

Accessing Teams

Please ensure that you access Teams using the email address that you provided when registering and via the correct Teams account. If you have not used Microsoft Teams before please allow 5-10 minutes before the meeting starts to set yourself up.

You can join Microsoft Teams on a laptop, tablet or smartphone – how you join the meeting may depend on the device you are using.

TEAMS is compatible with the following web browsers:

- Internet Explorer 11
- Microsoft Edge
- The latest version of Chrome
- The latest version of Firefox

If your web browser does not support Teams then we would suggest installing the App on a mobile device – i.e. tablet, iPad or smartphone. The App is available from the App Store on Apple devices and through Google Play on an Android device. The App will take a couple of minutes to download for the first time so please factor this in when preparing to join your first Teams meeting. After this you should be able to connect easily.

We recommend wearing headphones to improve sound quality.

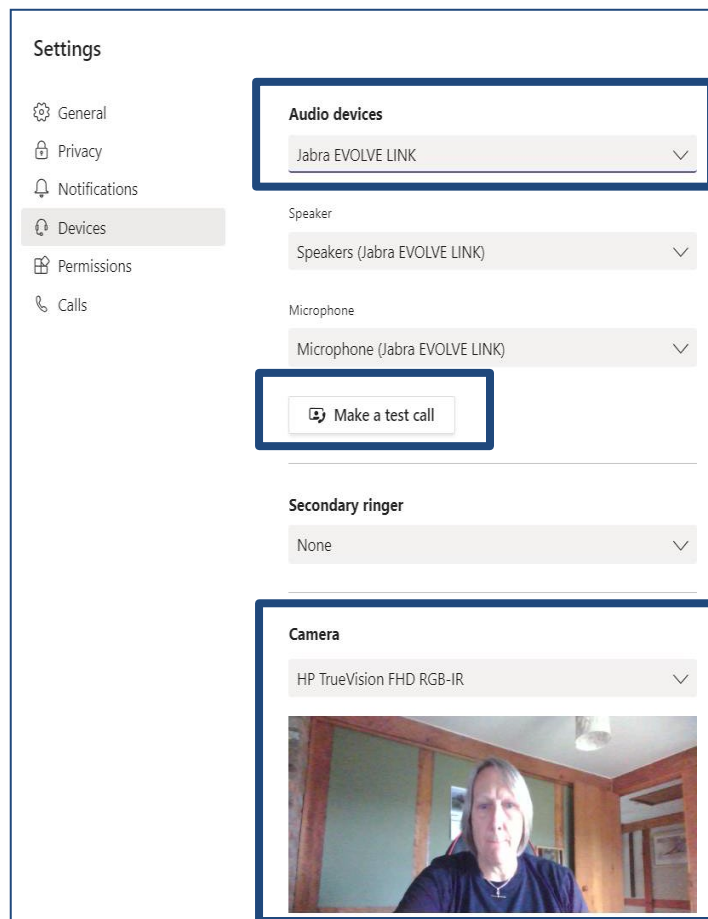
Device Check

In your profile area or by clicking on the 3 dots next to your profile you can check the settings for your devices to make sure your audio and video calls will run smoothly. Particularly important to do this if you are using new equipment or ahead of an important meeting.

If you are using a headset or speaker ensure it is shown as the selected device for speaker and/or microphone.

Make a test call to be sure your audio is clear. Follow the instructions from Test Call Bot and record a short message. The message will play back for you. After that, you'll get a summary of the test call, and you can go to your device settings to make changes.

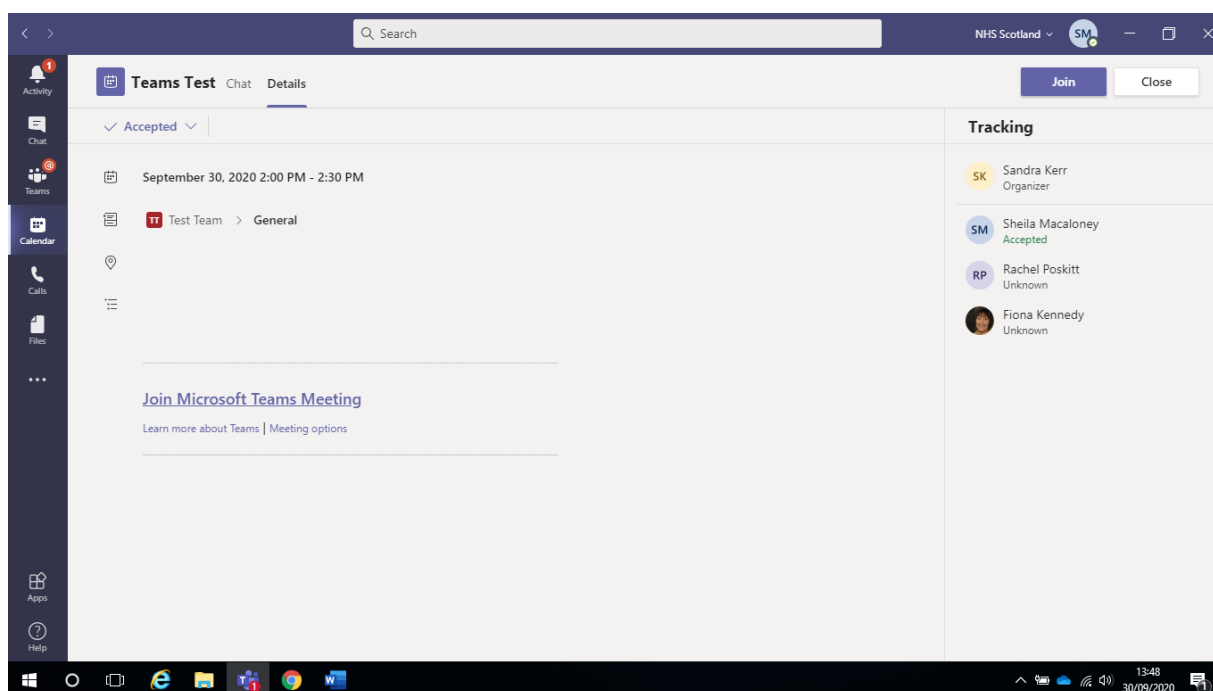
Check your camera to make sure lighting and picture quality is good.



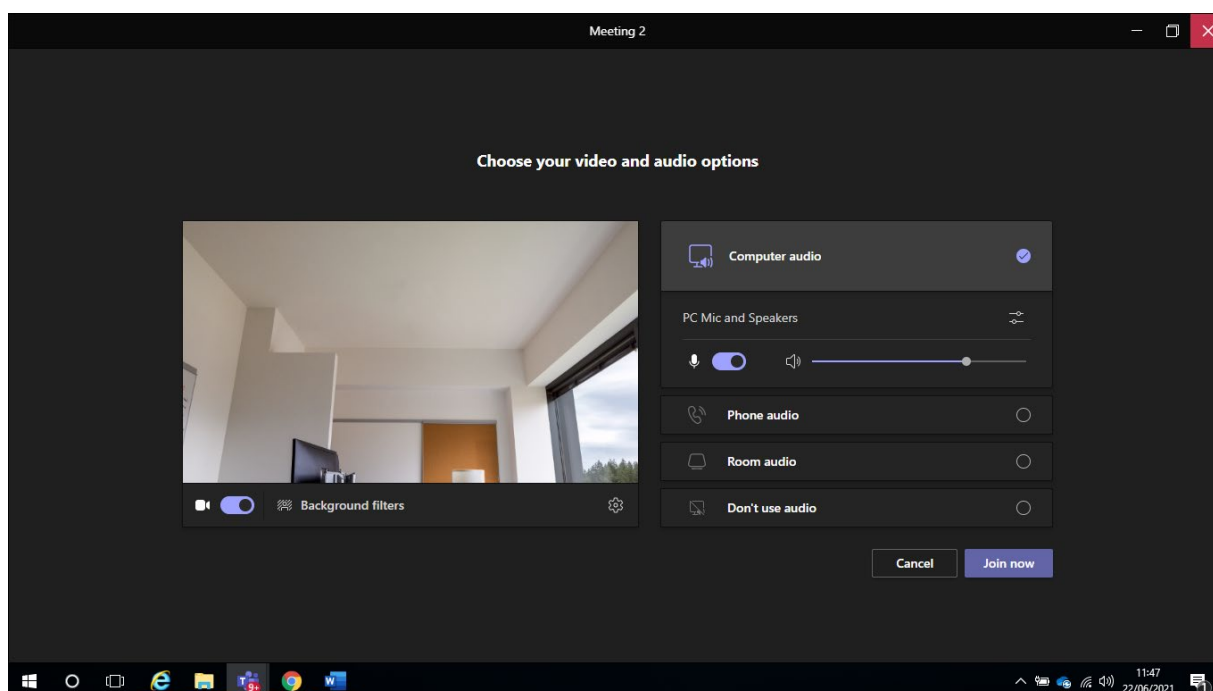
Microsoft Teams: Attendee Guidance

To Join the Meeting (for external participants please see next page)

Click on the link within the Teams calendar invite. It is important that you access the appointment via your Teams calendar as this will ensure that you have all the functionality required.



2. Choose the audio and video settings you want.
3. Select **Join now**.

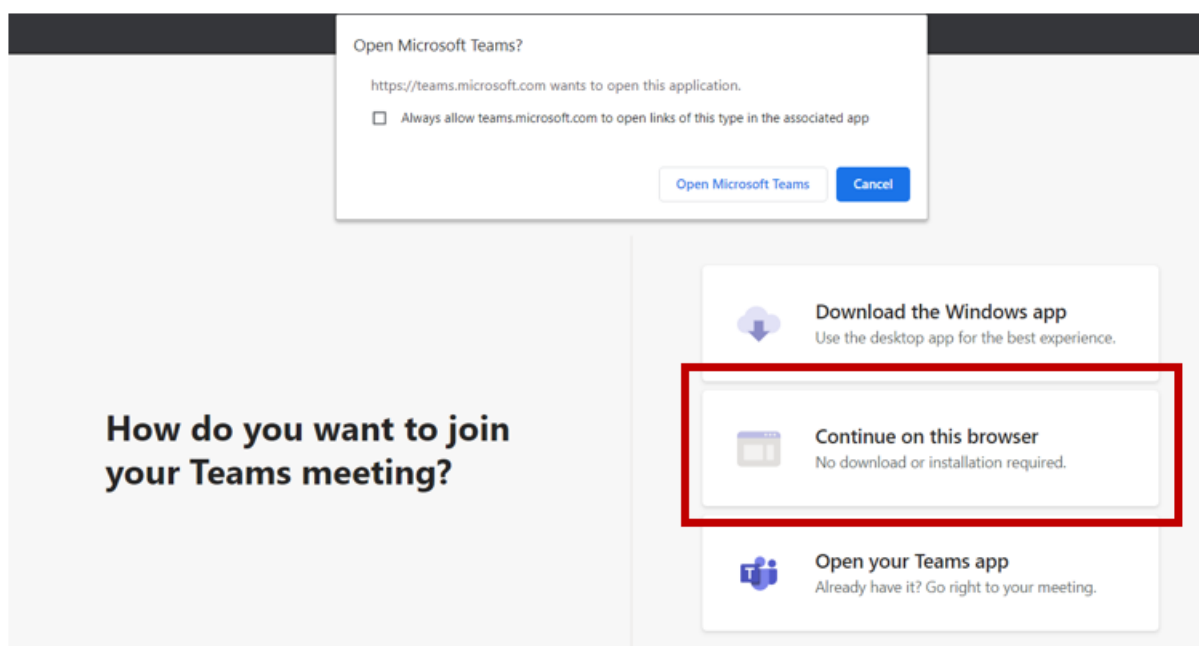


Microsoft Teams: Attendee Guidance

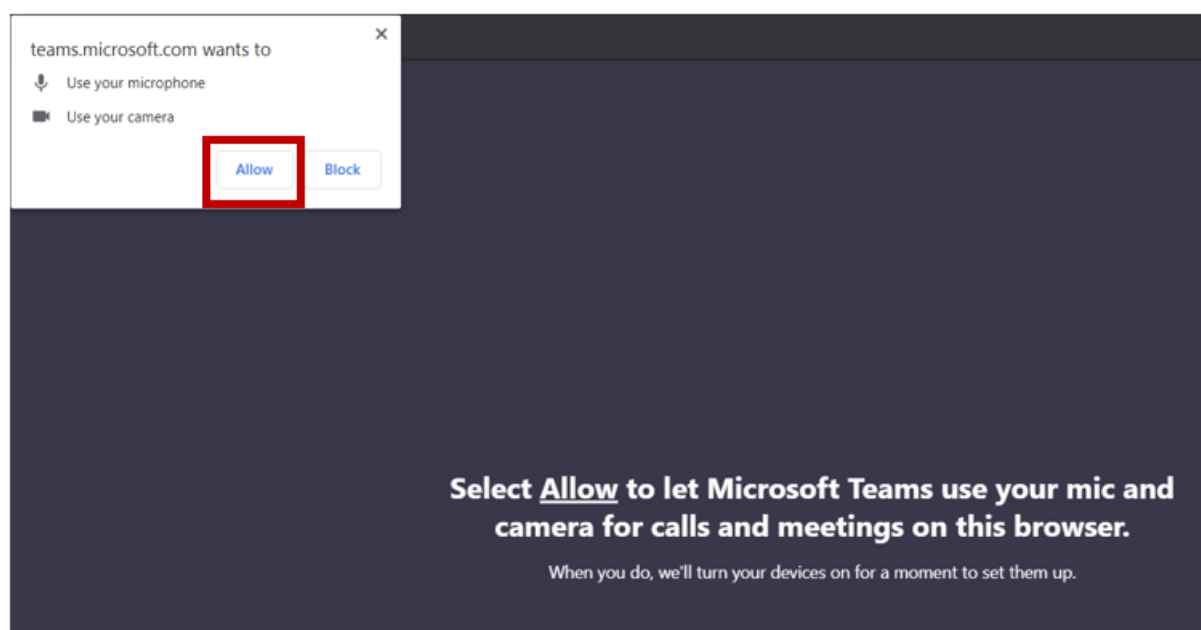
To Join the meeting (for external participants)

Click the invite link which you have received. This will launch a browser and ask you how you want to join the Microsoft Teams meeting. Select the **Continue on this browser** option:

NB: If you use Microsoft Teams for another purpose and have the application installed then you may be prompted to open this before being able to select the 'Continue on this browser' option. If so, press the 'Cancel' button:

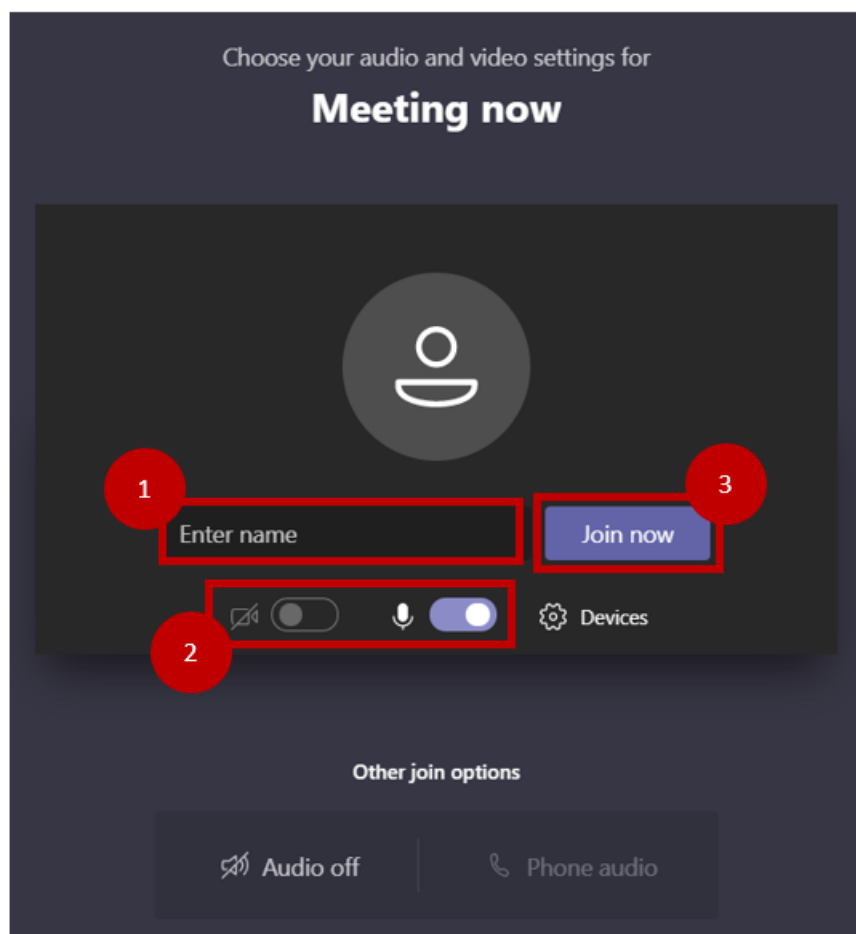


You will be prompted to allow Microsoft Teams to use your microphone and camera. Select the **Allow** option:

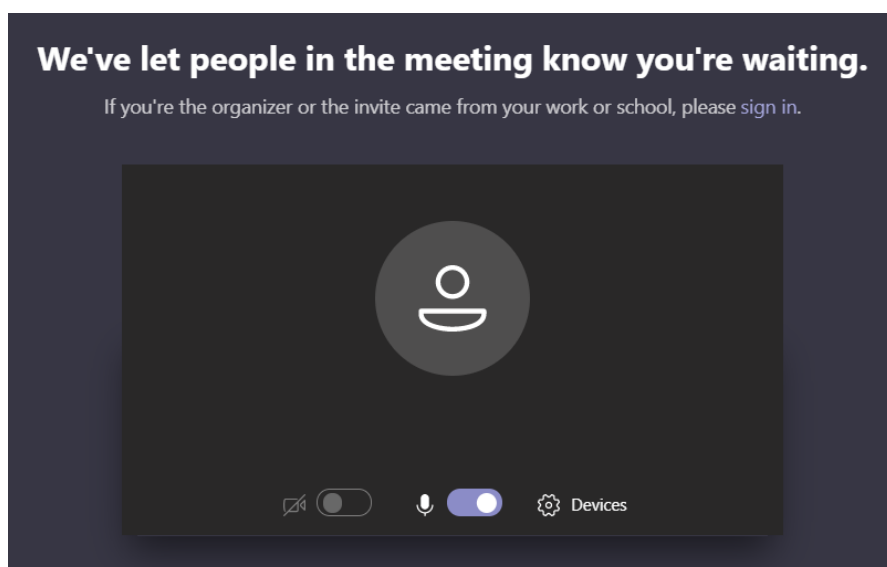


Enter your name as you wish it to appear to other participants in the meeting (1). Switch on/off your camera and microphone as required (2) and then press the **Join now** button (3):

Microsoft Teams: Attendee Guidance



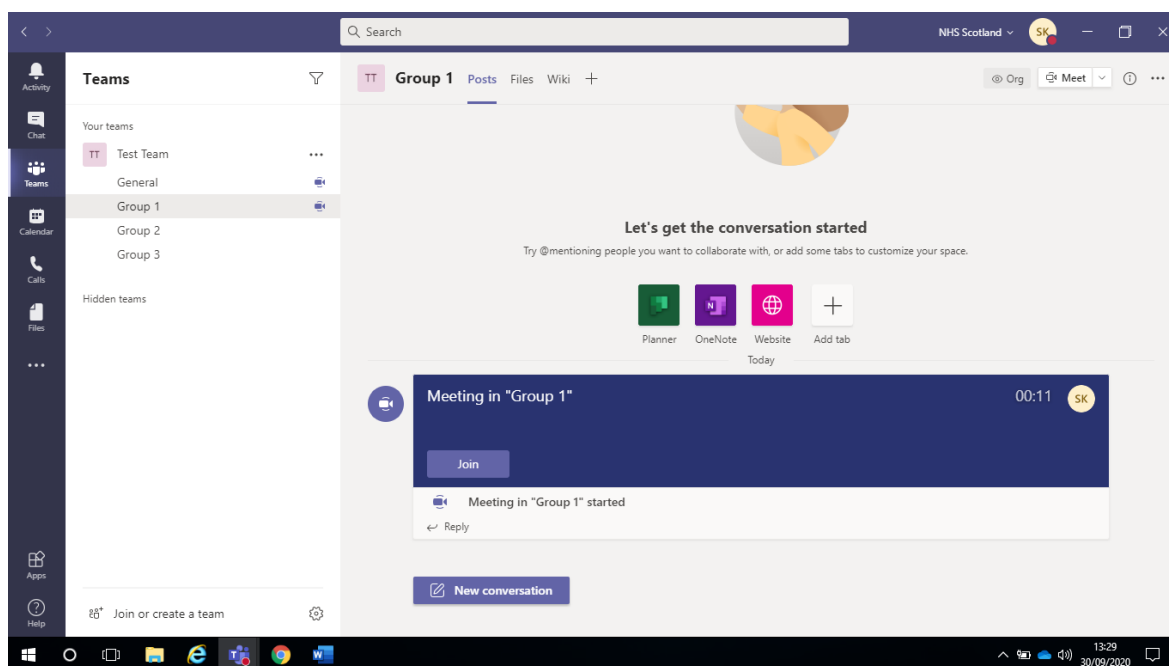
The organiser of the meeting will be informed that you are waiting to enter the meeting and will admit you into the meeting:



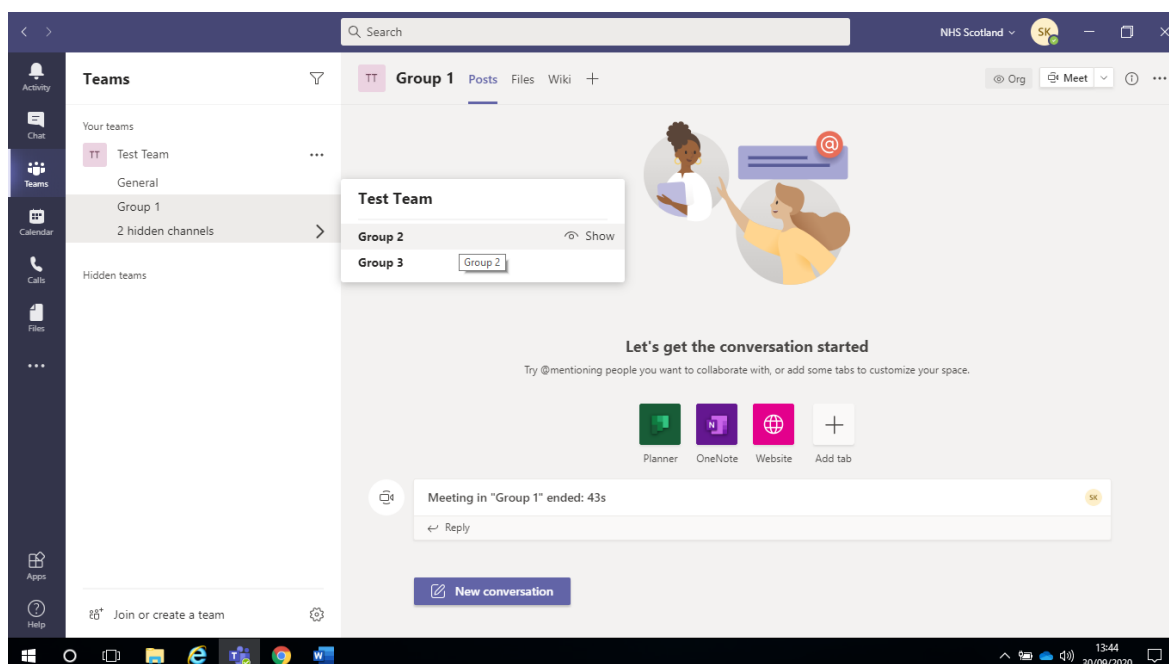
Microsoft Teams: Attendee Guidance

To Join a Workshop/Group

1. Go to the main Team page for the conference you are attending.
2. There you will find 'channels'. The one entitled General is where the main meeting/plenary will take place.
3. To access the workshops click on the relevant workshop/group eg Group 1, Group 2 or Group 3 as per below. You will be notified in advance which workshop/group you are to join. The facilitator will open the meeting and you will see the blue banner that is illustrated below. Click Join to join the workshop. If you cannot see the blue banner is just means that the facilitator has not opened the meeting yet.



If you cannot see all the workshops/groups and it says 'X hidden channels' as per below, click on 'X hidden channels' which will then list the missing workshops / groups. Click on the workshop /group eg Group 2, then click 'show' adjacent to the name. This will then add the workshop/group to your list.



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Important Information

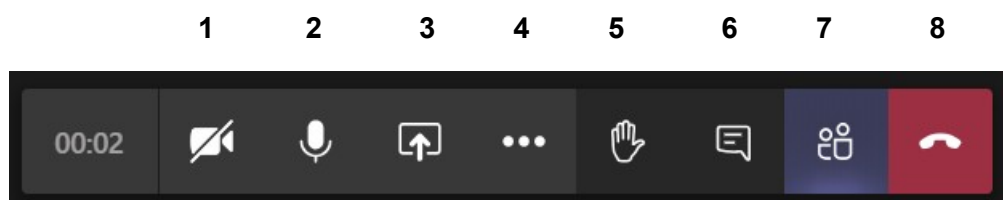
Recording

Please be aware that the meeting may be recorded. You will be notified in advance.

Meeting Toolbar

You have a variety of tools and options available to you in the meeting toolbar to help you throughout the meeting.

Please note that the layout of the control panel below may differ depending on your version of MS Teams



1. Toggle your camera on and off
2. Mute and unmute your audio
3. Share your desktop, a window or a presentation
4. Access more in-meeting options such as custom backgrounds and captions
5. Raise your hand if you have a question. Don't forget to click the hand again to lower your hand once your question has been answered.
6. Open and close the chat panel which is where you see the text chat
7. Open and close the participants panel
8. Leave the meeting

If you have any queries please contact the NES Conference Team: events@nes.scot.nhs.uk