

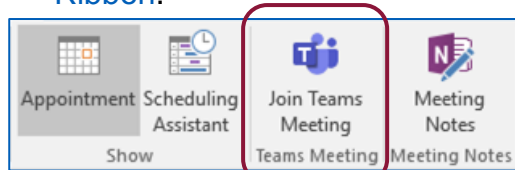
Join and Manage a Teams Meeting

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

Quick Reference Guide

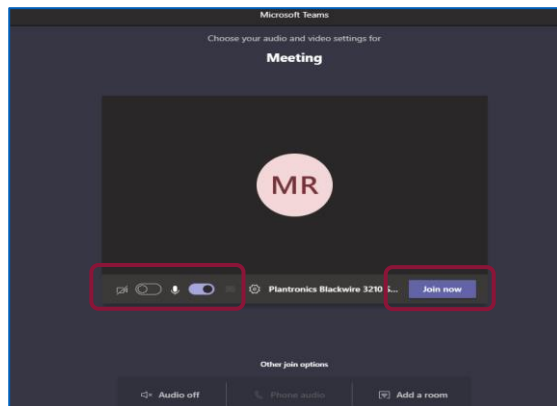
Join a Meeting

- 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. This will open an internet browser to join the meeting which 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.

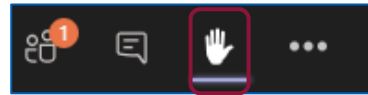


e.g. camera is off / mic is on

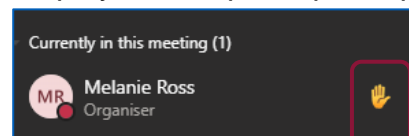
Raise Hand

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

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

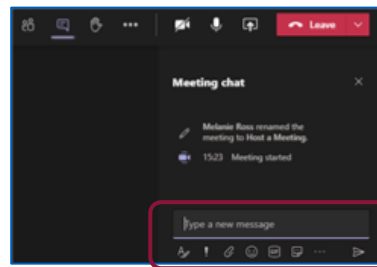


Displays in the participants panel.



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](#).

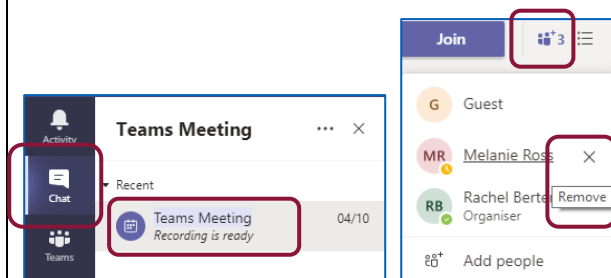


Further options are available within chat. Format, Set delivery options, Attach, Emoji, Giphy, Sticker.



Remove Non-Attendees from Meeting Chat

- Go to [Chat](#) → click the [Meeting Chat](#).
- Click [Participants](#) → click [X](#) next to the non-attendees name to remove.

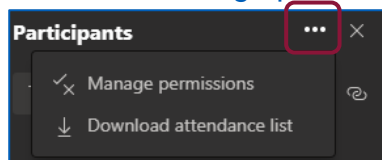


Participants

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

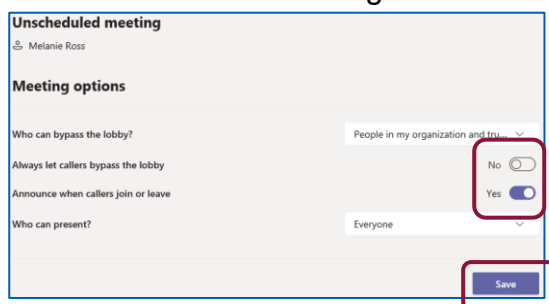


- Click [More options](#) icon.
- Select [Manage permissions](#).



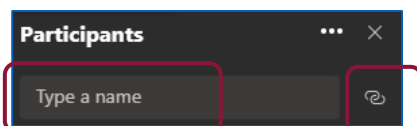
- Who can bypass the lobby? - Allows the Host to admit attendees to the meeting from the lobby.
- Always let callers bypass the lobby.
- Announce when callers join or leave.
- Who can present – Present allows the host's and attendees to share a screen or programme.

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



To invite another person to the meeting.

- Click [Type a name](#) 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.

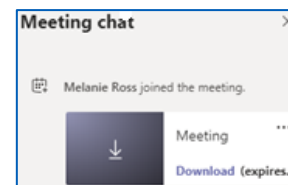


Recording



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

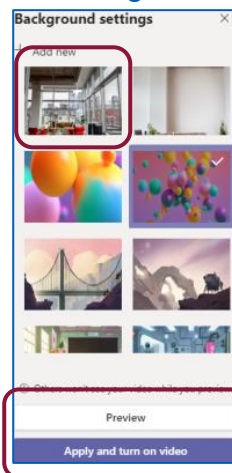
- To start click [Start recording](#).
- To stop click [Stop recording](#).



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

Apply Background Effects

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



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

Leave

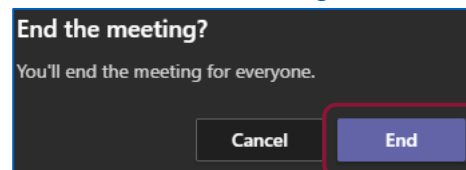
- Click [Hang up](#) icon to [leave](#) the meeting.



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

End Meeting

- Click drop down arrow next to [Leave](#) → select [End Meeting](#) → click [End](#).



To book training or speak to a trainer, please get in touch via:
e training@imerseyside.nhs.uk