

Joining Teams Meetings

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Glossary

Web browser: this is just what you use to get onto the internet, such as Google Chrome, Internet Explorer or Microsoft Edge.

Device: whatever you are using to access your work on – desktop PC, laptop or smartphone.

Online: you are connected to the internet.

On the Web: this just means online, using the internet. Instead of the Teams app opening, a new tab will open on your web browser for your meeting.

Application: the different programs within O365 are called applications, e.g. Outlook, Word, PowerPoint, Teams.

Icon: the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle)

Desktop apps: applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

Window: In computer terms, a window is an area on the screen that displays information about a program. You can have multiple windows open, displaying different websites, documents and applications.

Windows 10: the operating system of your device. Where Windows has a capital W, it means this system and not a window on which you can see your documents, websites, etc.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

Collaboration: working with others either by attending a meeting to discuss topics or sharing documents to work on together.

Background: this is what appears behind you when you are on camera. You can select this either before you join a meeting or during. You can have no background so that people see your environment or you can choose to blur this. You can choose from pre-loaded backgrounds supplied on Teams or you can load your own.

Download: means your computer receives data from the Internet. For example, if you want an application on your device, you will download it to your computer.

Whiteboard: this is an application that you use to collaborate on a freeform canvas by pen, touch or keyboard. You can open it in a Teams meeting by sharing your screen and selecting Whiteboard.

About Teams Meetings

With Teams meetings, you can meet one-to-one or invite up to 300 attendees to meet, host training, hold interviews, etc. You can invite anyone with an email address to join your meeting - even external guests - and can collaborate by screen sharing, chat and whiteboard.

Features:

- Once a meeting is set up in a calendar, its Chat function can be used before, during and after the meeting.
- Live captions can be switched on for a meeting
- Share your screen to allow collaboration or demonstrate something
- Record meetings and download afterwards to share or store
- Customise background or even blur to minimise distraction
- You can use the 'Raise your hand' function if you have something to ask or say
- View participant list

There are also webinars and Live Events that can have up to 10,000 attendees but these are a different type of Teams meeting. For example, there is no camera or mic interaction from attendees and you cannot see the presenters.

How do I join a meeting?

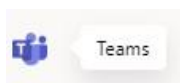
There are various ways to join a Teams meeting depending on your preference and set-up, including:

- a) Via Outlook calendar
- b) Via the Outlook email invitation if you haven't yet accepted.
- c) Via Outlook reminder
- d) Via Teams calendar
- e) Via your My Day function in Outlook Online
- f) Via the 'blue box' that appears if someone joins before you

You either join a meeting using the Teams app or join 'on the Web'.

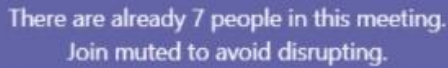
The 'Teams app' option will be only for people who have Teams loaded on their devices or those who can load it. The Web method can be used by those who either are not signed into Teams or do not have the application on their laptop. Anyone with a camera/mic and web browser can join a Teams meeting on the Web

To access Teams on the web, you can go through **office.com** and select the Teams icon from the Apps list on the left of your Office 365 home page.



Controls before joining:

As you join a meeting, Teams will detect if there are already multiple participants (more than 5) in the meeting and will suggest that you join with your microphone off. This is to minimise disruption but is also your choice, say for an informal meeting where it doesn't matter.

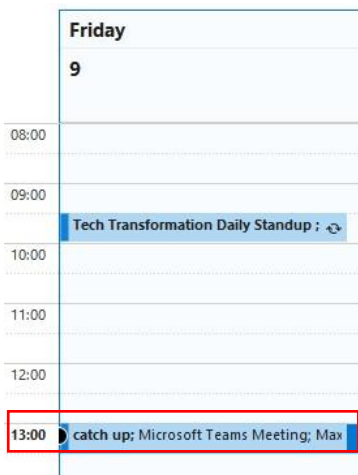


There are already 7 people in this meeting.
Join muted to avoid disrupting.

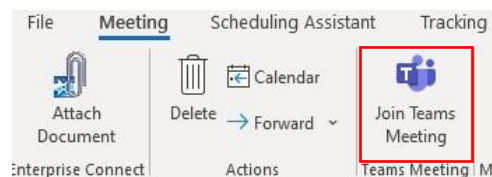
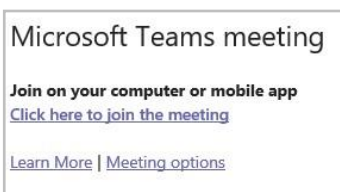
a) Via Outlook calendar

You can go into your Outlook calendar and find the meeting. The look is different depending on whether you are using Desktop Outlook or Online Outlook.

If using Outlook Desktop App

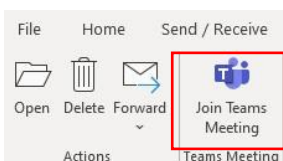


Either double click onto the meeting which will bring up the original email invitation for you to click on the link within it or use the 'Join Teams Meeting' option in the top ribbon.

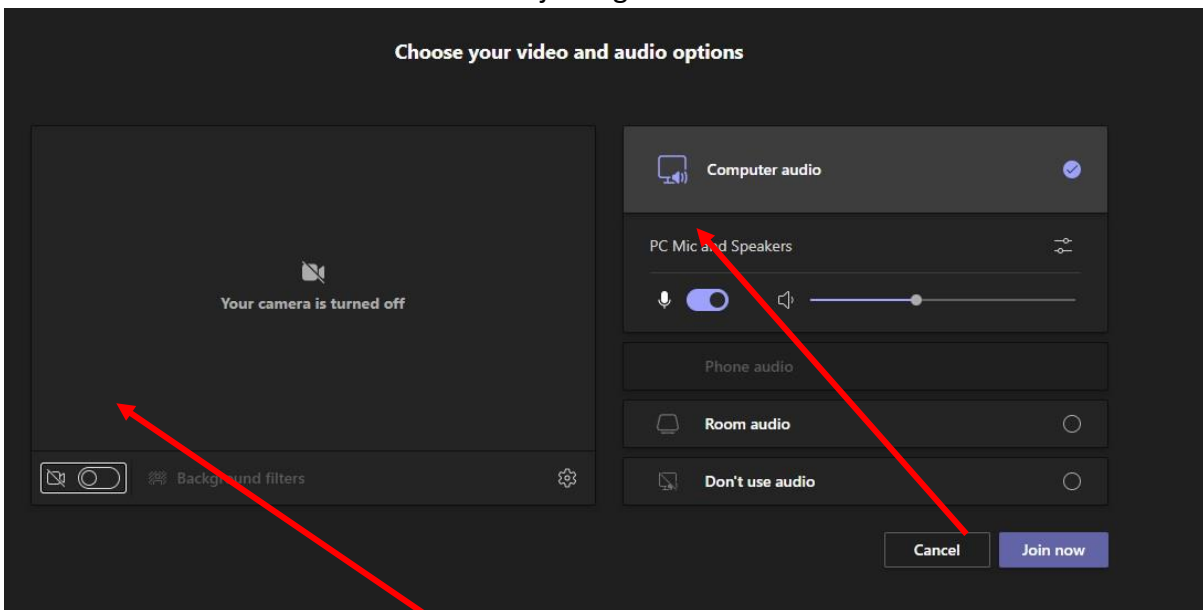


OR

Click once on the meeting you want and choose 'Join Teams Meeting' along the top ribbon.

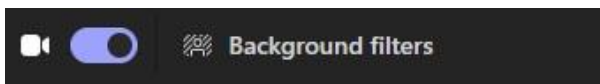


Both options will take you to the black joining screen below. At this stage you are NOT in the meeting so can set some audio-visual controls for joining.

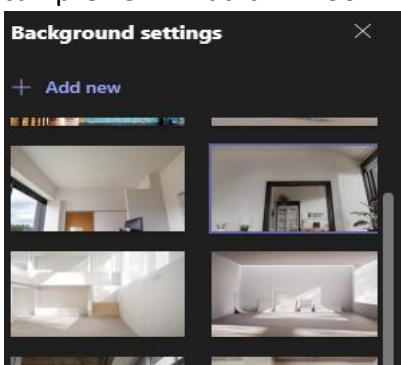


To join with your audio (microphone) switched on, click onto the audio button. (blue is 'on')

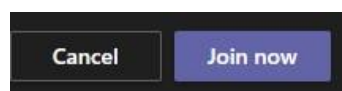
To join with your video on, switch across the camera button. You will then be able to see yourself in the space above it.



If you are using your camera, you can also pre-set your background by clicking on 'background filters' – choose a background from the options that appear to the right on your screen and you can preview what it will look like.



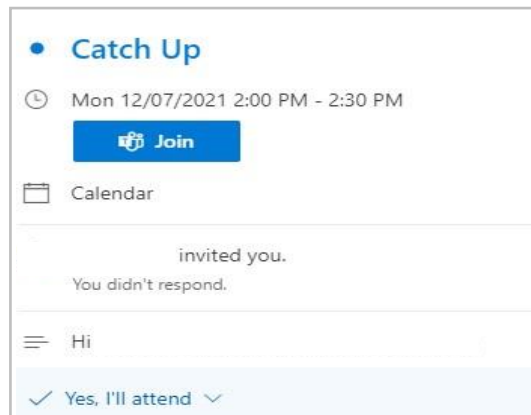
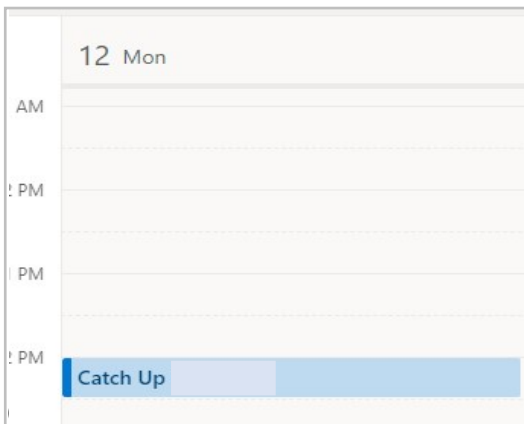
Note: whatever you set here, you can still choose to turn off/on your sound or video or change your background at any time during the meeting. A line through camera or mic symbols means it is currently off.



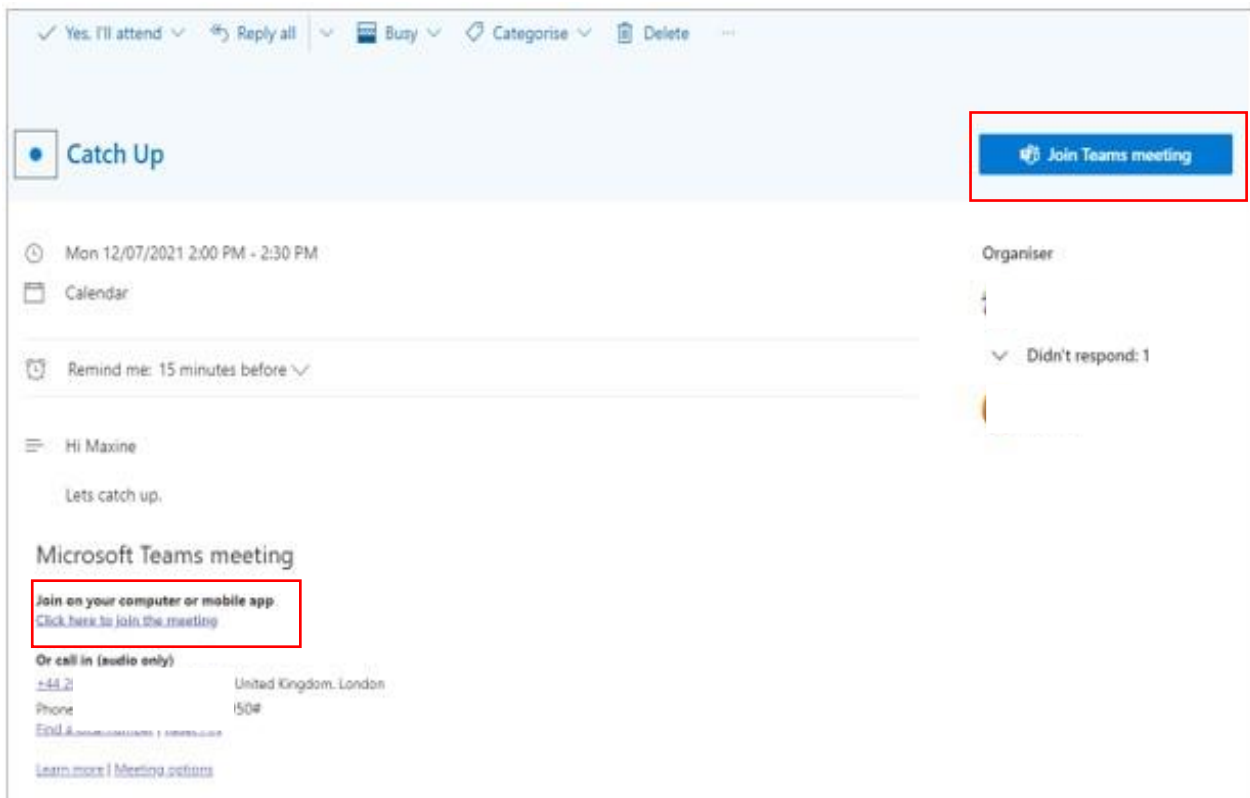
Click 'Join Now' to get into the meeting.

If using Outlook Online app

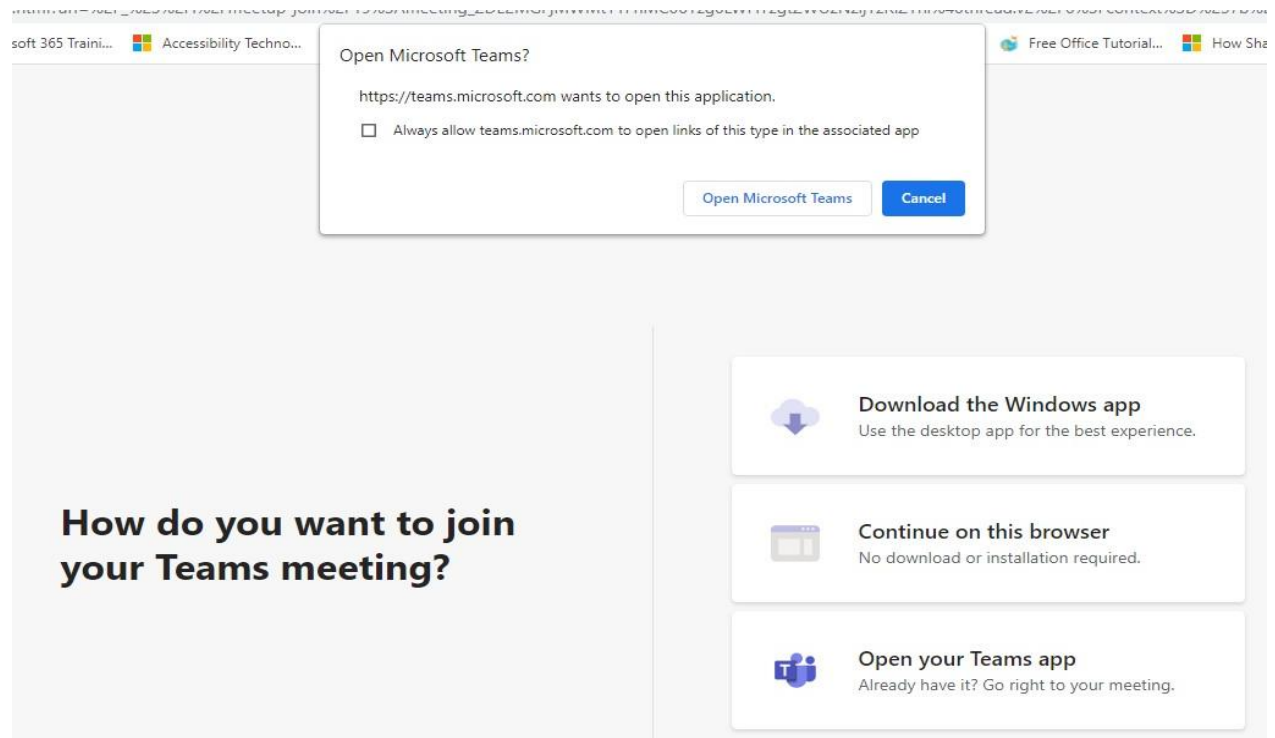
- Click once into the meeting in your online calendar and then choose 'Join'



- Double clicking onto the meeting will bring up a larger box with full details of the meeting.



When you click on either the 'Join' box or the link at the bottom of the invite, a new tab called 'Join Conversation' opens in your web browser giving you a choice of 'open Microsoft Teams', 'download the Windows app', 'continue on this browser' or 'open your Teams app'.



What do these mean?

Open Microsoft Teams – for those with Teams loaded, this takes you to the black joining screen.

Download the Windows App – if you don't yet have Teams loaded you can do it here.

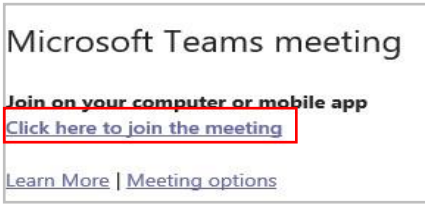
Continue in the browser – you can join the meeting with the Web version without loading Teams. Please go to page 13 for further info about joining on the Web.

Open your Teams app – the same as the top white box for 'open MS teams'.

Note: to select any of the bottom three options, you will need to press 'cancel' to get rid of the top smaller white box.

b) Via the Outlook email invitation.

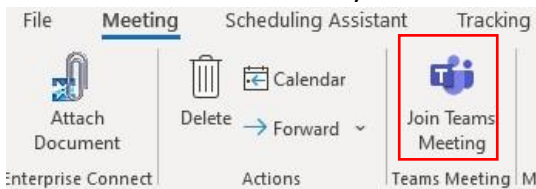
Every Teams email invitation sent to you will contain a link at the bottom similar to these:



Click onto that 'join the meeting' link and you will be taken to the black joining screen

OR

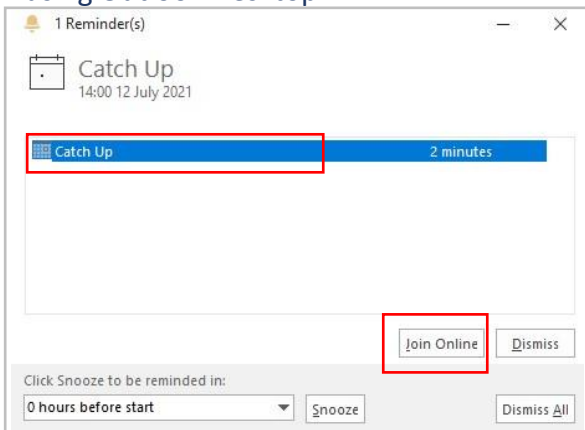
Within the same invitation you can use the 'Join Teams Meeting' command along the top ribbon.



c) Via Outlook reminder box

Depending on whether you are on Outlook Online or Outlook Desktop, these will look different.

If using Outlook Desktop



Double clicking onto the name of the meeting will produce the email invitation with the link to the meeting or the 'Join Teams Meeting' ribbon command, both get you to the black joining screen.

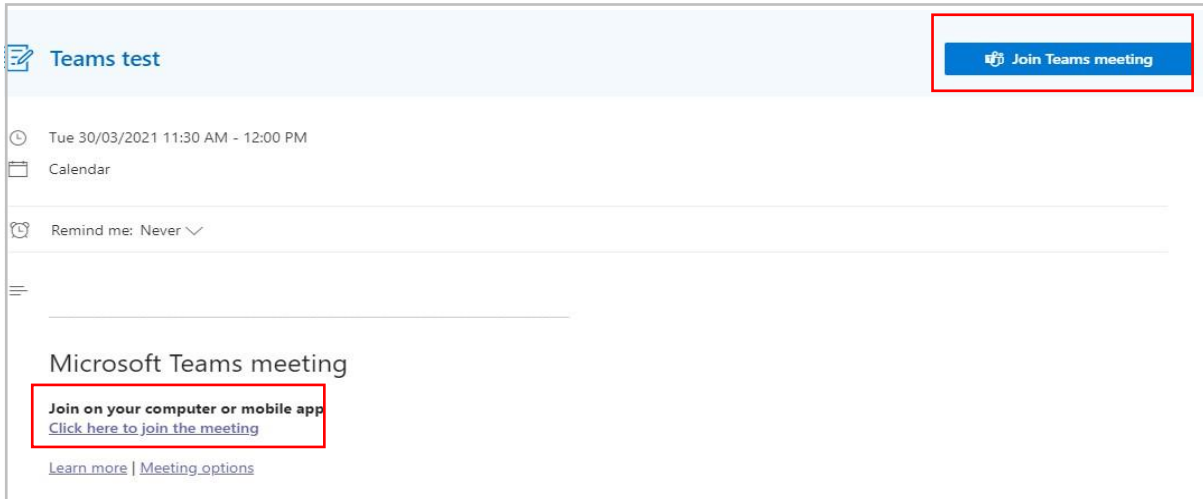
Or

Click onto 'Join Online' to get straight to the black joining screen.

If using Outlook Online



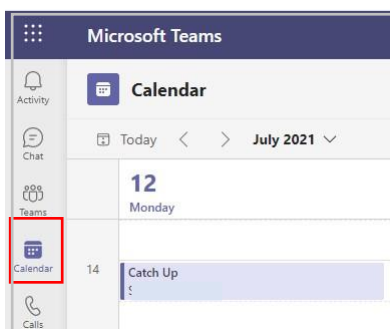
To join via this reminder: click on the meeting name and the invite will appear with both the link at the bottom and a Join Teams Meeting box.



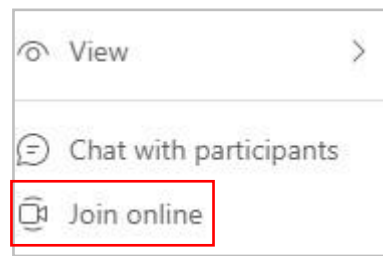
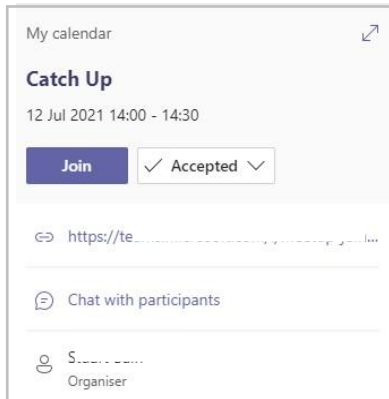
Both of these will produce the same result - a new tab called 'Join Conversation' opens in your web browser giving you a choice of 'open in Teams', 'download the Windows app', 'continue on this' or 'open your Teams app' as per the screenshot on page 8.

d) Via Teams calendar

Go to your calendar on Teams and find the relevant meeting.

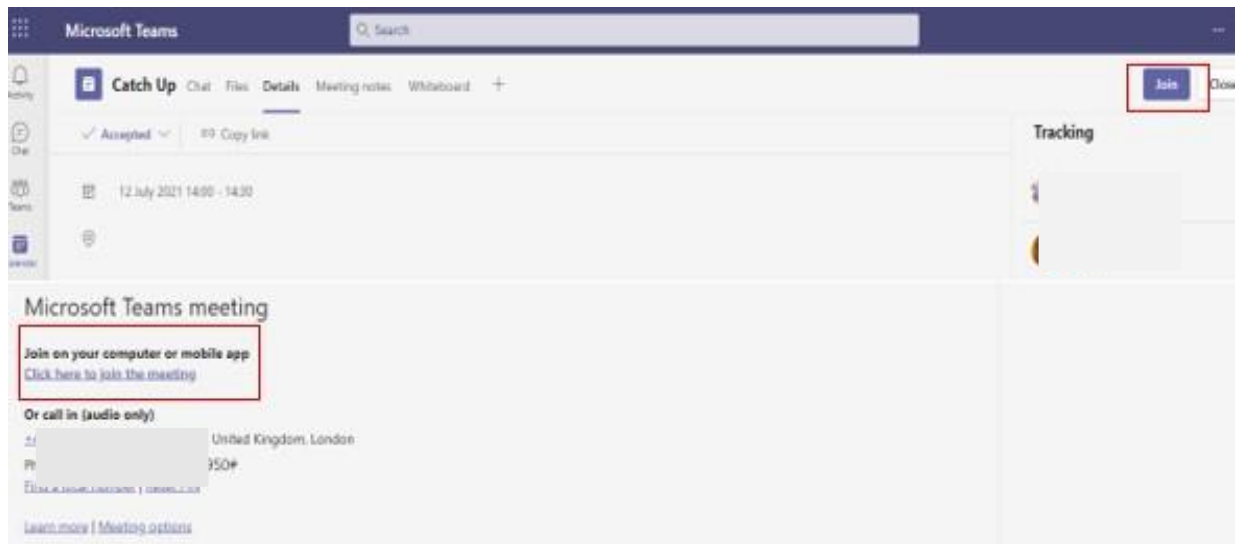


Either click once onto the meeting and choose 'Join', or right click and choose 'Join Online'.

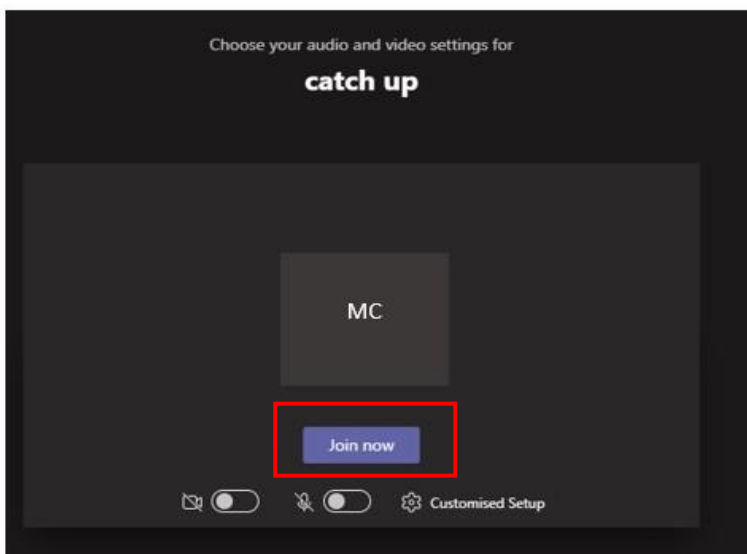


OR

If you double click, you will get the email invitation with the meeting link and Join button.



Because you are already using Teams in this method, choosing any of these options will get you straight to the black online joining screen where you can set your mic and camera option and click 'Join Now' to enter the meeting.



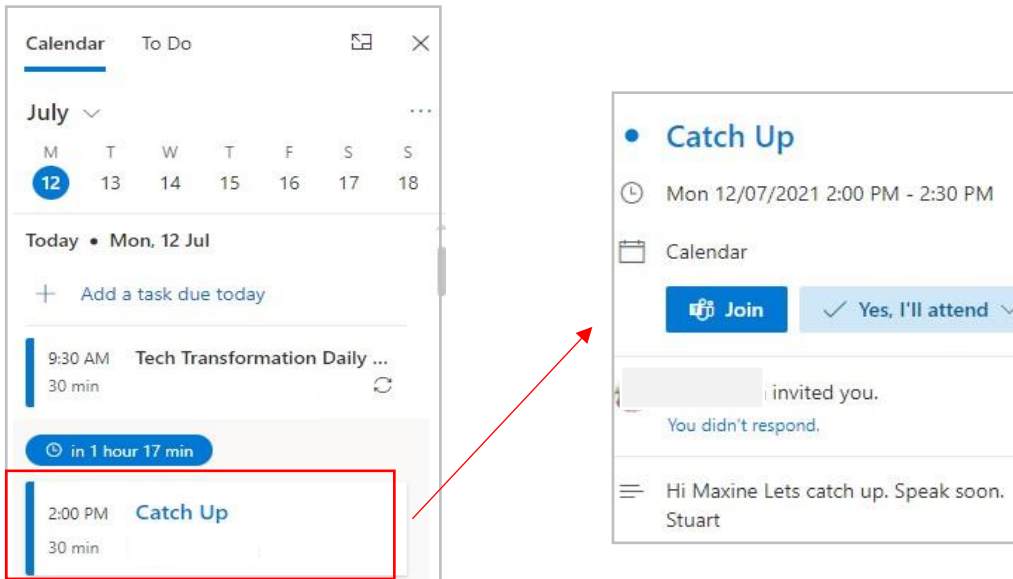
e) Via My Day function in Outlook Online



My Day allows you to access your calendar quickly and create or join meetings from your email screen.

Click onto the My Day icon in the top right of Outlook and a panel will open on the right of your email screen.

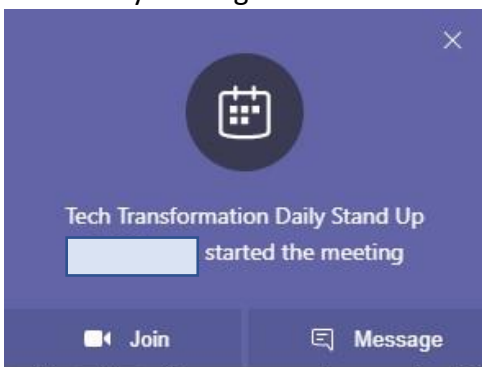
Click into the meeting you want to attend and choose 'Join' from the box that appears.



This will get you to the online 'Join Conversation' screen to choose your method of accessing the meeting as on page 8.

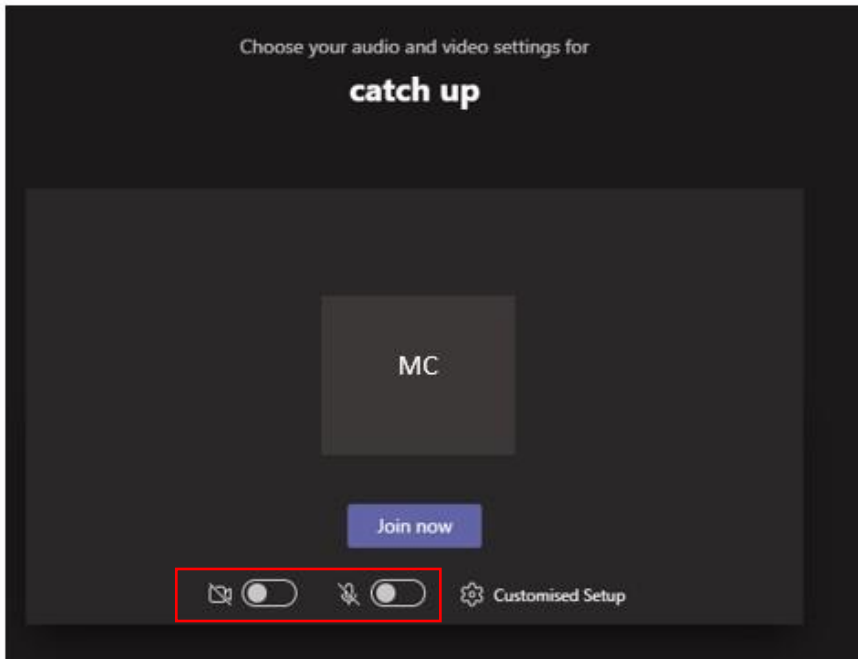
f) Via blue box

If someone else joins the meeting before you, a blue box will appear in the bottom right of your screen. It does not stay there for more than a minute but if you are ready to join, you can use this to do so by clicking onto Join.

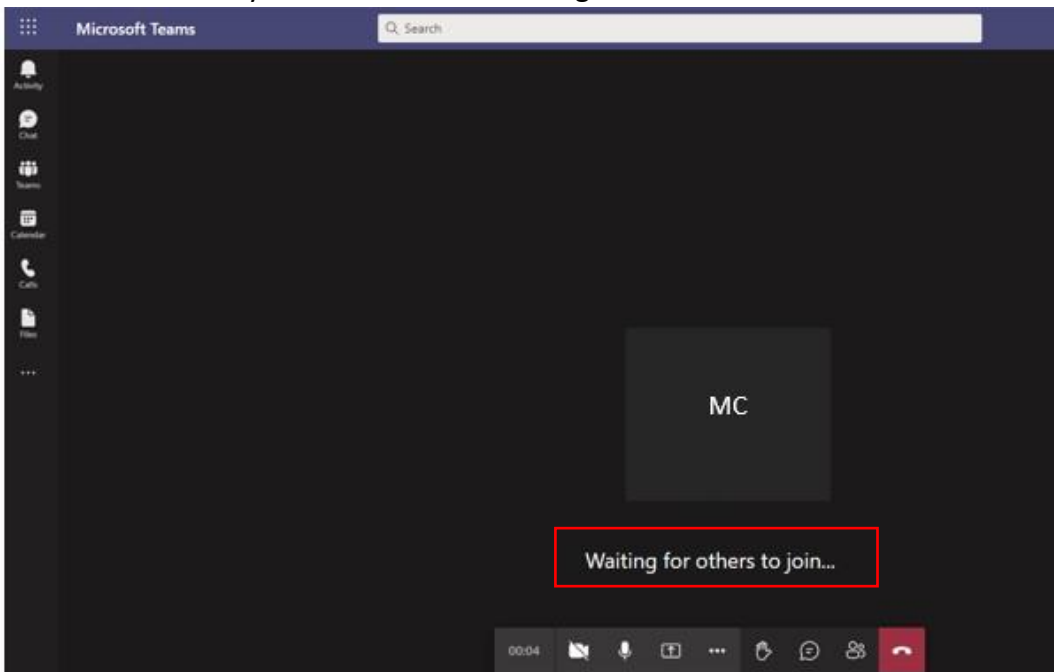


Joining Online

When you choose to join via the Web, the look of the black joining screen is different from that of the Teams app, but you still can set your joining controls for your mic and camera.



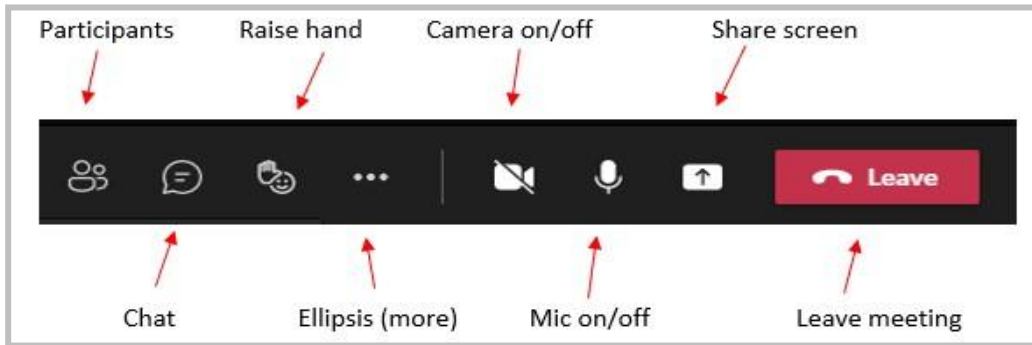
Click Join Now and you will enter the meeting.



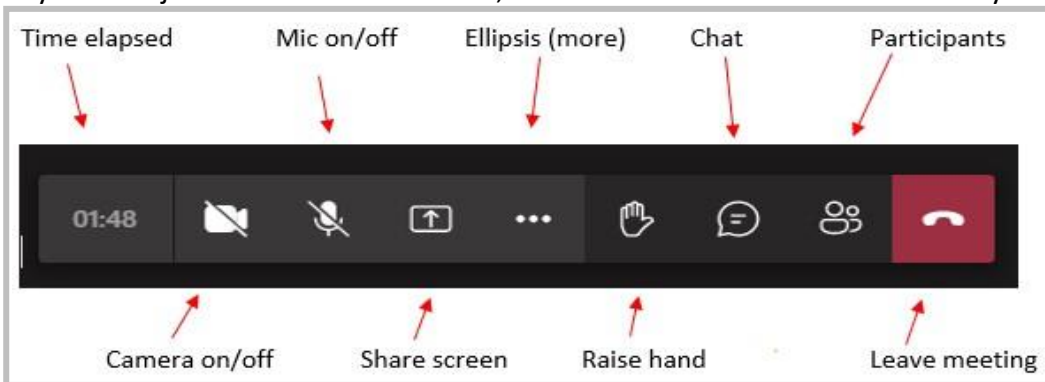
If you are first there, it will tell you that you are waiting for others to join. Otherwise, your colleagues will be on camera or microphone ready for the meeting to start.

Once in a meeting

If you join using the **Teams app**, the controls will be along the top of your screen.

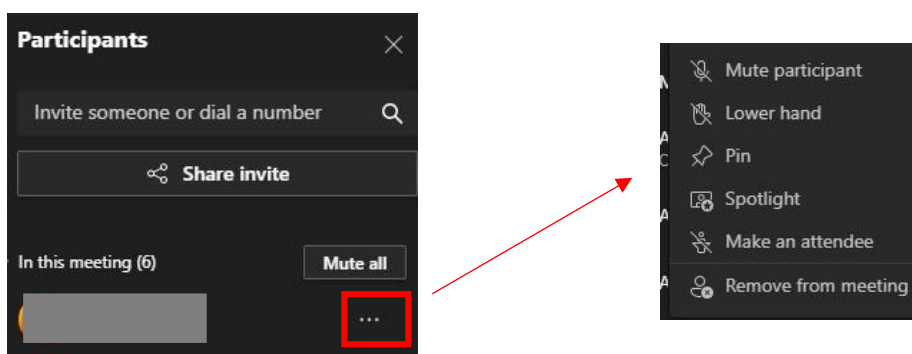


If you have joined via a **Web browser**, the controls will be at the bottom of your screen.



Participants

This gives you a list of those in the meeting and others invited who are not attending. There will be an ellipsis next to each name, allowing you to mute an attendee or even remove them from the meeting. However, please respect your colleagues by using these options only in situations where it is essential, e.g. if they are taking another call and don't realise they can be heard, or if they should not be in your meeting.



Show conversation/ Chat

Chats are a way of communicating with individuals or smaller groups within Teams. You can do this with the attendees of your meeting.

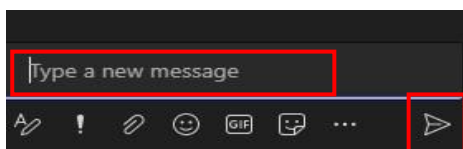
Each meeting you attend will have its own chat that **only** the attendees see. The chat is available even after the meeting has ended but remember that others may not monitor the chat afterwards.

New chats will arrive in the Chat column of Teams main screen and you can type into any Chat this way both before, during or after the meeting. This way, you will have access to any document or link shared in the Chat.



But they also are accessed during the meeting by clicking onto the speech bubble icon on your control panel and the current conversation appears to the right.

This is where you can add links for others, ask questions, attach files, etc whilst the meeting is taking place. In a large meeting it is good practice to use this chat space rather than have lots of raised hands, although this is up to the organiser to manage.



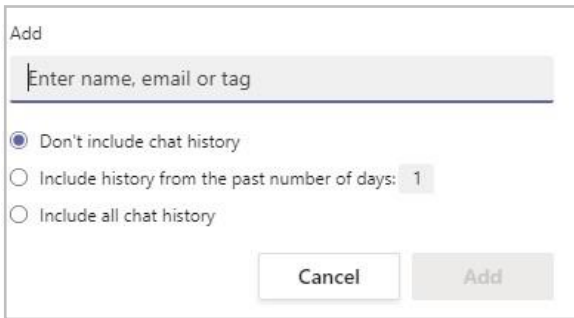
Type your comment or question into the 'type' box, use the paperclip to add any files you want them to see, use the '!' to set the message importance, or add an emoji, GIF or sticker. You can also paste hyperlinks into this space rather than attach files.

You have the ability to 'pop out' a chat to open it in a new window if it makes it easier to follow and interact.



If using Chat outside of a meeting, sometimes you may decide a call is quicker after you have started a chat. Any Chat conversation can be changed into a video or audio call using the camera or phone icons.

You can add people into the Chat using the People icon and the Add box that appears for you to choose what access they have to any previous conversation in that chat.



Raise your Hand

Use this to indicate to others that you want to ask a question or speak. Within a larger meeting, this is important so that everybody is not talking over one another. Don't forget to lower your hand once you have finished speaking.

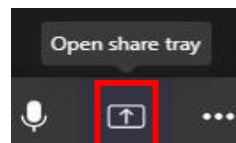
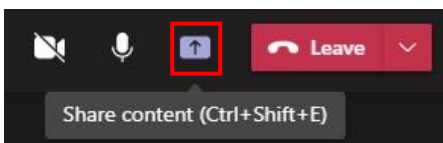
In the Teams App version, you have a few more actions with 'raise your hand' – thumbs up, heart, clap, and smile.



Sharing a screen

A Teams meeting allows any participant to share their screen. This can be used to deliver a presentation, show attendees how to do something, look at a document together, etc. You can also use it to 'trouble-shoot'; for example, if a colleague has a problem, you can ask them to share their screen so you can see what they are doing and try to establish what is wrong.

Click onto the 'share content' icon in the desktop Teams app or on the 'open share tray' on the Web version. Both have an arrow pointing upwards.

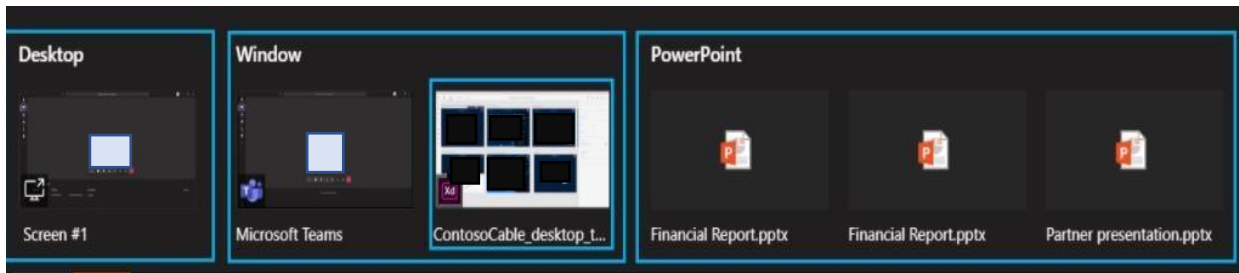


If you have not shared your screen, the arrow in the icon will point up. To stop sharing click onto it again (the arrow will be pointing down when you share).

You choose what you want others to see. You can share your whole desktop or a single Window. Alternatively you can start a Whiteboard session to brainstorm ideas or present a PowerPoint.

It looks complicated and may not look exactly like these example screenshots below, but all it wants to know is do you want to:

- share your whole desktop (useful if you intend to show people more than one thing in more than one window)
- display just one window with a specific piece of information on
- give a PowerPoint presentation
- start working together on Whiteboard where you can collaborate on a freeform canvas to draw ideas and processes.

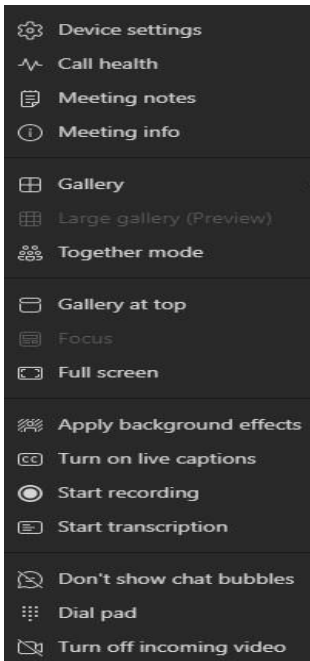


A red border will indicate the content that others can see on your computer once sharing is successful.

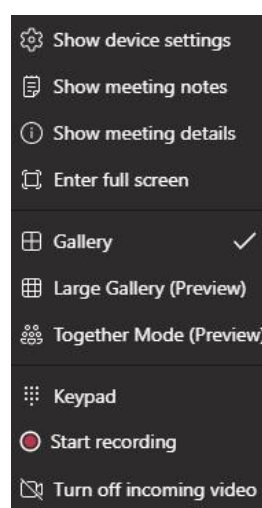
Ellipsis

The ellipsis (the 3 dots) contains some more actions for you to choose. The choices differ between Teams app and On the Web version of your meetings.

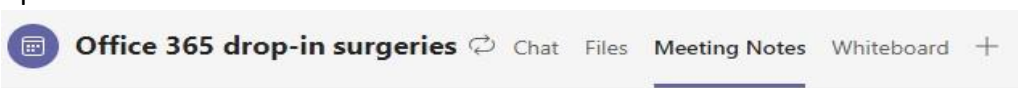
Desktop Teams Meeting



On the Web Teams meeting



Meeting notes are shared with others and are accessible before, during and after the meeting. They are found in your main Teams screen when you click on the relevant meeting in your Chat space.



The Gallery modes and Together mode are for how people appear on your screen. Together mode puts everyone in a virtual meeting to be in a single virtual space in 'seats'. Large Gallery is for displaying more than 9 videos on-screen so this is greyed out if fewer than 9 people have their camera on.

Gallery at top puts attendees' pictures/initials along the top of your screen rather than to the right.

Apply background effects: within a meeting, you can change or set a background for your camera appearance, even blur your background. You can upload your own background too by using 'add new'. Once you have selected a background, you can preview it, then apply and turn on your camera.

