

Microsoft Teams Quick Start Guide

Version 1.0

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1 INTRODUCTION

Teams is an application provided by Microsoft which allows people to chat, call, meet and collaborate in one place.

The benefits of using Microsoft Teams is that Microsoft are continually evolving the application, providing new features, and allowing people to communicate in more collaborative ways.

BHS is adopting Microsoft Teams as its primary conferencing, communication, and collaboration tool, making best use of the features available to provide BHS employees, volunteers, partners, and stakeholders with the best experience.

StarLeaf has been a fantastic tool for BHS. It has introduced video conferencing, instant messaging and calling to people in a way that wasn't available in the past. Now, there is a need and a want for more features. BHS believes now is the time to introduce Microsoft Teams as a replacement for StarLeaf and enable a more collaborative way of working that Microsoft Teams brings.

StarLeaf will still be available at BHS until December 2021, however this guide is aimed at introducing the benefits of moving to Microsoft Teams and to enable the smooth transition.

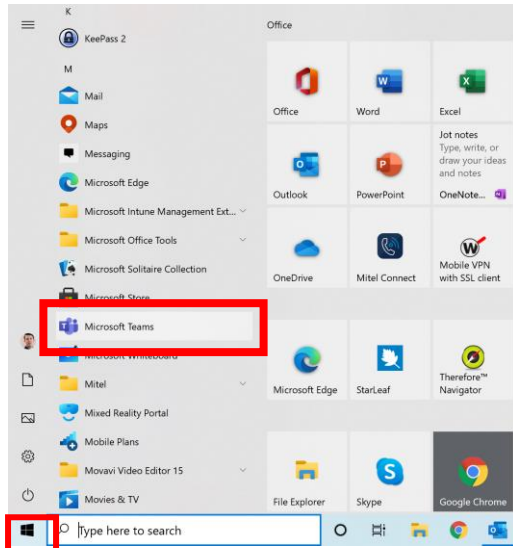
It is important to note that this guide has been produced using a Microsoft Windows based laptop, not an Apple or mobile device, therefore some functionality may look different if you are accessing on other platforms. You can find more help online from [Microsoft Teams](#).

1.1 GETTING STARTED

In the same way as Starleaf, there are two ways to join a meeting. You can join using your web browser, or you have the option to download an application which needs to be installed on your laptop. If you download the application you will have more of the Teams functionality available to you, but it is not necessary if you just want to take part in a call or meeting.

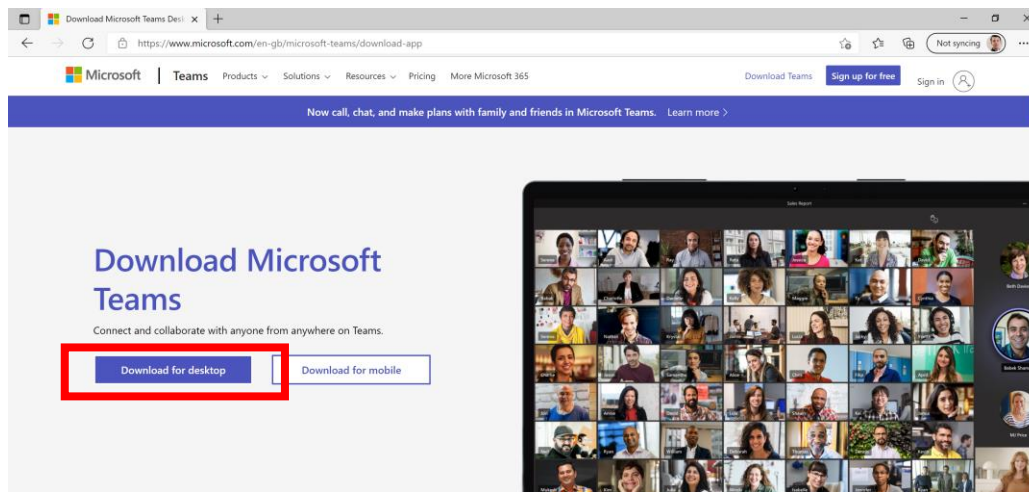
1.2 INSTALLING THE APPLICATION

If you have Office 365, you may already have this application available. Please do check in your Start Menu's for the entry of 'Microsoft Teams' as shown here:



The Start Menu can be accessed by pressing the Windows icon in the bottom left of your screen.

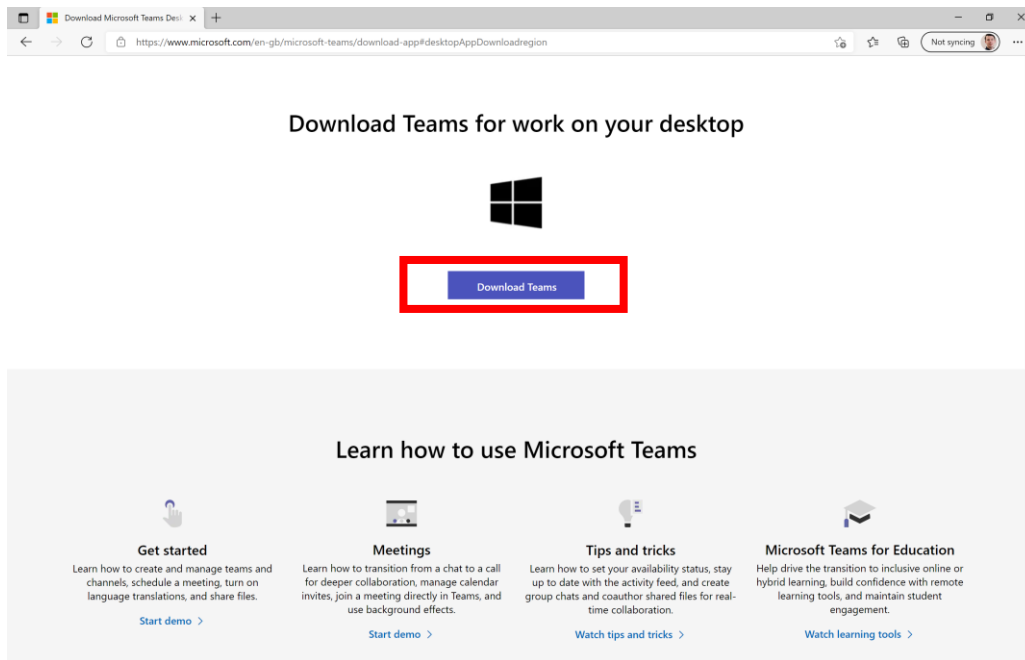
If you do not have this entry in your Start Menu, please click this link: [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](https://www.microsoft.com/en-gb/microsoft-teams/download-app) and select the option of 'Download for Desktop':



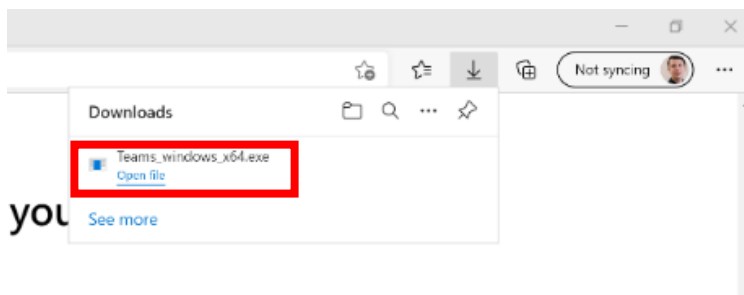
Download Teams for work on your desktop



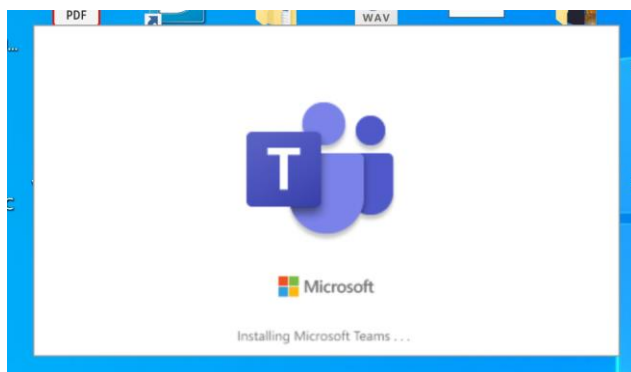
You will then see be presented with another button to click to start the download:



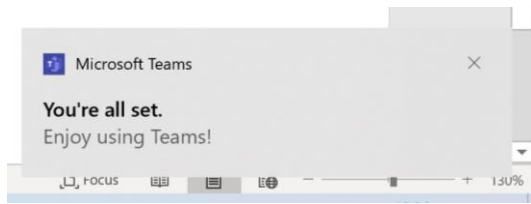
Once the download has finished, please run the download application. This will either show in the bottom left-hand corner (if you are using Chrome) or the top right-hand corner (if you are using Edge):



Once you start running the download, you will see the progress of the installation as here:



Once Microsoft Teams has been installed you will be notified in the bottom right-hand corner of your screen and Microsoft Teams will automatically start:



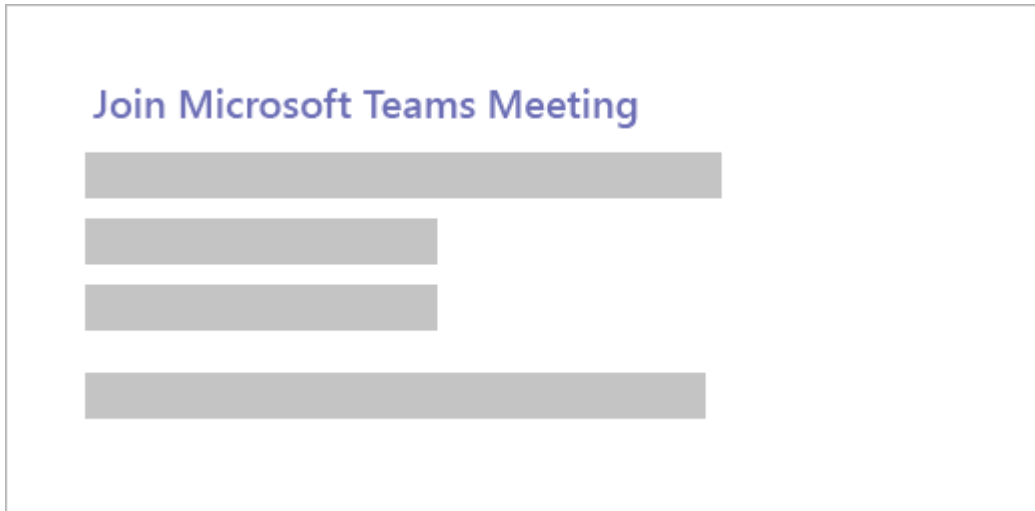
The installation has now finished, and Microsoft Teams is available for use.

Note: If you are asked whether to download Teams for personal or business use, then choose the option 'Personal Use' for your home computer.

2 JOINING A MEETING/CALL

2.1 JOINING A MEETING (WEB BROWSER)

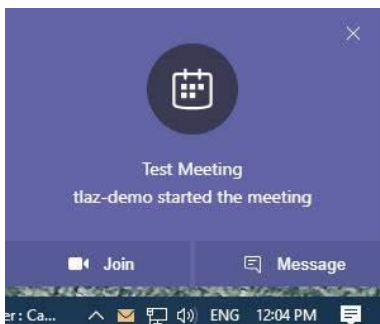
Go to the meeting invite and select Join Microsoft Teams Meeting.



This will 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. 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. Enter your name and choose your audio and video settings. When you're ready, press **Join now**. This will bring you into the meeting lobby and then someone in the meeting can then admit you.

2.2 JOINING A MEETING (APPLICATION)

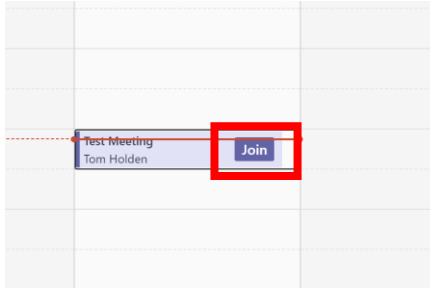
When the time comes to join a scheduled meeting, you will be notified by Outlook in the normal way. You may also receive a notification if someone invited to the meeting joins first. This notification will read:



This notification will allow you to press the Join button to launch the meeting.

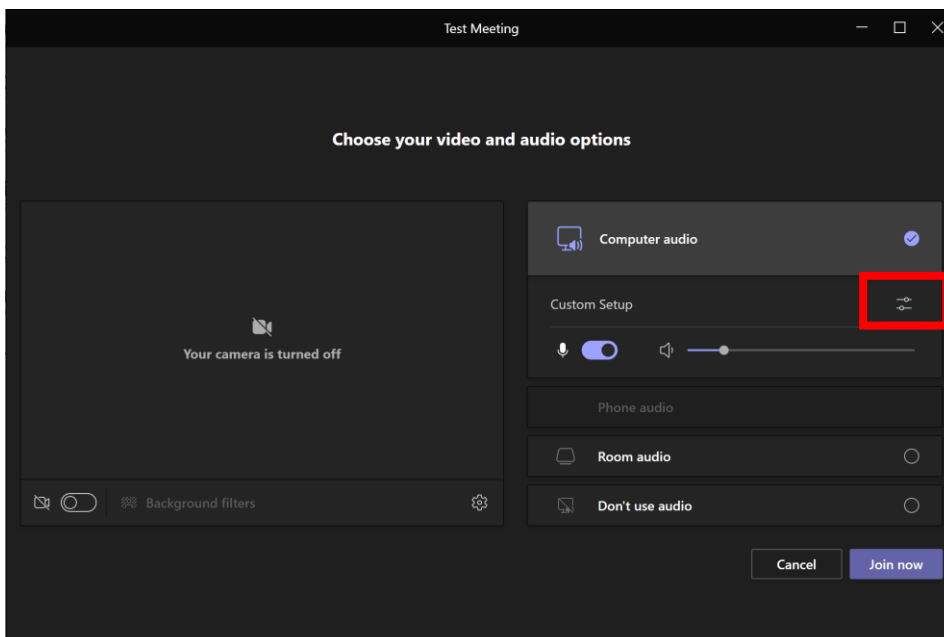
If you are the first person to join the meeting, you can do this from the Calendar tab of the Teams application.

You will see a Join button next to the meeting within the calendar and once clicked, the meeting will launch:

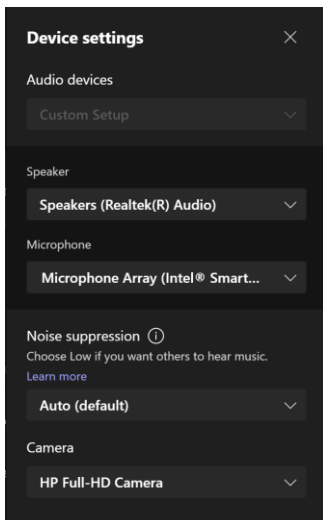


2.3 THE 'LOBBY'

Once you click 'Join', the meeting settings screen will then show, allowing you to change your audio-visual settings, check your camera is working, turn your microphone or camera off prior to joining, and apply any background filters prior to joining.



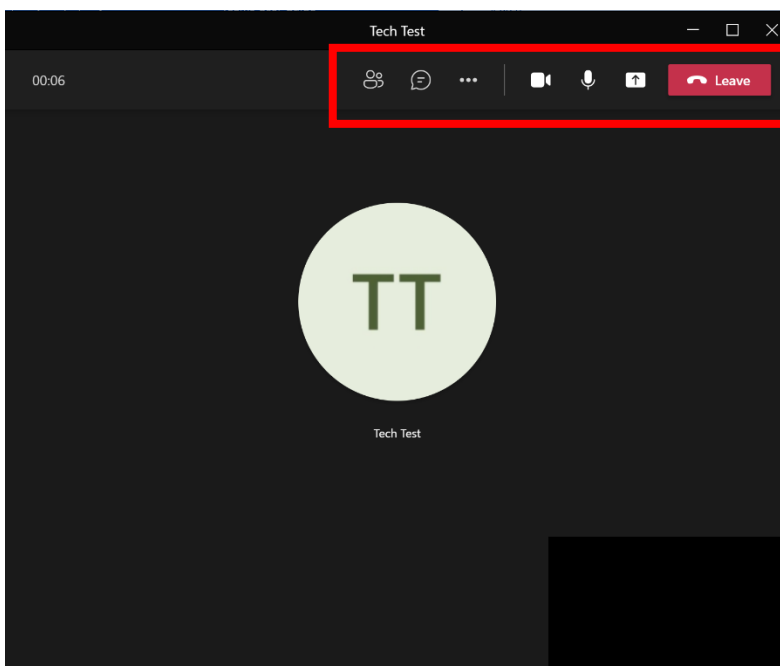
Clicking Custom Setup allows you to check and change your microphone and speaker settings. Please ensure you check that either your headset or laptop speakers/microphone are selected by clicking the change options button:



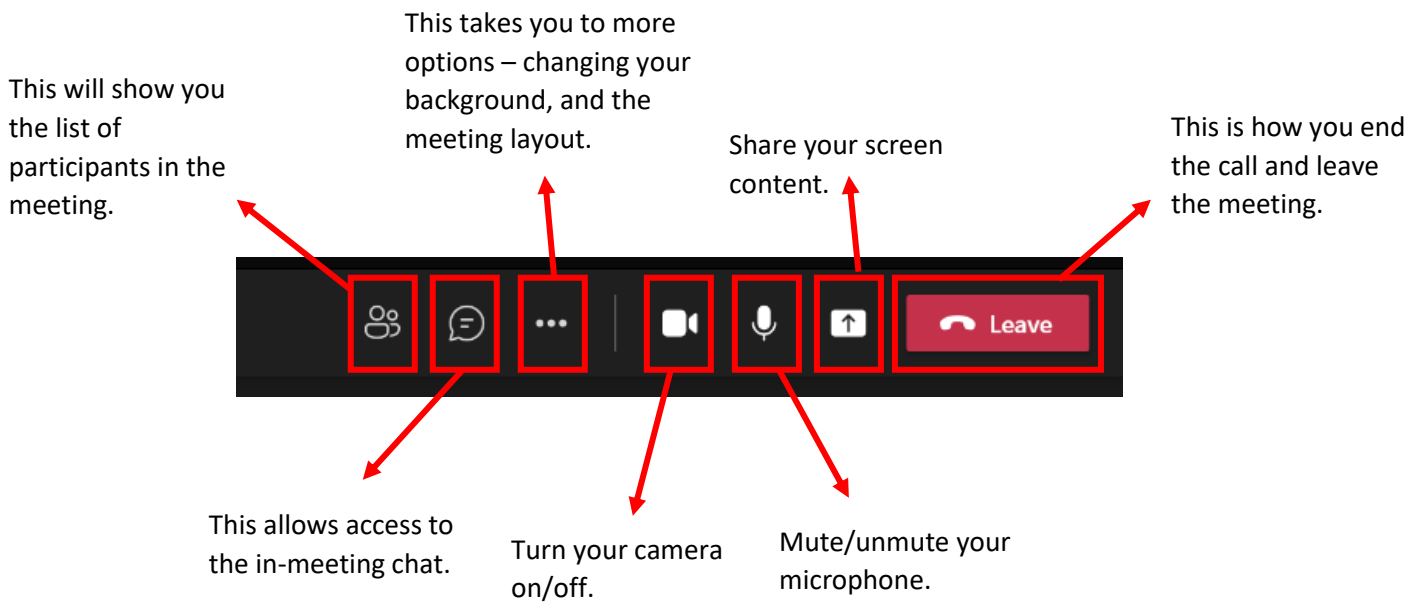
Once you are happy that the settings for the meeting are correct, click the purple **Join Now** button. This will launch you into the meeting.

2.4 IN MEETING/CALL OPTIONS

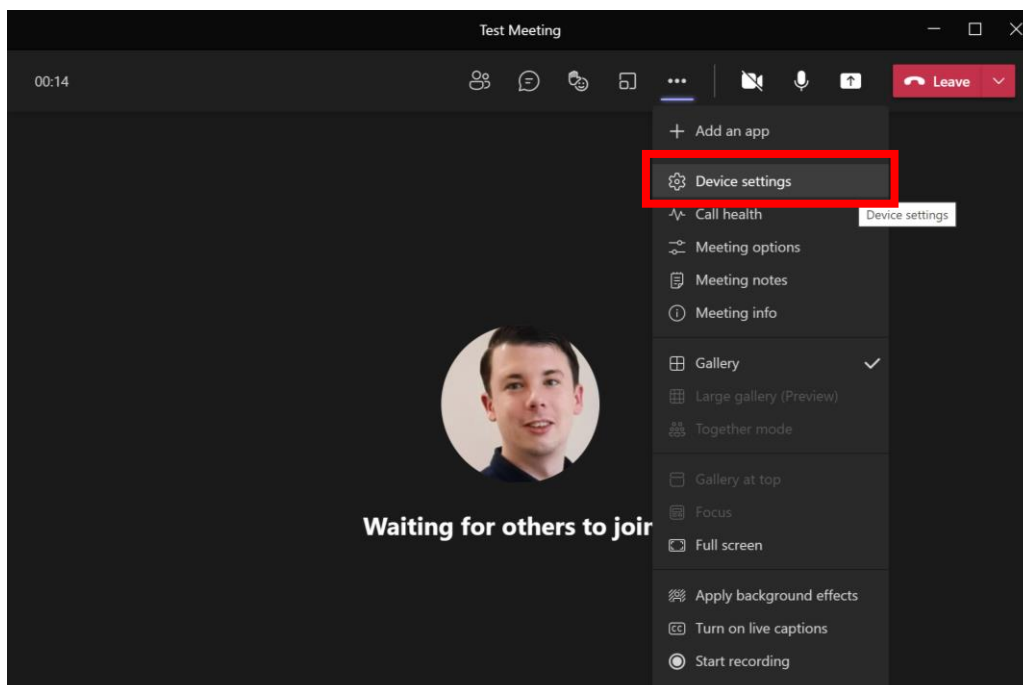
Once you are in a meeting, the in-call controls can be found at the top of the call window, these allow you to mute, turn your camera on/off, share content, invite participants to the call, view the in-meeting chat or end the call. If you are joining from your web browser, or from a mobile or Apple device, then you may not have access to all of the options shown below.



By hovering over each button will show you which function that button completes. Your camera can be viewed in the bottom left-hand corner of the call interface screen.



If you need to change the audio or camera settings, you can find these settings by pressing the three dots option button and clicking Device Settings. There are many other options on this menu to change your backgrounds, use the Together mode which will allow you to see everyone in the meeting in a different background setting, and start recording your meeting.

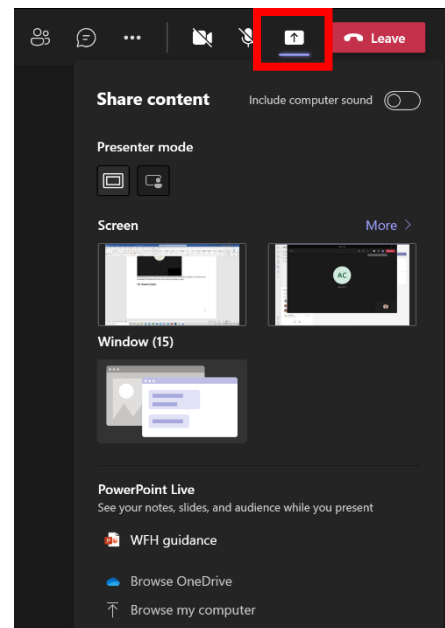


2.5 SHARING CONTENT

The Share Content button next to the Leave button in a call will allow you to share your screen, or individual windows that you have open on your laptop.

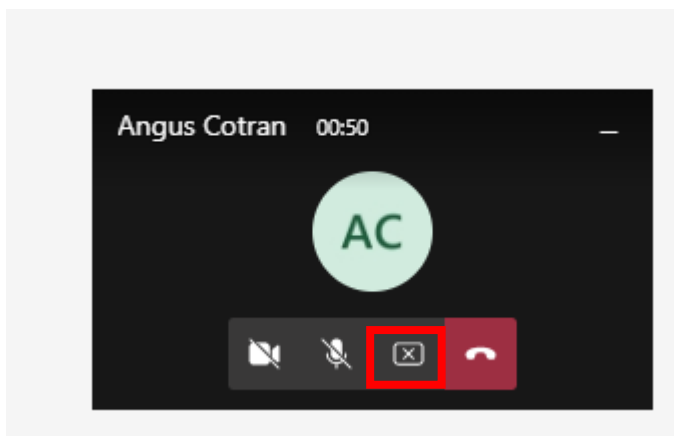
When you click the Share Content button you will see small images of each screen you have switched on and then be able to click that screen to launch Sharing. You also have the choice of only sharing one window that you may have open, so your audience can only see that one application.

You also have the option of turning on 'Include Computer Sound' which will allow your participants to hear videos which you are sharing through their computer sound.



The screen or application you are sharing will have a red ring around it signifying it is currently being shared.

You will then see the Teams application fall into the corner of the screen so you can still see who is currently talking and be able to stop the sharing instantly:



When pressing the X button, this will stop the sharing.

Once you have stopped the sharing, Teams will open in the gallery view of your call once again.

Once you have finished the meeting click the Leave button in the top right-hand corner.