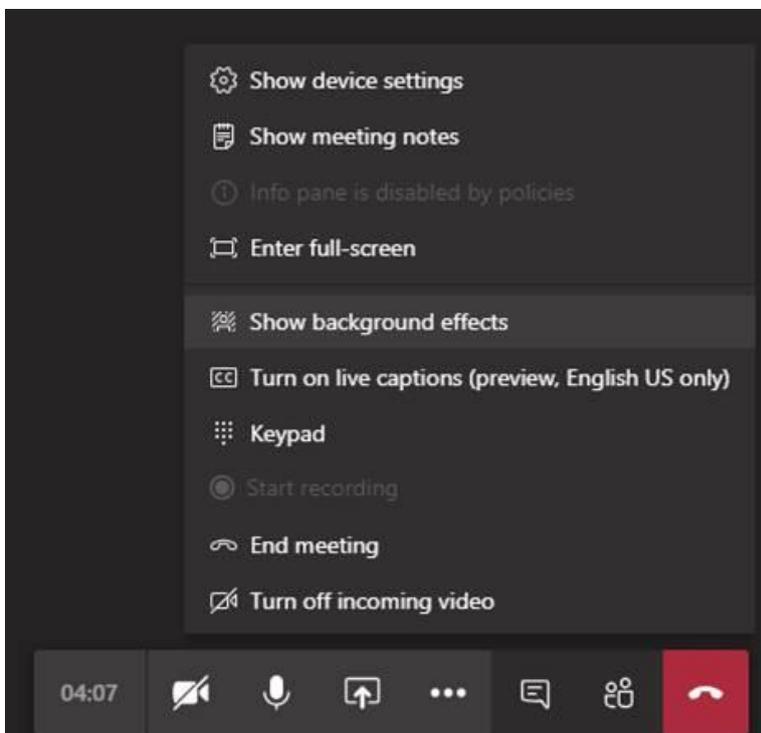
### 3. Blurring your background

Click the three “dots” for more settings



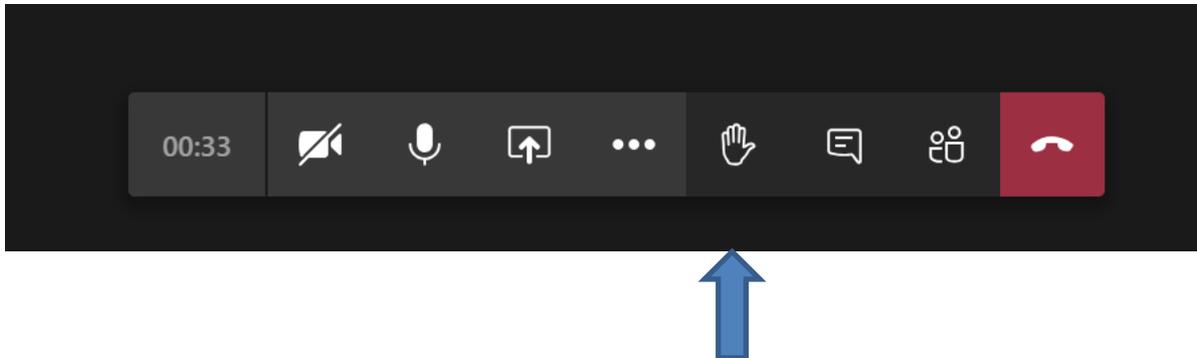
Then click “show background effects”.

This will then give you the option to either completely blur your background, or hide it with a stock wallpaper.



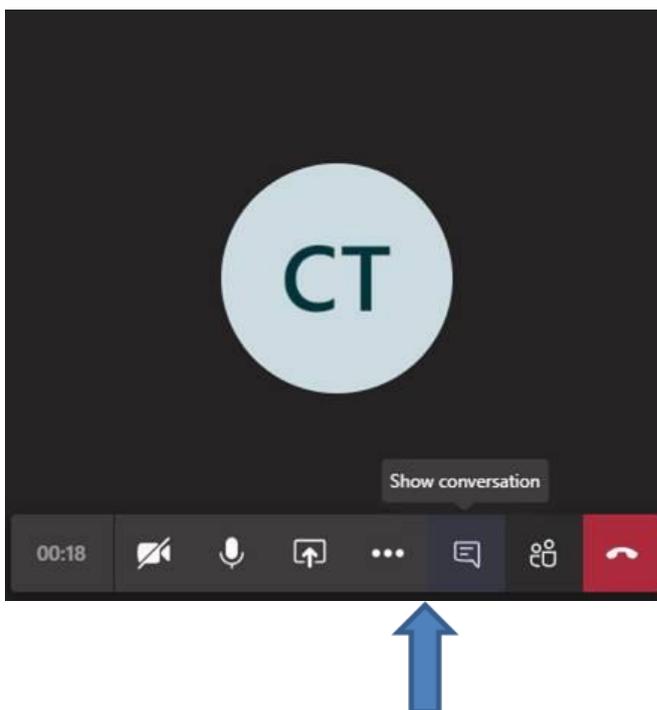
#### 4. Raising your hand to ask a question

If you want to speak during the meeting you can indicate this by raising your hand but clicking on the hand icon below. Don't forget to lower your hand once you have asked your question

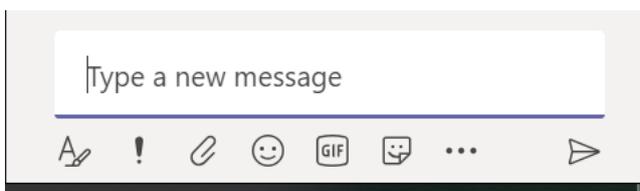


#### 5. Using the chat function to ask a question

You can ask a question or make a comment by using the chat function as well:



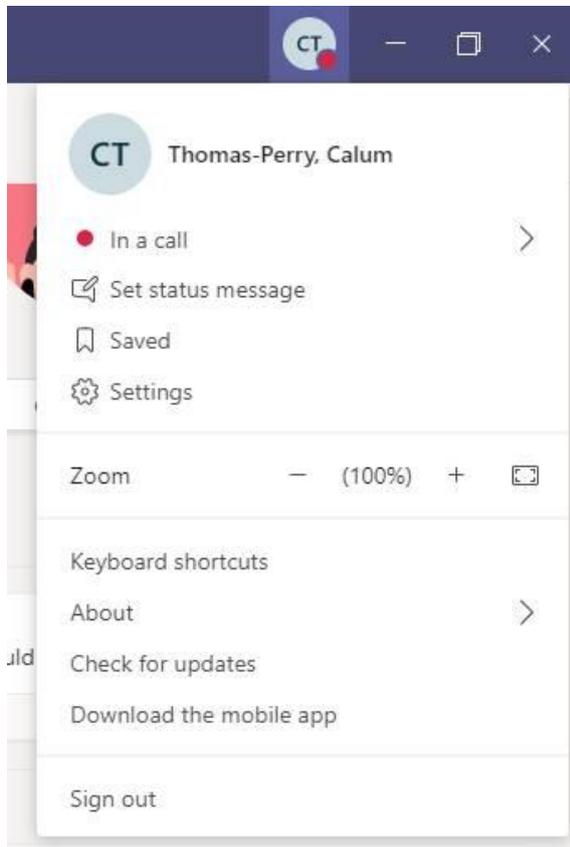
Once you click “show conversation” it will bring up the chat box (see below), in which you can then type a question or comment.



## 6. Changing your profile picture

If you are not using camera you can change the initials next to your name to a picture of yourself, so that everyone can see easily who is talking or asking a question

- Click your initials at the top of the screen
- Then click the circle itself and upload chosen picture



### Change your profile picture

It'll be updated for all of your Office 365 apps.

 Upload picture

 Remove picture



Close

Save