

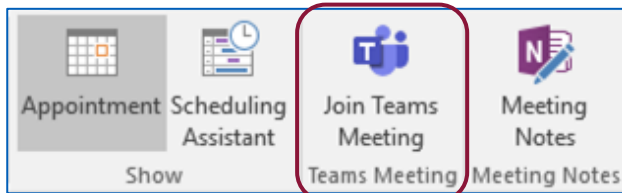
# Join and Manage a Teams Meeting

This quick reference guide explains how to join a meeting and manage the meeting options.

## Quick Reference Guide

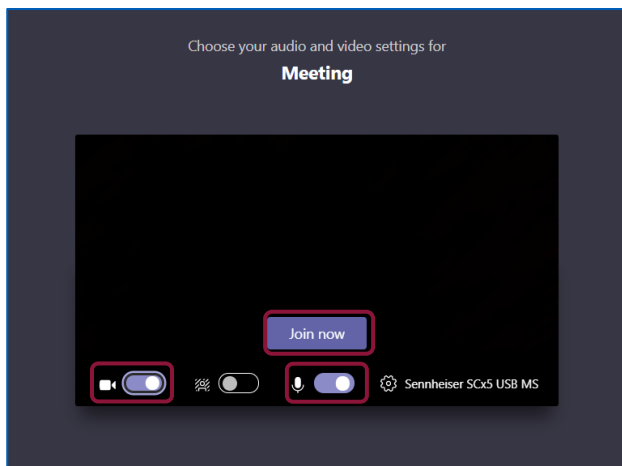
### Join a Meeting

- Open [Outlook Calender](#).
- Double click on the meeting → click the [Join Teams Meeting](#) button in the Ribbon.



Do not click the [Join Microsoft Teams Meeting](#) link in the body of the email as this will open an internet browser to join the meeting. This option does not provide full functionality.

- Switch [Camera](#) and [Mic](#) to [on](#) or [off](#).
- Select [Join now](#).



### Camera and Audio

Camera and Audio settings are easily changed within a meeting.

- Click the [Camera](#) icon to turn the Camera on/off.
- Click [Mic](#) icon to Mute/Unmute the mic.



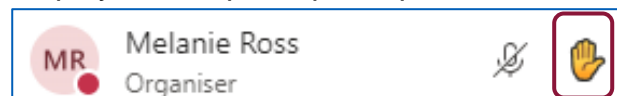
e.g. camera is off / mic is on

### Raise Hand.

- Select [Hand](#) icon to [Raise your hand](#)
- Select the icon again to [Lower your hand](#).

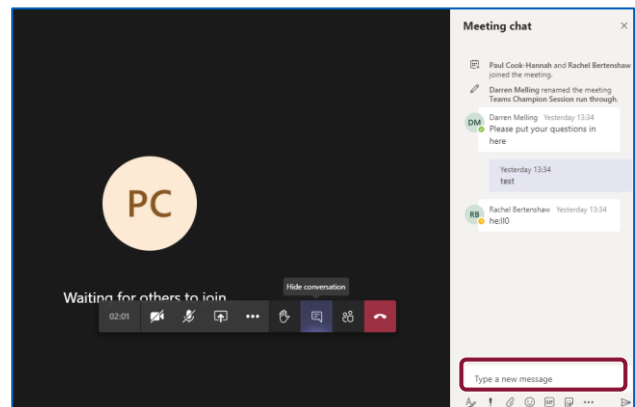


Displays in the participants panel.



### Show Conversation

- Select [Chat](#) icon to show the Meeting Chat panel.
- To send a new message, type into the [Type a new message box](#) and select [Send](#).



- Further options are available within chat. Format, Set delivery options, Attach, Emoji, Giphy, Sticker.

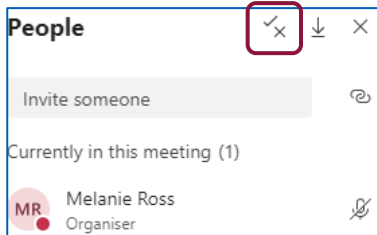


### Participants

- Click [Show participant's icon](#).

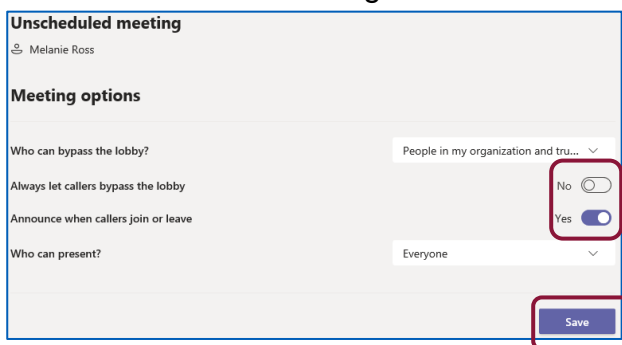


- Click [Manage permissions](#) icon.



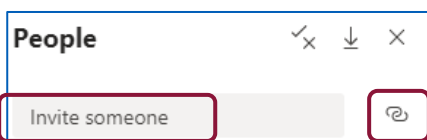
- Who can bypass the lobby? - Allows the Host to admit attendees to the meeting from the lobby.
- Always let callers bypass the lobby.
- Announce when callers join or leave.
- Who can present – Present allows the host's and attendees to share a screen or programme.

- Slide to activate settings → click [Save](#).



To invite another person to the meeting.

- Click [Invite someone](#) to choose a current user of Microsoft Teams
- Or select [Copy invite link](#) to copy a link to the meeting to a clipboard to send out an external invite.



### More Actions

- Click the [More actions](#) icon. To use the below options.

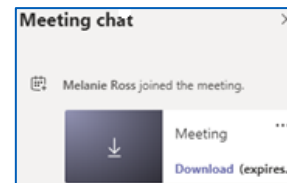


### Recording



State the reason for recording the meeting and when the recording is about to start.

- To start click [Start recording](#).
- To stop click [Stop recording](#).



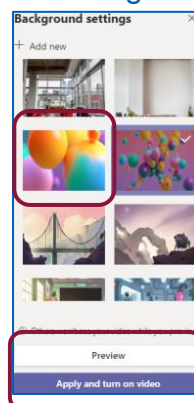
Recordings can be downloaded from the chat panel or from Teams chat.

### Enter Full Screen

- Click [More actions](#) icon → select [Enter full-screen](#).

### Show Background Effects

- Click [More actions](#) icon → select [Show background effects](#).



- Select the background picture.
- Click [Preview](#).
- Select [Apply](#) or [Apply and turn on Video](#).

### Hang Up

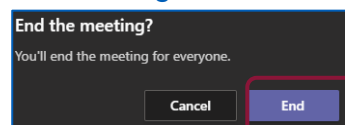
- Click [Hang up](#) icon to [leave](#) the meeting.



[Hang Up](#) will not end the meeting for everyone, the other participants will remain on the call.

### End Meeting

- Click [More actions](#) icon → select [End Meeting](#) → click [End](#).



To book training or speak to a trainer, please get in touch via:  
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