

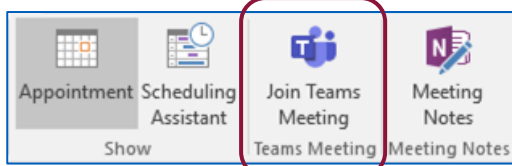
Join and Manage a Teams Meeting

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

Quick Reference Guide

Join a Meeting

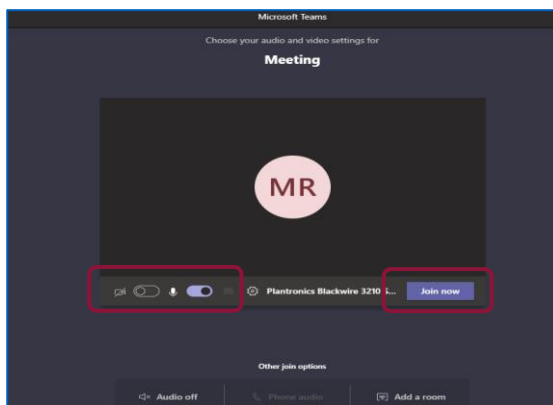
- Open **Outlook Calender**.
- Double click on the meeting → click the **Join Teams Meeting** button in the **Ribbon**.



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.

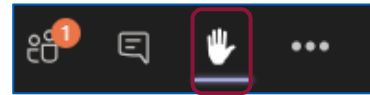


e.g. camera is off / mic is on

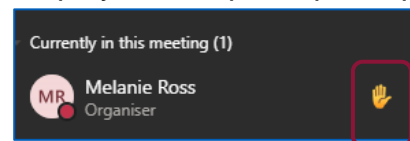
Raise Hand

- Select **Hand** icon to **Raise your hand**.

- Select the icon again to **Lower your hand**.

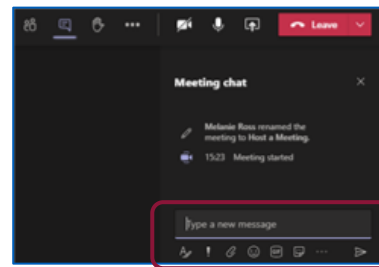


Displays in the participants panel.



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**.

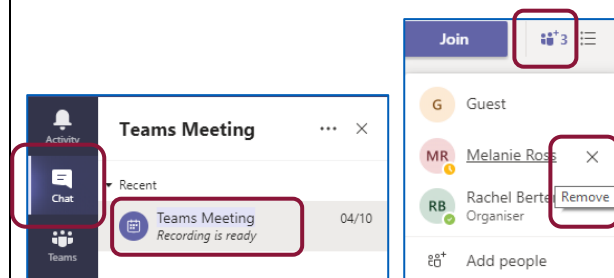


Further options are available within chat. Format, Set delivery options, Attach, Emoji, Giphy, Sticker.



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.

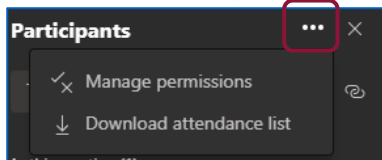


Participants

- Click **Show participant's icon**.

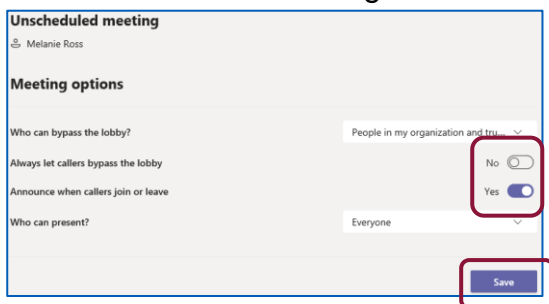


- Click **More options icon**.
- Select **Manage permissions**.



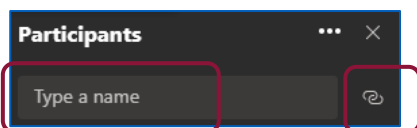
- Who can bypass the lobby? - Allows the Host to admit attendees to the meeting from the lobby.
- Always let callers bypass the lobby.
- Announce when callers join or leave.
- Who can present – Present allows the host's and attendees to share a screen or programme.

- 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**.

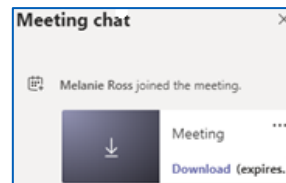


Recording



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

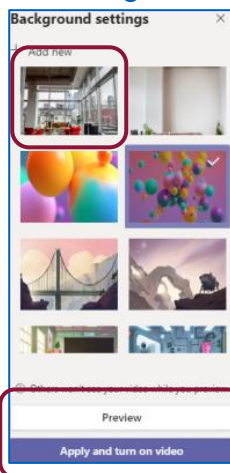
- To start click **Start recording**.
- To stop click **Stop recording**.



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

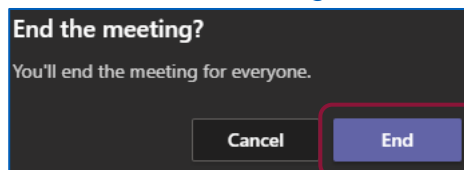
- Click **Hang up icon** to **leave** the meeting.



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