MICROSOFT TEAMS

Video Conferencing

Contents

Download & Install Microsoft Teams

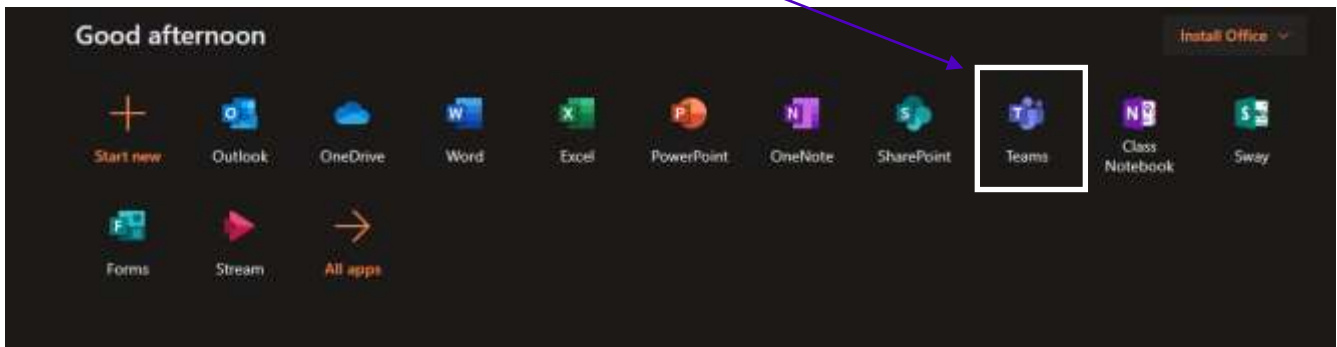A. To download and install Microsoft Teams navigate to: office365.itsligo.ie

B. If requested to do so, sign in using your IT Sligo credentials.
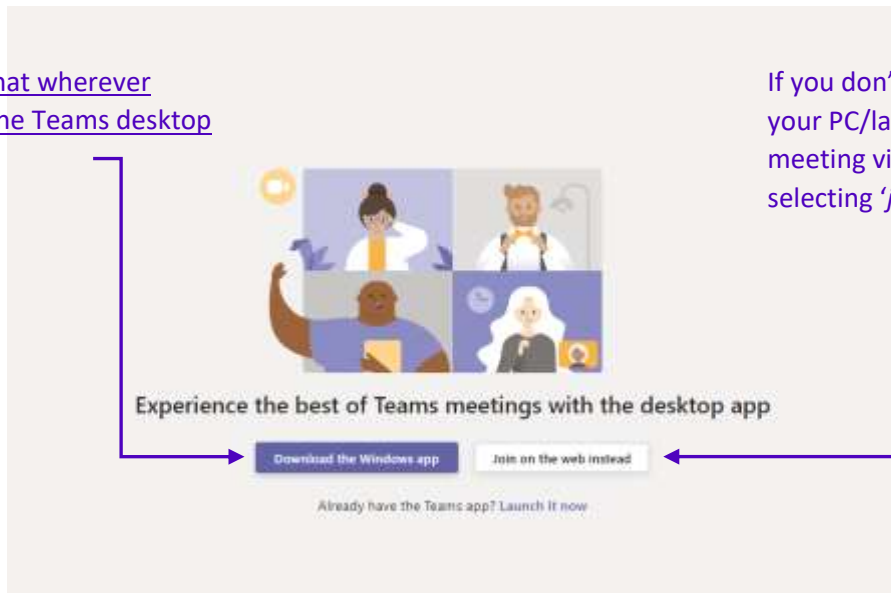
C. Install Teams on your device

Join a Meeting

A. When you receive an invitation to participate in a Microsoft Teams Video Conference click on the link contained in the invitation.

Join Microsoft Teams Meeting

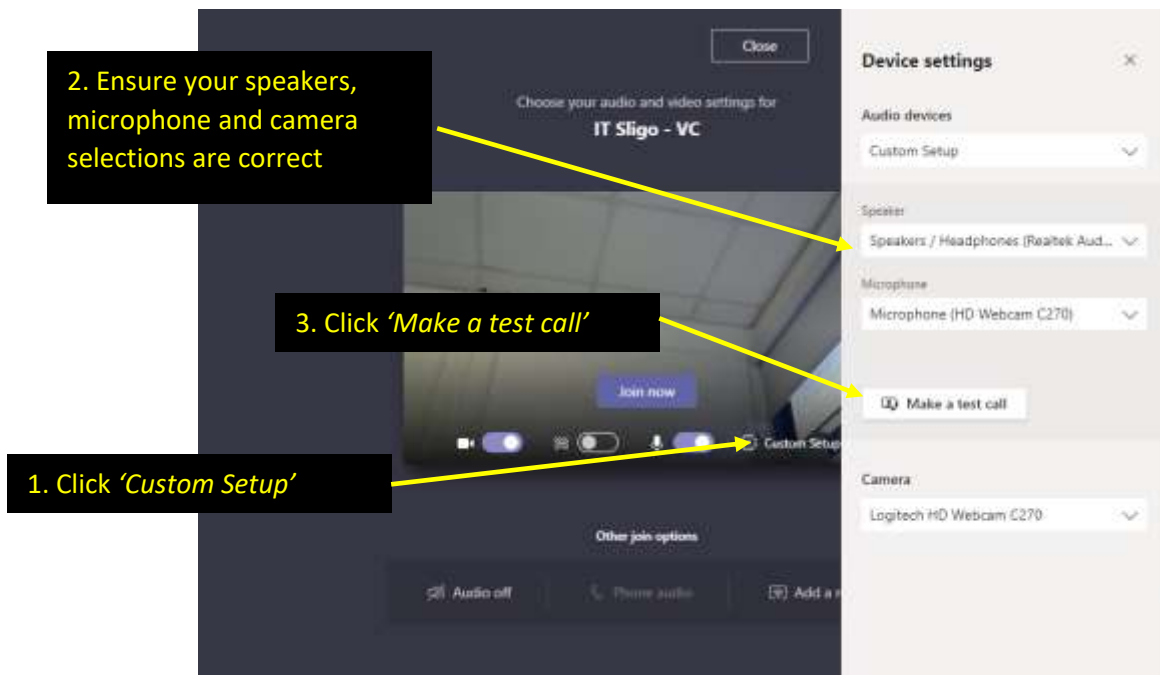B. You will be presented with the following screen

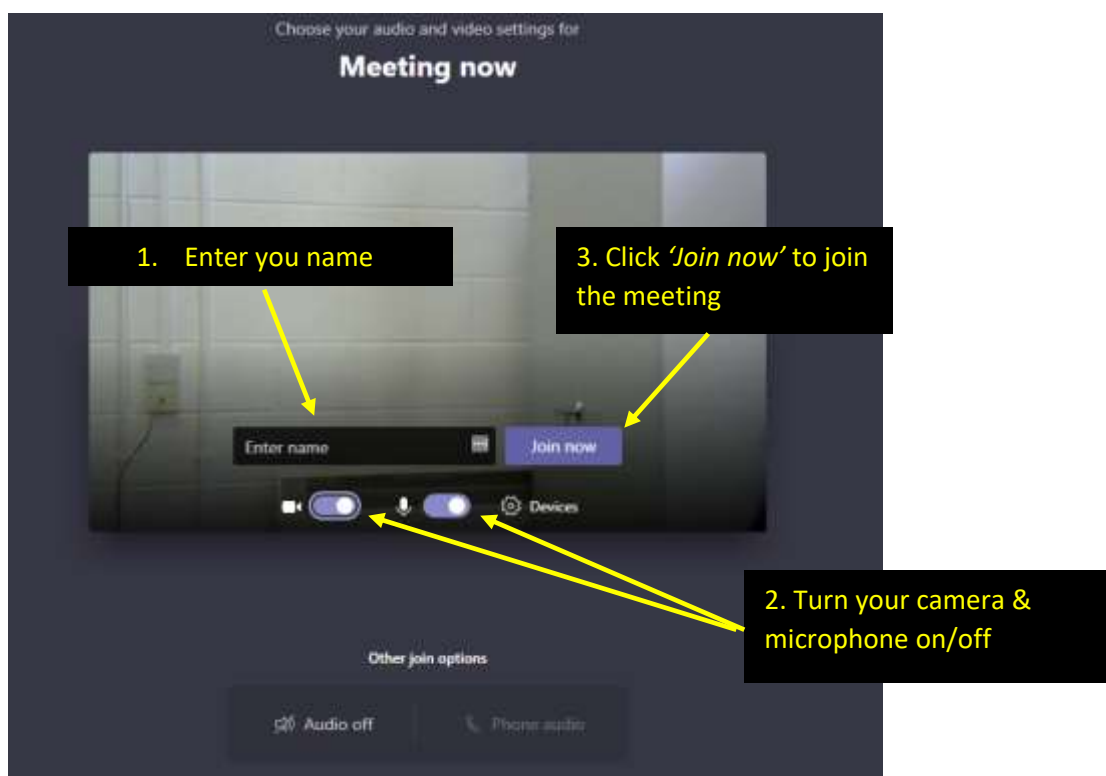We recommend that wherever possible you use the Teams desktop app.

If you don't have admin access to your PC/laptop you can still join the meeting via your web browser by selecting '*join on the web instead*'

C. If it's your first time using Teams you can do a quick *'Test Call'* to verify that your microphone and speakers are working*

Please note the option to do a test is only available via the desktop App, it is not available to those joining via a web browser.
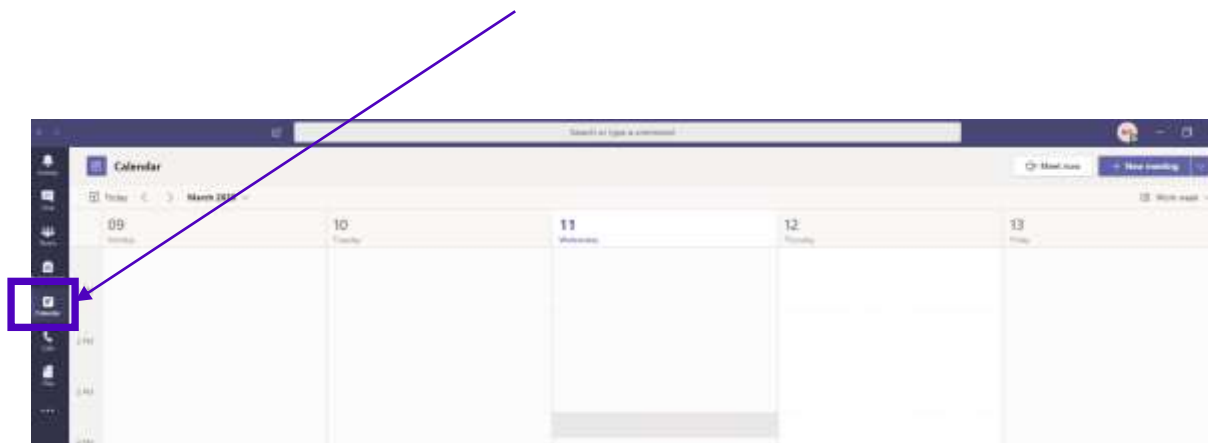

2. Ensure your speakers, microphone and camera selections are correct

3. Click *'Make a test call'*

1. Click *'Custom Setup'*

D. When you are ready, join your meeting.

1. Enter you name

3. Click *'Join now'* to join the meeting
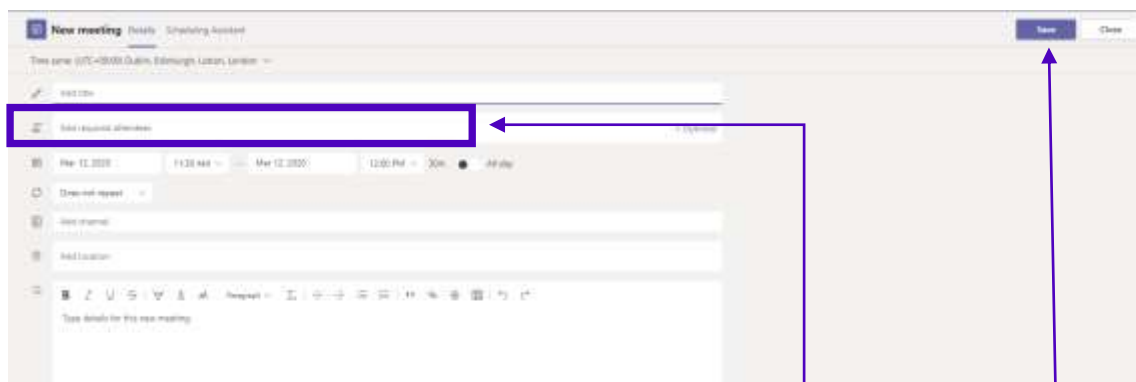
2. Turn your camera & microphone on/off

Schedule a Meeting

A. Click on the calendar icon on the right hand side of the Teams dashboard

B. Double click on the calendar at the time/date you wish your meeting to take place.

C. Fill in the necessary details including the required attendees.

D. Click Save

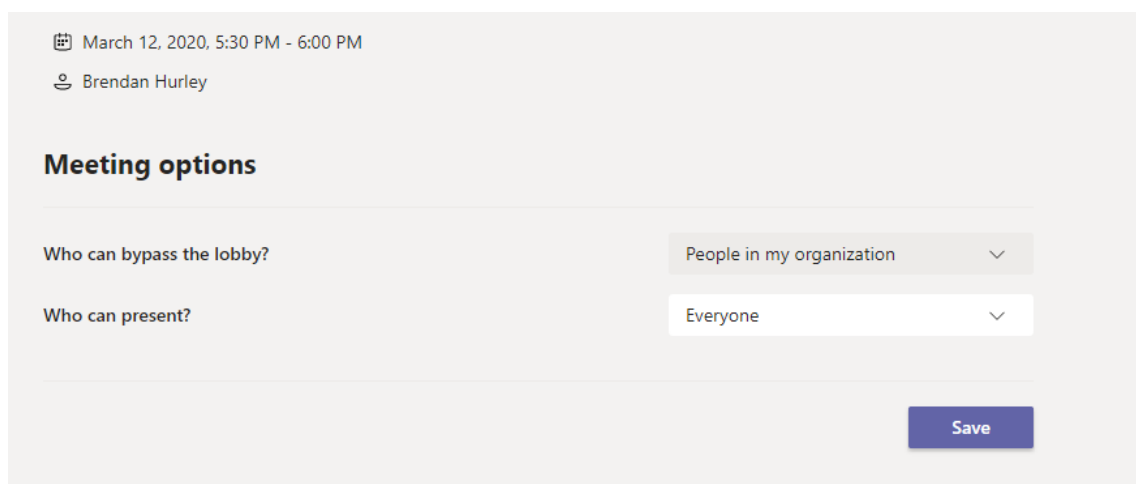E. Your attendees will receive a meeting invitation via email.

IMPORTANT

After you have scheduled a meeting you need to re-open your meeting from your calendar by double clicking on it.
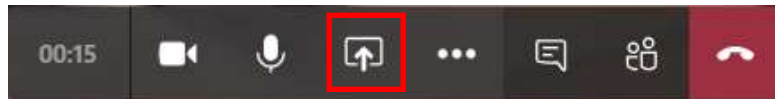
A. Select 'Meeting Options'
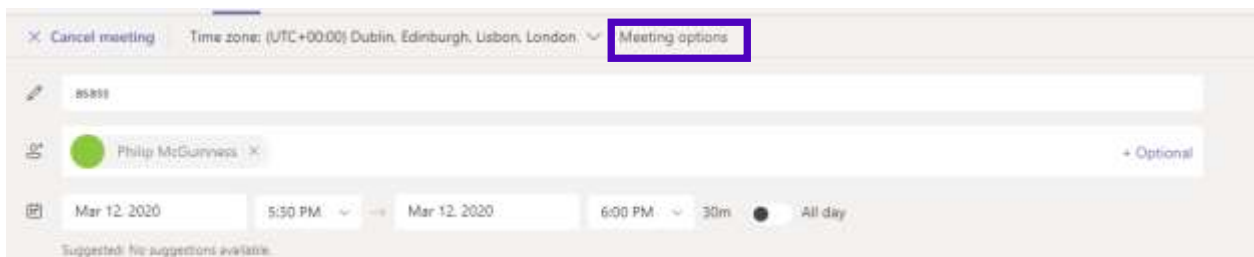
B. Here you will have the option to select who can enter your meeting room automatically (bypass the lobby) and who can present (share their screen).


C. Set your preferences and click 'Save'

Share your screen and allow remote access

A. When you are in a meeting you can share you screen by clicking the share icon

B. You will have the option to present your entire desktop or a specific application window

C. Once you are sharing your screen you can give control to other meeting participants by moving your mouse pointer to the top of your screen and allowing it to hover until the following box is visible.
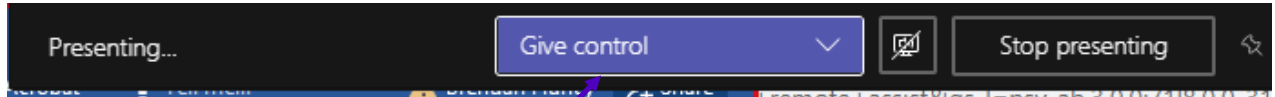
D. Click on the 'Give Control' box and select the participant whom you want to pass control to.