

Microsoft Teams

Microsoft Teams is a web based meeting place.

The basics:

How many people can use *Microsoft Teams* at one time?

Up to 250 people can be on a video or audio call.

Cost?

There is a free version of *Microsoft Teams* where you can join as a guest.

Equipment for desktop computer

- Webcam (optional)
- Speakers or a headset
- Microphone or a headset

Joining *Microsoft Teams* on a mobile device:

1. You will receive an email invite from the organiser of the program that you have registered for.
2. In the meeting invite, select **Join Microsoft Teams Meeting**.

Join Microsoft Teams Meeting



3. If you do not have the *Microsoft Teams* app, you will be redirected to your app store to download it.
4. Download the app and open it from the app store page. You will be asked if *Teams* can access your microphone. Allow this function so that others can hear you during the meeting.
5. You will be asked to either **Join as a guest** or **Sign in and join**. Join as a guest.
6. Type in your name and select **Join meeting**.
7. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there, and they can then admit you.
8. Once in the meeting you are instantly muted and your video is disabled. You can turn your video or microphone on or off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them.

Joining Microsoft Teams on a Desktop computer or laptop:

1. You will receive an email invite from the organiser of the program that you have registered for.
2. In the meeting invite, select **Join Microsoft Teams Meeting**.

Join Microsoft Teams Meeting



3. 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, you can use either Microsoft Edge or Google Chrome.
4. Your browser may ask if it's okay for **Teams** to use your microphone and camera. Be sure to allow it so you'll be seen and heard in your meeting.
5. Enter your name and choose your audio and video settings. It is suggested that you mute your microphone when you enter the meeting. You are able to unmute when you wish to talk.
6. When you're ready, hit **Join now**.
7. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there, and they can then admit you.

BLURRING YOUR BACKGROUND

***This action can only be used for desktop computers or laptops.**

1. To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions** **⋮** > **Show background effects**.
2. Select **Blur** to blur your background, or choose from the available images to replace it.
3. You'll be able to preview your chosen background to see how it looks before you apply it.

Tips:

- Leave your microphone muted so that others in the meeting can be heard.
You can unmute when you wish to talk