

Microsoft Teams

Joining a meeting/event.....	2
Change your background before a meeting starts.....	2
Change your background during a meeting.....	2
Turning your camera/microphone on/off.....	3
Pin a video/person's camera.....	3
Reframe a video.....	3
Asking a question/making a comment.....	3
How to share your screen/a document.....	4
Sending a document whilst in the meeting.....	4
Using breakout rooms.....	5
More guidance on MS Teams.....	5

Joining the meeting/event

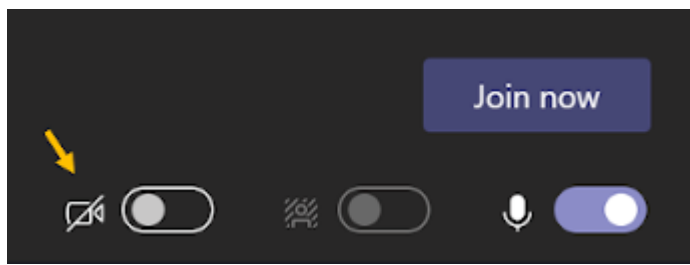
On the diary invite select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically. If you are joining on your mobile, you will need to download and install the Teams mobile app.

If you do not have a Teams account and the organiser has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organiser's settings, you may join the meeting right away or go to the lobby where the organiser in the meeting can admit you.

Join Microsoft Teams Meeting

[Learn more about Teams](#) | [Meeting options](#)


Before you join the meeting, you get to select whether you want to join with your camera and microphone on or off -



How to join a MS Teams meeting video tutorial –

<https://support.office.com/en-us/article/join-a-Teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>


Change your background before a meeting starts

While you're setting up your video and audio before joining a meeting, select **Background effects** . It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.


Change your background during a meeting

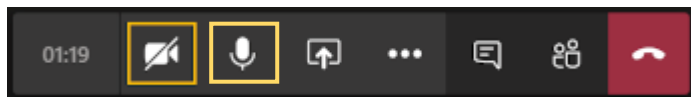
To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions**  > **Show background effects**.

Select **Blur** to blur your background, or choose from the available images to replace it. To upload an image of your own, select **Add new** and pick a .JPG, .PNG, or .BMP file from your computer. You'll be able to preview your chosen background to see how it looks before you apply it.

Turn your camera and microphone on or off

During a meeting:

You may want to turn your video or microphone on or off over the course of a meeting. Go to the meeting controls anytime during the meeting and tap **Turn camera on**  or **Unmute**.



Pin a video/person's camera

To focus on a particular video, right click and select **Pin**. The video will be pinned to your view regardless of who's talking. You can pin as many videos as will fit on your screen. If you change your mind, right click again and hit **Unpin**.

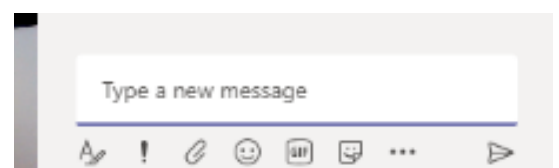
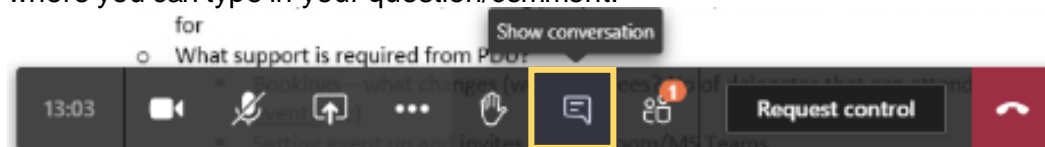
Reframe a video

Teams crops some videos to make them fit your screen better. If you want a different view of a particular video—for example, if someone's cropped out of the video or it only shows part of their face—right click and select **Fit to frame** to see the entire video.

Select **Fill frame** to see a closer, cropped view.

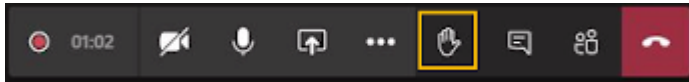
Asking a question/making a comment

There are two ways this can be done. You can either write it in the meeting chat. You can do this by clicking on **Show conversation**. This will bring a box up to the right of the screen, where you can type in your question/comment.

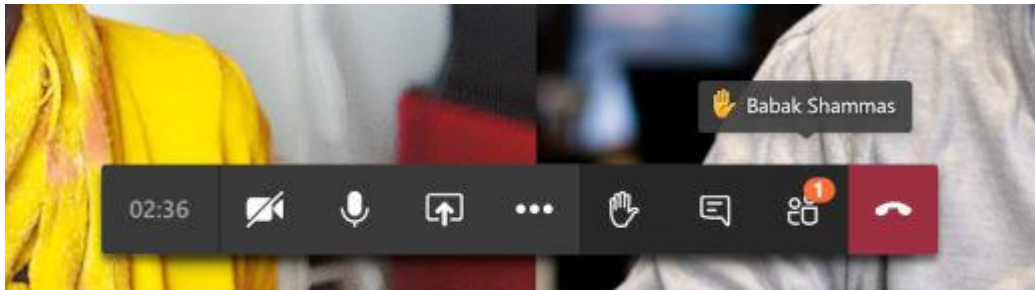


Or you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

Just select **Raise your hand**  in the meeting controls.



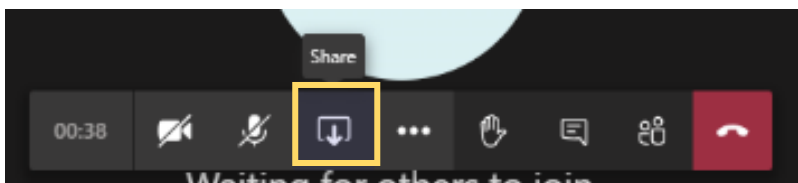
Everyone in the meeting will see that you've got your hand up.




Meeting presenters will also receive a notification that your hand is raised – remember to remove your raised hand once finished by clicking it again.

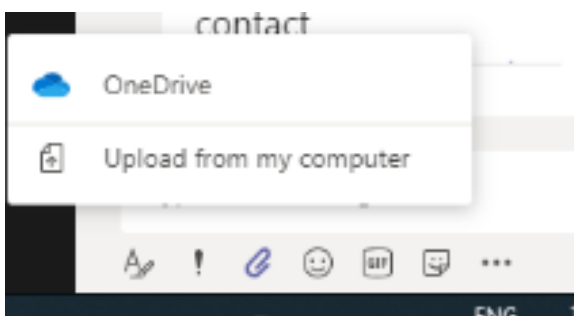
How to share your screen/a document

To share your screen in a meeting, select **Share**  in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.



Sending a document whilst in the meeting

In the chat function  select attach. Click enter and this will add the document to the chat.



Using breakout rooms

Links for breakout rooms will be added to the invite email.

Location [Microsoft Teams Meeting](#)

Response ✓ Accepted [Change Response](#)

Main meeting room -

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

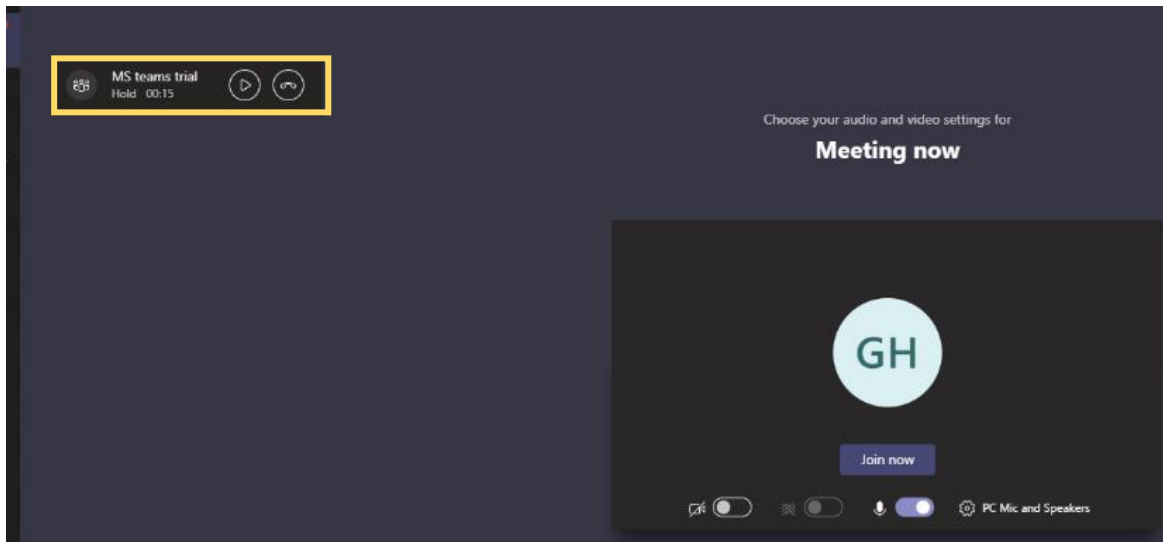
Breakout room 1 -

[Join Microsoft Teams Meeting](#)

Breakout room 2 -

[Join Microsoft Teams Meeting](#)

When in the main meeting room. Open the invite email and click on the breakout room without hanging up on the main meeting room. This means it will put the main meeting on hold -



When you are ready to go back into the main meeting room, you can select resume (play) button of the on-hold call or you can select the link from the invite again.

More guidance on Microsoft Teams can be found here -

<https://support.microsoft.com/en-us/office/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Meetings>