

MICROSOFT TEAMS~ HOW TO GUIDE!

Many activities and social events are happening virtually now and using software that most of us had never even heard of a few months ago. It can be really daunting the first time you are invited to attend something using Microsoft Teams, so here is a little guide to get you started!

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JOINING A TEAMS VIDEO CALL

- You will receive an invite via email/message to attend the video call or it might be posted on social media.
- When it comes to the time to join you go to the original invite and click on the Join Microsoft Teams meeting link.
- Once you click on the link you should get 3 choices:
 - 1 Go to the Teams app (if you already have it installed).
 - 2 Download the Windows or IOS app.
 - 3 Continue on this browser which means you don't need to download the app. If you don't want to download Teams use this one. Sometimes it doesn't always work with Safari so you may need to use Google Chrome.

HANDY TIPS FOR DURING THE MEETING

- To access features on Teams you need to bring up the toolbar. To do it on PC you move your mouse to the middle of the screen. On a mobile device you simply touch the screen.
- To turn your microphone on and off click on the little microphone icon on the toolbar.
- To turn your camera on or off click the start/stop video camera icon on the toolbar. Sometimes if the internet connection is not great it can help if people turn off their video for a bit.
- You can also write messages to each other during a call on Teams. To write a message click on the little speech bubble on the toolbar on a PC. On mobile devices the speech bubble icon is in the top right corner of the screen.
- The little people icon on the tool bar will show you a list of all the people taking part.
- To leave the call click on the red telephone.