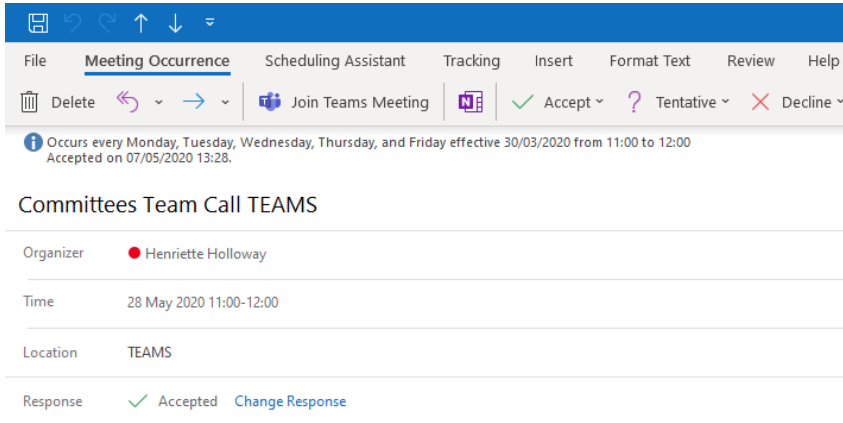


MICROSOFT TEAMS MEETINGS

Joining a Teams Meeting

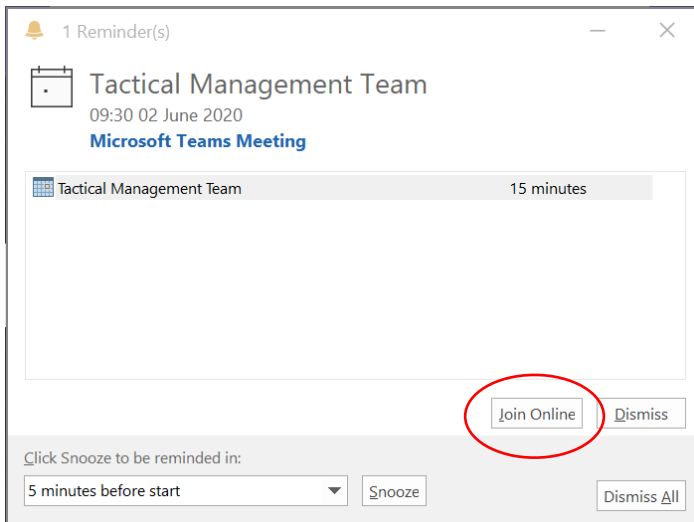
1. There are several ways to join a Teams meeting you can open the meeting invite from your calendar (either in Outlook or Teams) and click on the 'Join Microsoft Teams Meeting' link



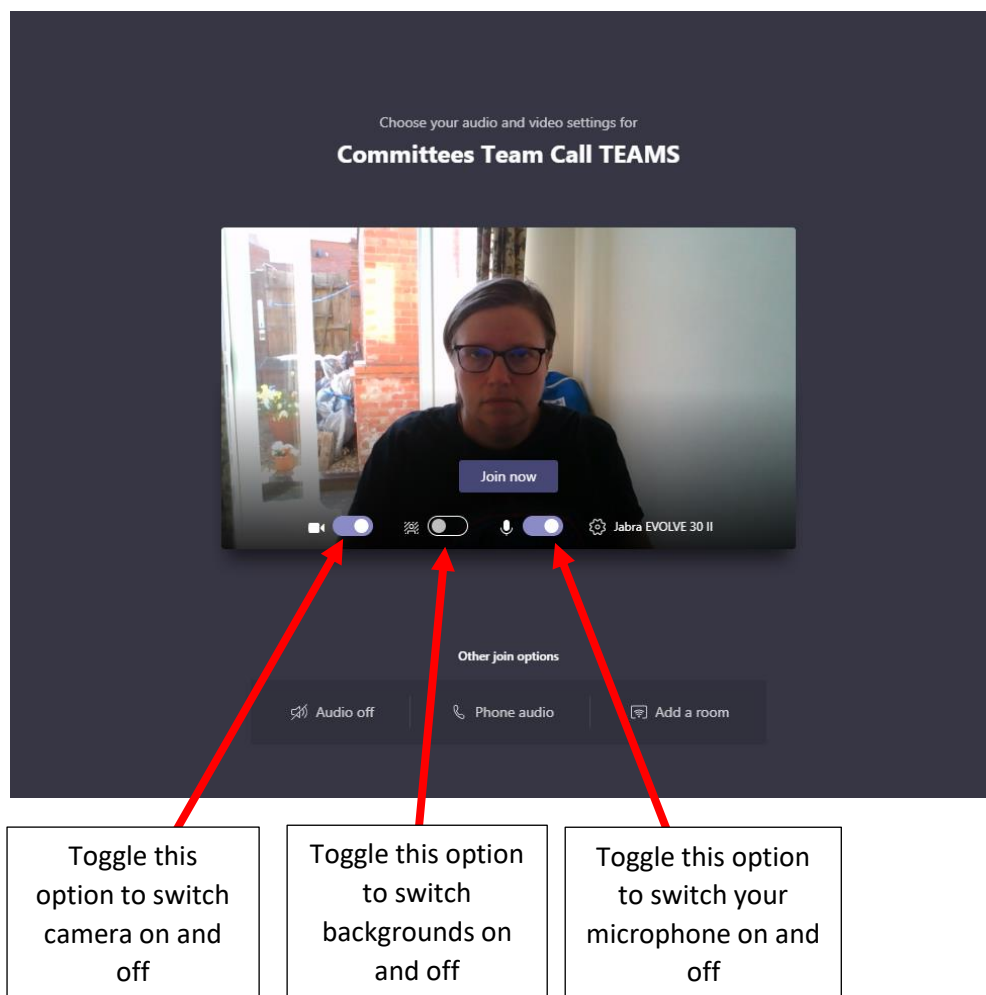
[Join Microsoft Teams Meeting](#)


[Learn more about Teams](#) | [Meeting options](#)

Or you can join the meeting by clicking on the 'Join Online' button in the meeting reminder.



2. This should load Teams and will open the lobby screen for the Teams Meeting where you can choose the audio and video settings you want.



You can change your background before a meeting starts by selecting **Background effects**  (the middle option above). Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background by selecting one of the images provided (separate instructions will be distributed to explain how to make the corporate backgrounds to be used in formal committee meetings available to select).

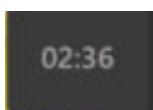
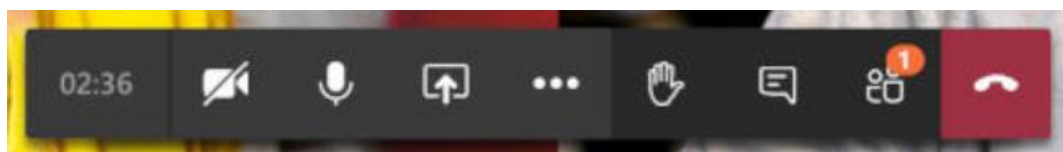
You'll be able to preview your chosen background to see how it looks before you apply it.

When you are ready click the 'Join Now' button to enter the meeting

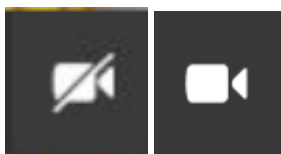
3. Once in the meeting your screen will show everyone who is currently in the meeting. A maximum of 9 video screens can be shown at a time.



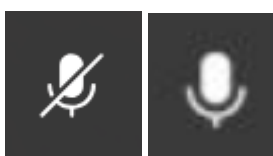
4. The screen shot below shows the control bar available during the meeting with an explanation of what each icon does (if this does not show move your mouse across the screen and it should appear)



This Icon shows the Meeting Duration




These icons show if your camera is on or off – Click the icon to change



These icons show if you microphone is muted or not – Click the icon to change

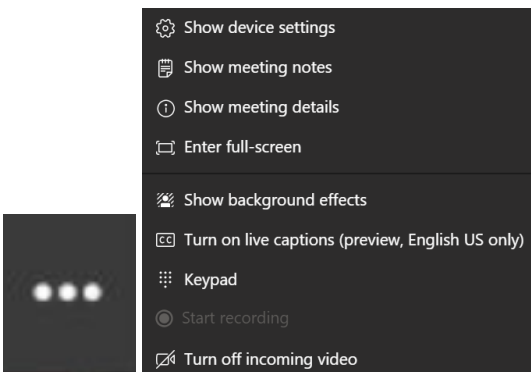


This icon allows you to share content with everyone in the meeting. To do this select **Share**  in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

Note: If you're using Teams on the web, you'll only be able to share your screen if you're using Google Chrome or the latest version of Microsoft Edge.


Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to seamlessly share multiple windows
Window	Show just one window, and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

When you're done sharing, go to your meeting controls and select **Stop sharing**.



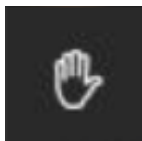
This icon opens the more actions menu. The main option of use in this menu is the show background effects option.


When taking part in a formal committee meeting you will be asked to use a corporate background, if you have not already set this when in the lobby (see Section 4)

To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions**  > **Show background effects**.

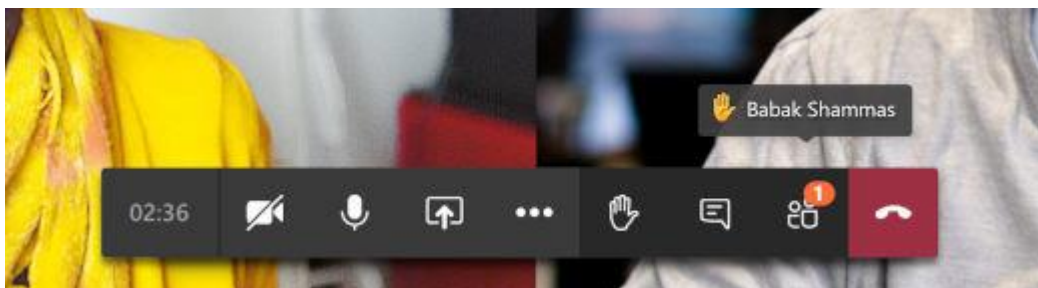
Select **Blur** to blur your background, or choose from the available images to replace it (separate instructions will be distributed to explain how to make the corporate backgrounds to be used in formal committee meetings available to select).

You'll be able to preview your chosen background to see how it looks before you apply it.

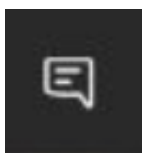


Raise your Hand – During the meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation. Just select **Raise your hand**  in the meeting controls (please note that on some devices this icon may not appear in your control bar and can be accessed by clicking the 3-dot icon and selecting the 'Raise Hand' option from the menu)

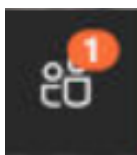
Everyone in the meeting will see that you have got your hand up.



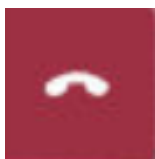
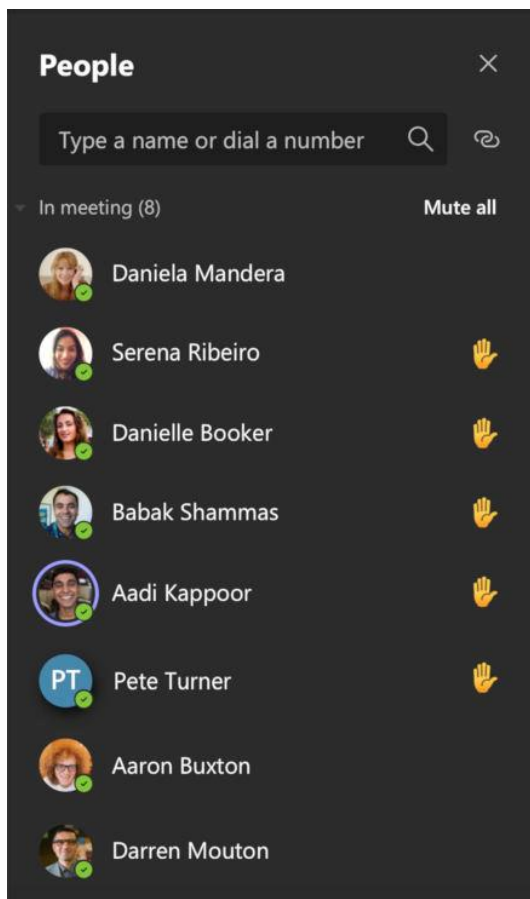
Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.



This icon opens the conversation window. If you click this icon a 'chat' function will appear on the right hand of your screen to enable you to type a message which is viewable by the rest of the participants in the meeting.



This icon when clicked will show a list of everyone in attendance. Anyone who has raised their hand will have an icon next to their name. When multiple people raise their hands, they will be listed in the order in which they raised them.



This icon 'Hangs up' the call and removes you from the meeting.