

## **User Guide: Accessing and Navigating Microsoft Teams.**

If you are new to Teams, we hope the brief overview below will support you in accessing our online training/webinars.

You can either download Microsoft Teams to your computer, or you can use the web browser version by following the link in the calendar invite (as detailed in step one).

### **Step one**

If you have received your invite to participate in the training/webinar via email, there should be a link in the invite that will allow you to 'Join' the meeting at the designated time.

Please ensure you join the meeting at or before the start time. It is distracting for the presenter and other participants if you join late.

To join the session please click on the 'Join Teams Meeting' link. If prompted download the Microsoft Teams App if you have not already installed, select 'Join as Guest', and enter a screen name that you are happy to be shared with all the participants in the group (for clarity it would be helpful if this was your First Name & Last Name).

### **Step Two**

Once you have clicked 'join' you should be in the training/webinar (either in the Teams app or in the web browser) and you will be able to watch and listen.

Please turn off your microphone and camera once you have joined, this improves the sound quality for other participants

### **Step Three**

Asking questions. Please be guided by your trainer/presenter on the day as to the preferred method of asking questions.

If you would like to ask a question, you can either unmute your microphone to ask the question. Please raise your hand before speaking to indicate to the presenter that you wish to ask a question. The diagram below explains how to access the raising your hand emoji.

You can also use the chat box to post your question. The chat box can also be used to interact with other participants and share any relevant files with the group.

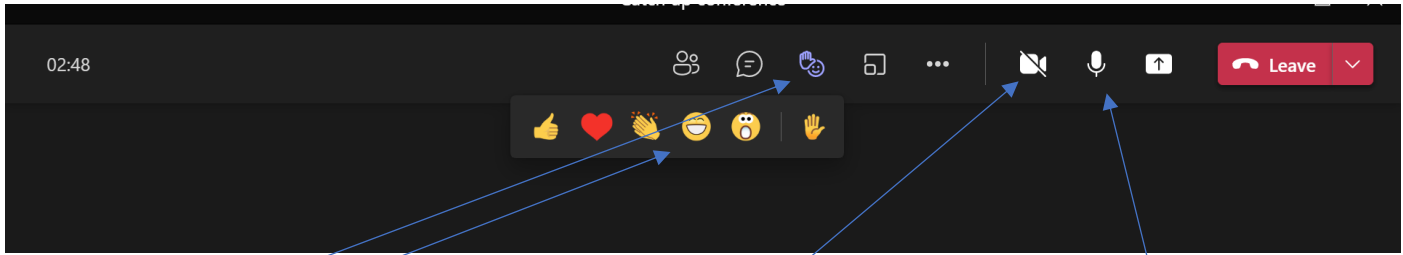
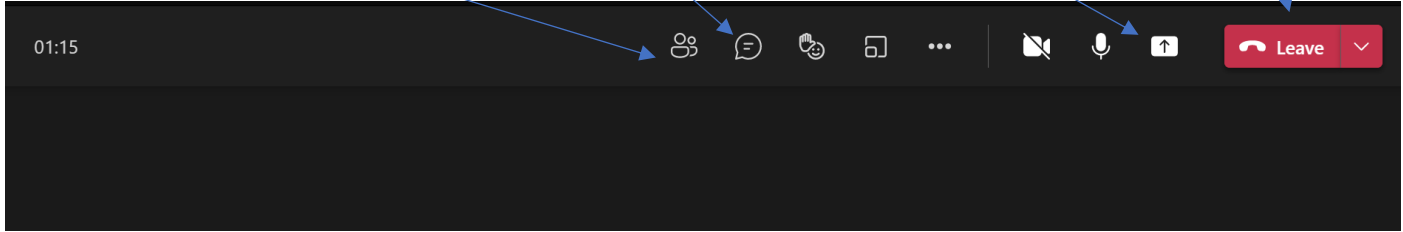
If you are unsure how to access the chat box or your microphone, please see the diagram below. The layout may vary depending on your access.

Details of the participants in the session.

Chat box select this to add comments to the chat or upload links/documents to the chat.

Click this to share your screen, once clicked you will be able to select which open document you want to share e.g. PowerPoint or screen on your browser etc.

Click to leave the call.



Emoji. Please select these to clap, thumbs up, raise your hand. If you do raise your hand to ask a question please remember to put it down again.

Camera. Please be guided by your presenter. It may be best to switch off when not speaking to assist with sound/visual quality.

Microphone click on this to mute/unmute your microphone. Please mute when not speaking to help other listeners get the best sound quality