

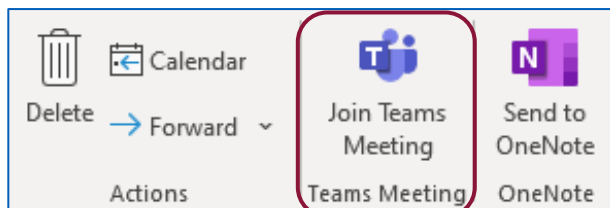
Join and Manage a Teams Meeting

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

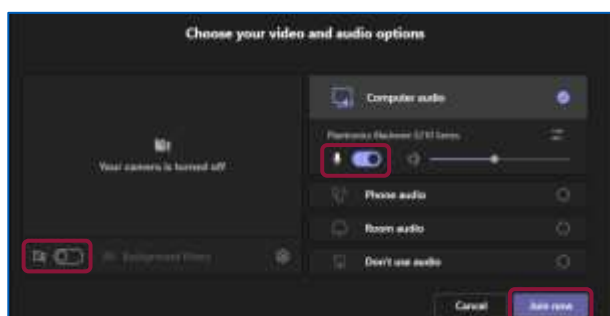
Quick Reference Guide

Join a Meeting

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



- 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.



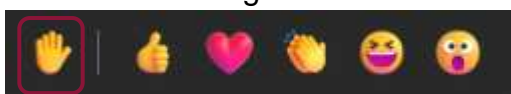
Show Reaction and Raise Hand

Select the [Reactions](#) icon.

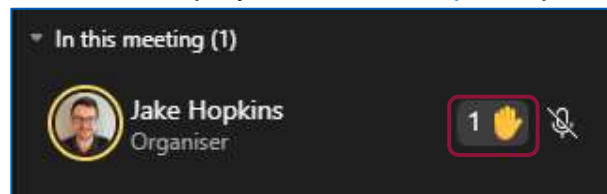


Select Raise hand.

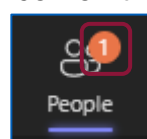
Select the icon again to [Lower hand](#).



The hand displays in the [Participants](#) pane.



The [number of people with a raised hand](#) will also be displayed next to the [People](#) icon on the toolbar.

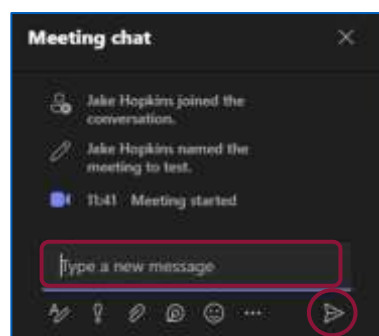


Show Conversation

Select [Chat](#) to show the [Meeting Chat](#) pane.



To send a new message, type into the [Type a new message box](#) → click [Send](#).



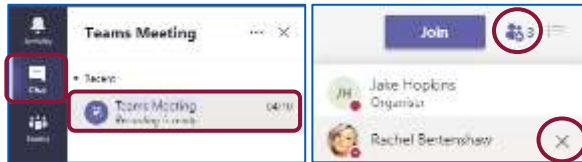
Further options are available within chat, including [Format](#), [Delivery Options](#), [Attach Files](#), [Loop components](#), [Emoji](#), [Giphy](#) and [Sticker](#).



Any other apps and messaging extensions installed by the user will also be displayed.

Remove Non-Attendees from Meeting Chat

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

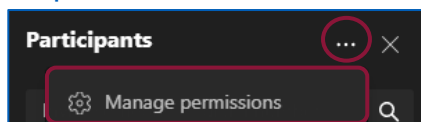


Participants

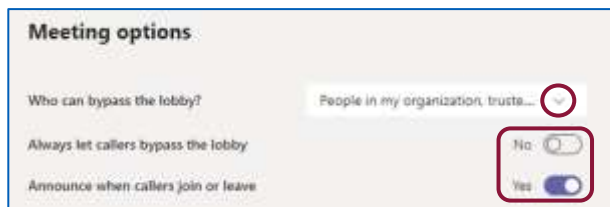
Click [People](#) icon.



Click [More](#) options icon → select [Manage permissions](#).



Use the [drop-down arrows](#) and [toggles](#) to configure [Meeting options](#) → click [Save](#).

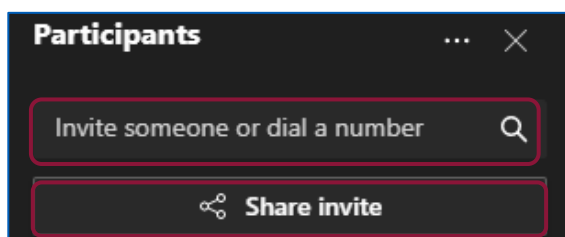


To [invite](#) another person to the meeting.

Type in their Name, Email address or Phone number into the Search box.

OR

Click [Share invite](#) to copy a link to the meeting that can be sent as an external invite.



More Actions

Click [More](#).



Recording



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

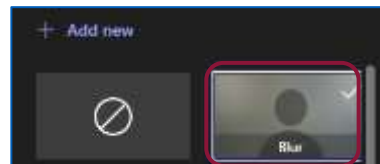
To start click [More](#) → [Start recording](#).

To stop click [More](#) → [Stop recording](#).

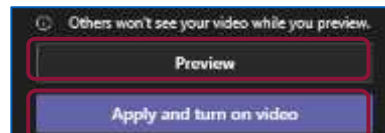
Recordings can be downloaded from the Meeting Chat.

Apply Background Effects

- Click [More](#) icon → select [Apply background effects](#).
- Select desired [background](#).



- Click [Preview](#).
- Select [Apply and turn on Video](#).



Leave

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



Leave 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:
training@imerseyside.nhs.uk