

How to use Microsoft Teams

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Downloading Microsoft (MS) Teams on your device

Downloading MS Teams on your desktop (laptop or computer)

1. Head to www.microsoft.com/en-gb/microsoft-teams/download-app
2. Download for desktop
3. Install MS Teams
4. Create an account / log in to your MS Teams account

Downloading MS Teams on your Android Smartphone

Android phones includes the following: Samsung, Nokia, Huawei, LG, Lenovo and more. Android phones use the Google Play Store to download apps.

1. Prior to the meeting you will need to download the app.
2. Head to the **Google Play Store**



Find the Google Play Store on your device
(logo shown to the left)

3. Click **Download**, then open the app
4. Create an account / log in to your MS Teams account

Downloading MS Teams on your Apple smartphone

Apple phones include all iPhones. Apple phones use the App Store to download apps.

1. Prior to the meeting you will need to download the app.
2. Head to the **App Store** and search 'MS Teams'



Find the App Store on your device
(logo shown to the left)

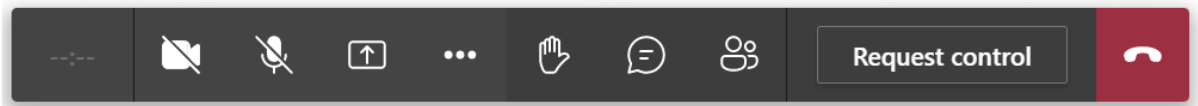
3. Click **Download**, then open the app.
4. Create an account / log in to your MS Teams account

Joining MS Teams without the app

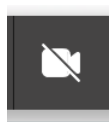
1. Go to the meeting invite and select **Join MS Teams Meeting**.
2. That'll open a web page, where you'll see two choices: Download the Windows app and **Join on the web** instead. If you join on the web your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. Teams will notify the meeting organiser that you're there, and someone in the meeting will admit you.

Using MS Teams in the meeting (desktop)

The bar (shown below) appears when you hover over MS Teams (on desktop) or tap the screen (on phone) and will allow you to complete various actions.

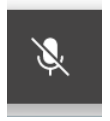


Here is a step-by-step guide to each of the buttons shown on the bar:



Camera icon:

Click the camera icon (shown left) if you would like to turn your camera on or off during the session.



Mic icon:

Click the mic icon (shown left) if you would like to turn your mic on or off during the session.



'Share tray' icon:

You will not need to use this icon (shown left). Clicking the icon would allow you to share your computer screen in the session. The session lead will use this to share the presentation with you.

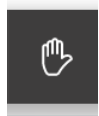


'More actions' icon:

This will open a drop down where you can select from a range of different options:

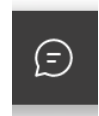
- **Device settings** - here you could change the speakers / microphone / camera that MS Teams uses. You may need this if you have a webcam that you plug into your desktop which is not picked up by MS Teams
- **Background effects** - here you can blur your background or set an image to your background which will hide your room surroundings

- **Live captions:** here you can turn on subtitles, but please note these are automatically generated by MS Teams so may not be fully accurate.



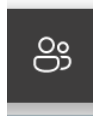
Hand icon:

If you have a question during the session, you can click the hand icon to put your virtual hand up. This will notify the session lead that you would like to ask a question.



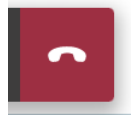
Conversation icon:

This will open the Meeting chat. Everyone in the meeting will be able to view any messages shared in here.



Show participants icon:

You will not need to use this icon (shown left). Clicking the icon will open the list of people in the meeting.



Hang up icon:

When the meeting has finished you will need to end the call, to do this click the red icon (shown left) which will hang up.