

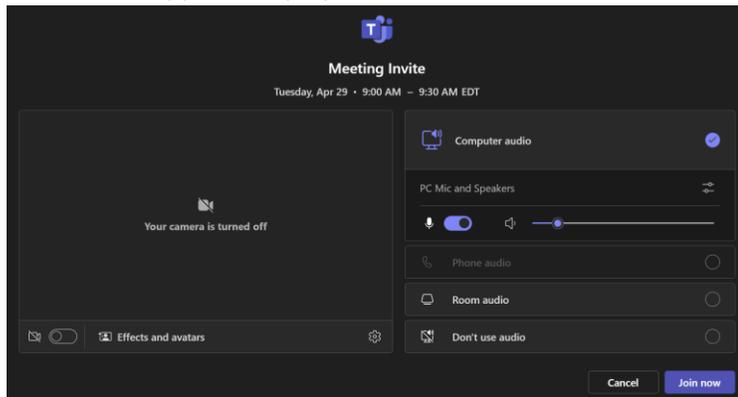
## Microsoft Teams Meeting Tips

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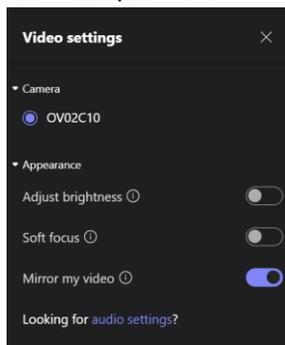
### Joining

#### Join a Teams meeting from the app

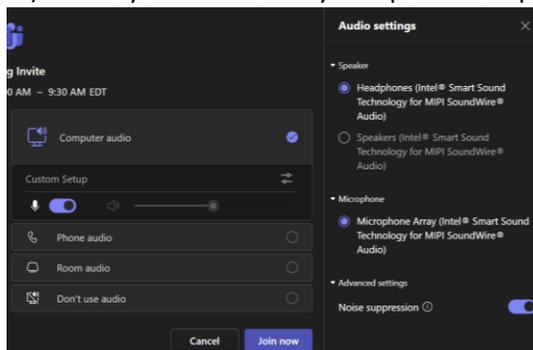
- From your calendar or email with the calendar invite, select “Join” and then “Open Microsoft Teams” and the app will display as shown below:



- **Choose the video settings you want**, by selecting the  gear icon next to “Effects and avatars”. This will open the “Device Settings” side bar (*shown below*) and you will be able to choose your desired video/camera



- **Choose your preferred audio output** (computer (most common), phone, room, don't use audio). To choose between headphones, speakers, or other audio devices you will need to click on “computer audio” and click the  button next to “PC mic and speakers”. This will open audio settings (*shown below*) where you can choose your speaker output and microphone inputs preferences.

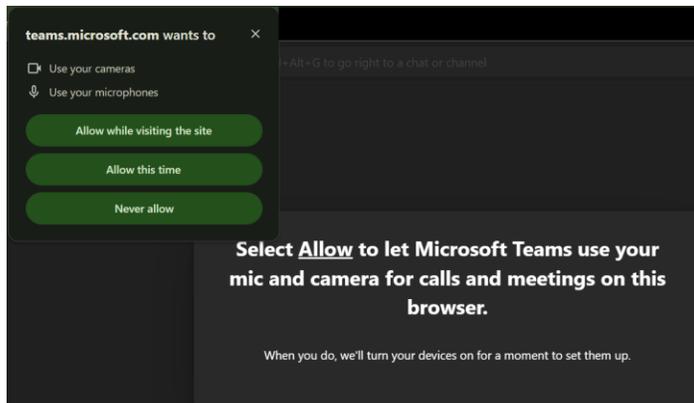


- **Phone audio/mic:** By calling in to the meeting you can use your phone as both mic and speaker – and use headphones with your phone (if you wish). If you are joining using your

- phone audio select the [Phone Audio] button (after joining it will prompt you to enter in your phone number and Teams will call you).
- If you are already joined you can still call in to the meeting by dialing the phone number given in the meeting calendar appointment and using the Conference ID #
  - Once you are finished with setting up your device settings click the “Join now” button. Depending on meeting settings, you'll get in right away or go to a lobby where someone in the meeting can admit you.
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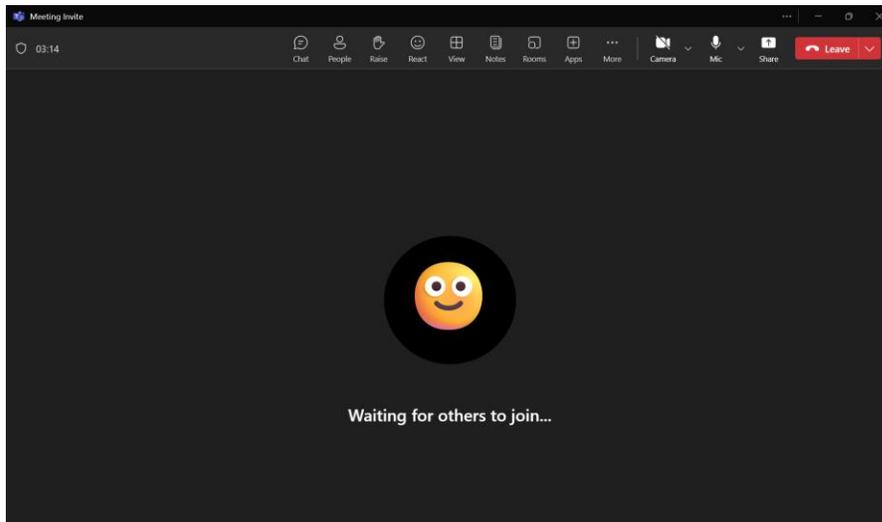
## Join a Teams meeting on the web

- Don't have the Teams app? You can still join a Teams meeting. From your calendar or email with the calendar invite, select “Join” and then “Continue on this browser” and the app will open in your browser. The browser will likely ask you to allow Teams permission to access your mic and camera for which you can select “allow while visiting this site” or “allow this time” (*shown below*)



- You can also use a dial-in number and conference ID from the email invite to call in if you prefer.
  - Follow the same steps as above to select your preferred microphone and audio settings and then click the “Join now” button to join the meeting.
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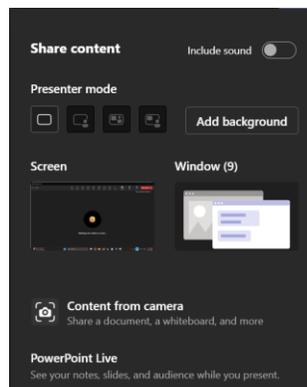
## Familiarizing yourself with the Teams platform



- Your camera, microphone, screen sharing, hand raise, and chat button are found at the top of your screen.
- To change any audio or camera settings, click the drop-down arrows next to the camera and mic buttons:  button. See more info regarding audio options below.

## Screen sharing

- To share your screen, click the share button  and a pop up will give you the option to share you're entire screen or a single window (*shown below*). You will want to share your entire screen if you plan to switch between displaying things (e.g., both a powerpoint and a website interface). You can display just a single screen if that is the only material you plan to show. *Note: If you share your entire screen any popups or notifications you receive on that screen will be shown to other meeting attendees and you may want to consider silencing notifications ahead of time.*



- If you plan to share a video with sound with other meeting attendees be sure to toggle over the “include sound” option before sharing your screen or window: 
- Once you are done sharing click the “stop sharing” button: 

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## Technical issues

### **Audio issues**

- If people in a meeting can't hear you etc., you might be muted or you might not have configured your mic correctly. Sometimes leaving the meeting and rejoining solves the issue.
- You can always call into a meeting using the number provided with the calendar appointment. If you choose to call in and maintain your computer connection (e.g., for video, screen-sharing, etc.) make sure to mute yourself on the Teams web app or desktop app to avoid computer-and-phone echo/feedback.

### **Video issues**

- If your connection is delayed and you are having issues with video and audio, it may help to turn off all video.

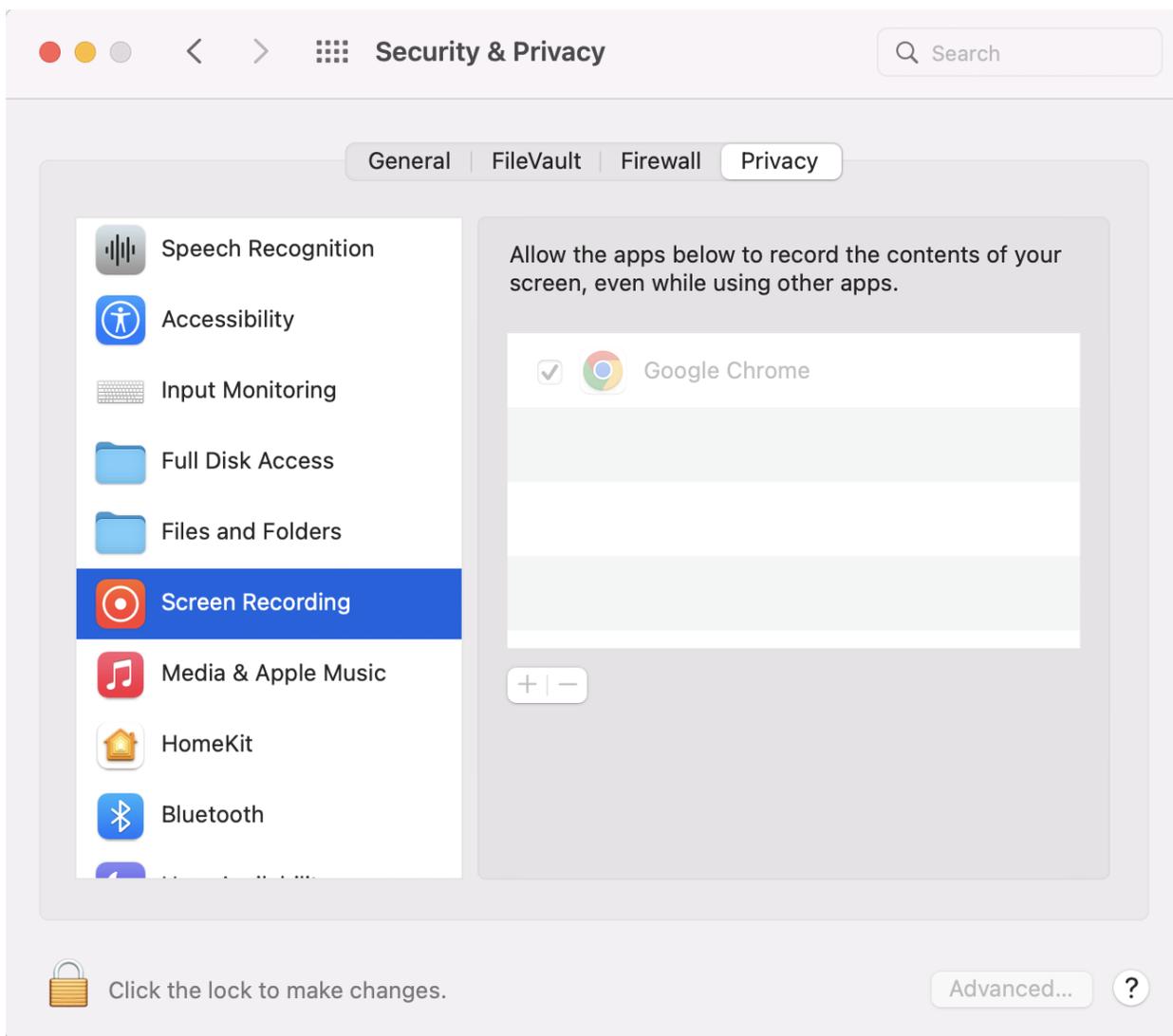
### **Document/shared screen is too tiny (can't read it!)**

- If the shared document is too small to read, the presenter can increase the size, but you can also click on the shared document screen displayed on Teams and press (Ctrl)(+) at the same time to zoom in on the document.
- You can hold the Ctrl down and press the (+) key multiple times to zoom even further. This increase in document size is not shared to other participants.
- You may also click and drag to move the document to see other areas by holding a left-click with your mouse (on the shared document screen) and drag the screen to the part of the document you want to view.
- To zoom out again click the shared screen and press (Ctrl)(-).

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### **A note for Apple users**

- Presenters using Apple products may need to adjust their security settings to allow screen sharing during the recorded meeting.
- To allow screen sharing with recording, go to System Preferences > Security & Privacy > Privacy > Screen Recording.
- Make sure the internet browser you are accessing the Teams meeting through has permission to record the contents of your screen (see below).



**If you have any additional questions about using Microsoft Teams, please contact Nichole Angell (nangell@glc.org).**