

## How to use Microsoft Teams for a virtual meeting? – using a computer



Microsoft Teams is a software which allows virtual meetings. Microsoft Teams can be accessed via internet using your computer or mobile device. It is also possible to access a meeting using your phone. In this case you will only hear the audio of the meeting. The organiser will be able to send you a phone number (they will need to have PSTN conferencing activated in their Teams account to enable the option of dial-in to meetings). It is free to use Microsoft Teams as a meeting participant, though you might have to pay for your internet/ phone usage. Ensure to discuss reimbursement of these costs with the organisers of the meeting.

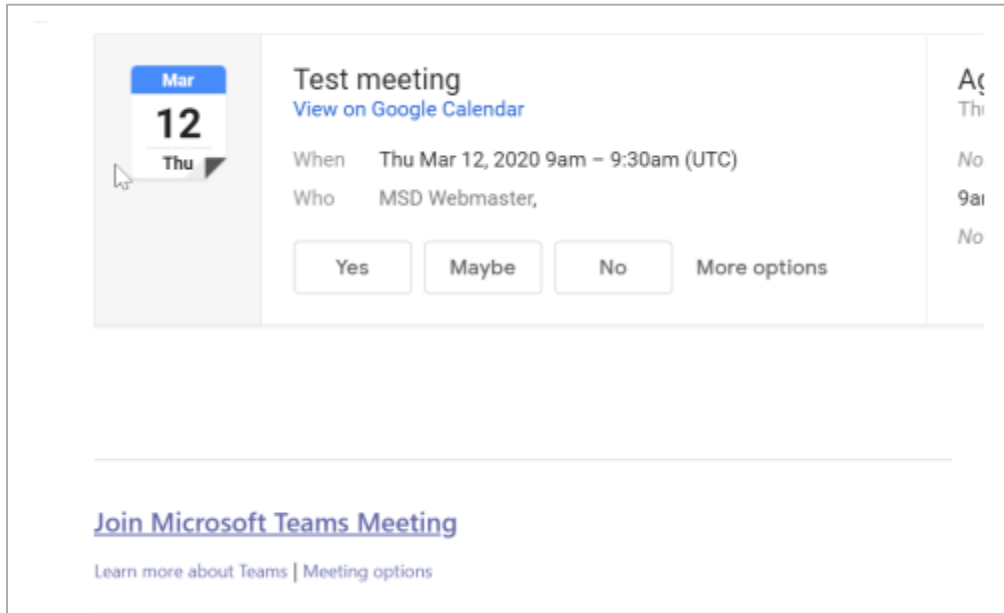
This guidance will help you to understand how to work with Microsoft Teams when making use of a computer or laptop. For convenience, the guide will constantly refer to a computer, but it is the same for a laptop. The guide makes use of screenshots, which has been anonymised. You will sometimes see orange circles or arrows in the figures that will point out specific elements relevant for the functionality explained in a specific chapter. Though it is aimed to keep this guide up to date, constant changes happen to the software, which could impact what is seen. Meeting organisers can also decide to allow/ block certain functionalities in Microsoft Teams.

### Contents

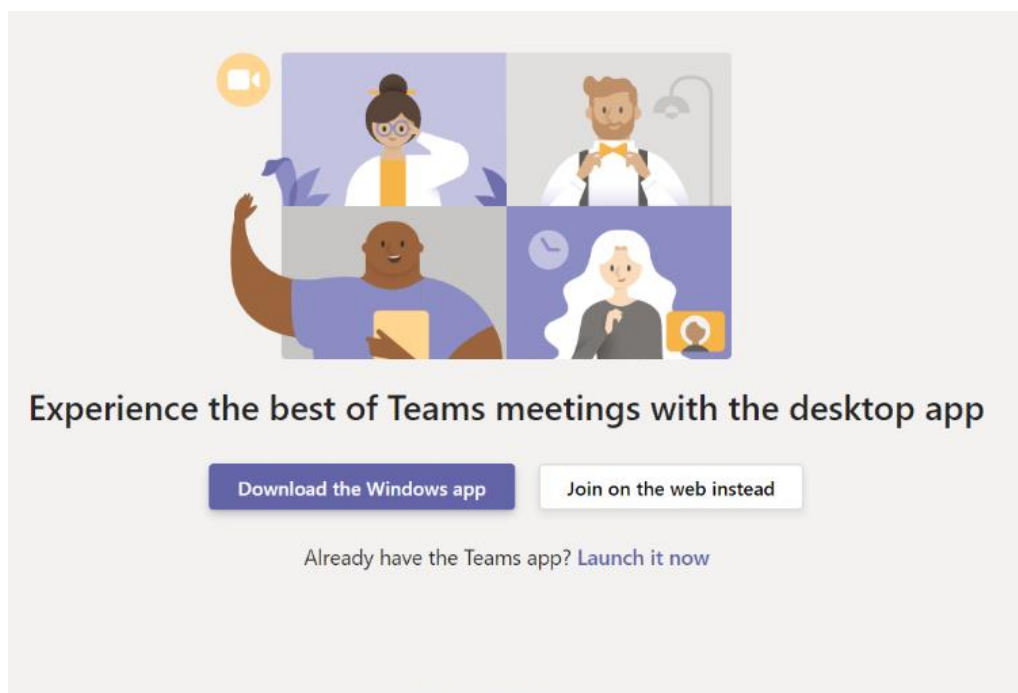
Accessing a meeting .....	2
Mute and unmute your microphone .....	8
Turning your video on/ off .....	9
Who else is in the meeting? .....	9
How to raise your hand .....	10
What will you see .....	11
How does the chat work?.....	13
How to share a screen.....	14

## Accessing a meeting

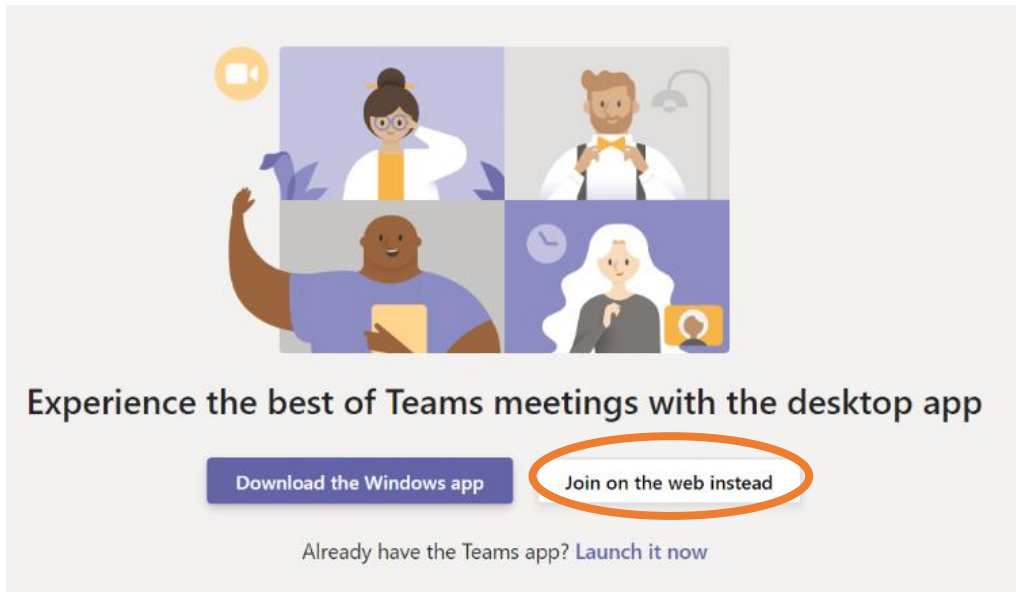
To join a Microsoft Teams meeting, the person organising the meeting will send you an email with the joining details. This will usually look like a link and a calendar invite which will provide the meeting's details (date and time). It might look like this (it depends on your email provider how the calendar invite is shown).



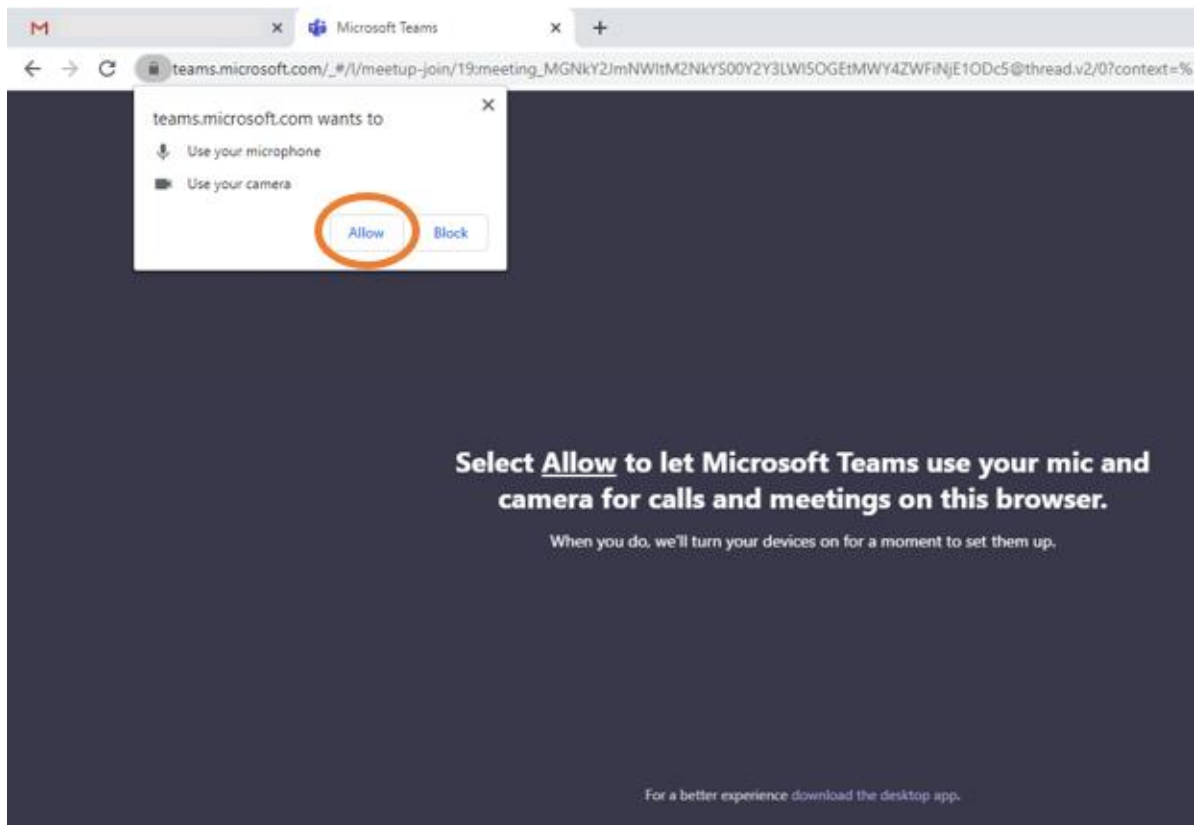
You can join a teams meeting by downloading their [app](#) or via your internet browser. When you click on the link in your email, an internet page opens showing the view below:



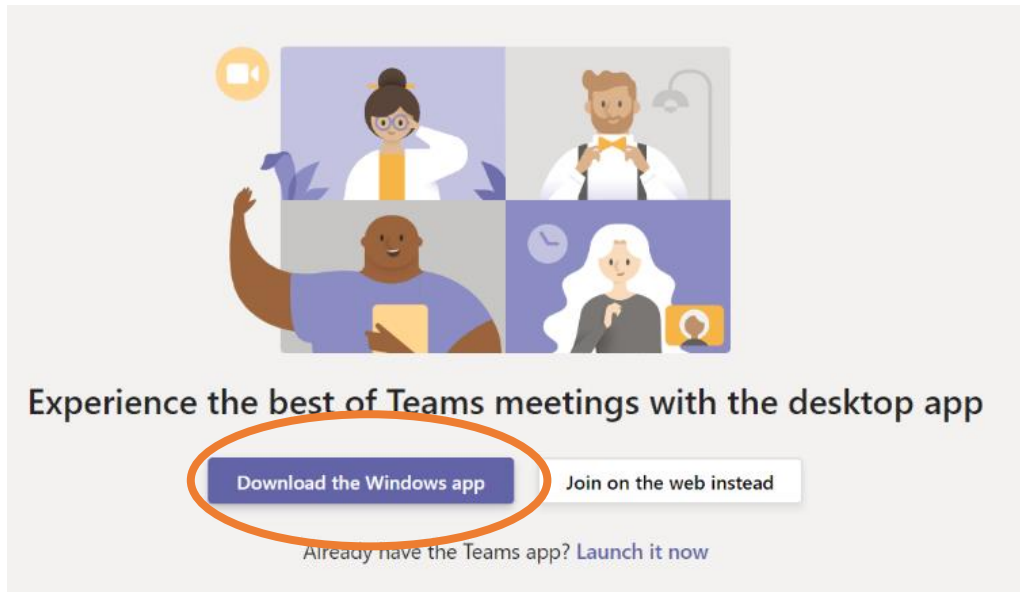
To enter the meeting making use your web browser, click “Join on the web instead”. The recommended browsers for using Teams on are Chrome or Edge. The sound might not work as well on other browsers.



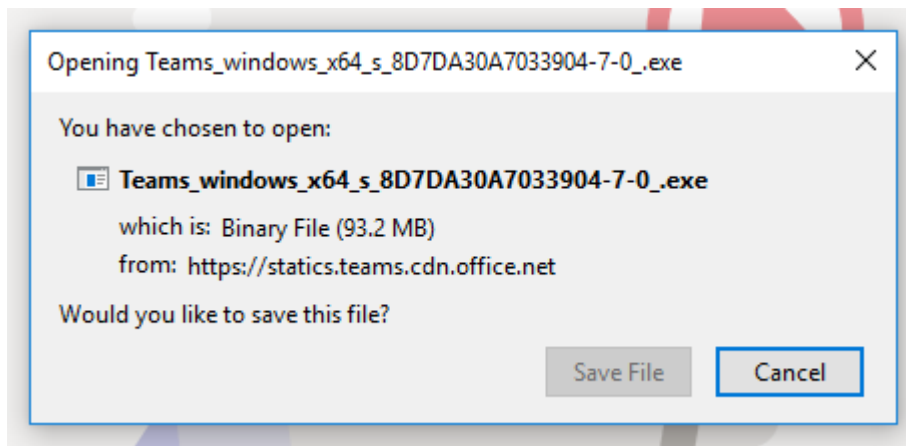
You will then be redirected to a screen which will provide access to the meeting. You will need to allow Microsoft Teams to access your microphone and camera. This is required to make Teams work within your browser. You can still control whether your camera/microphone are being used during the meeting or not.



If you are expecting to join Teams meetings more often, it might be more convenient to download the app. To download the Microsoft Team app, click on “Download the Windows app”. The app is free.

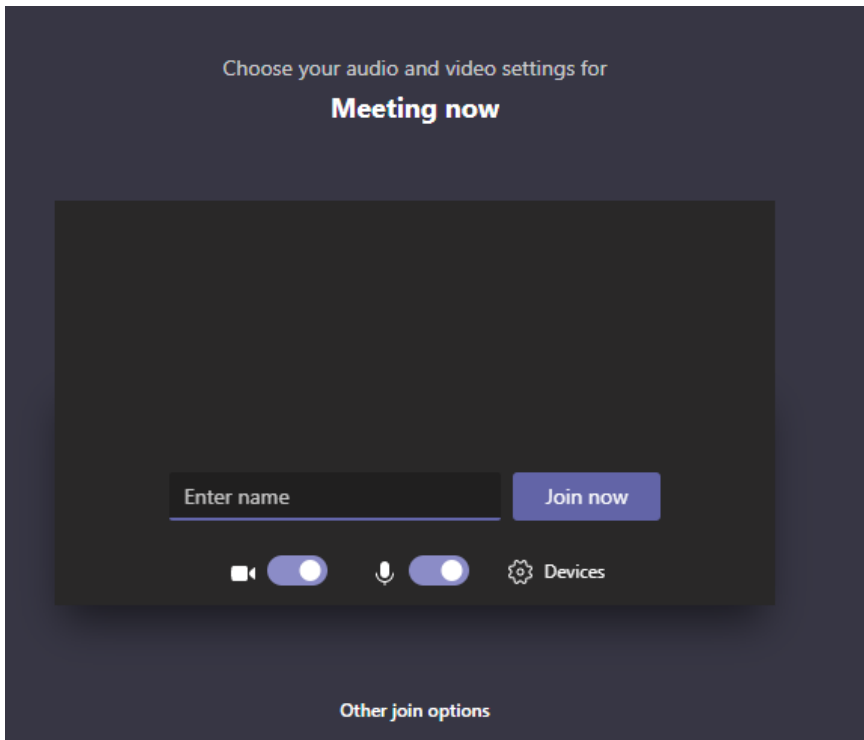


An installation programme will then be downloaded. A pop-up should appear in your screen to save and run the installation process of the Teams app.

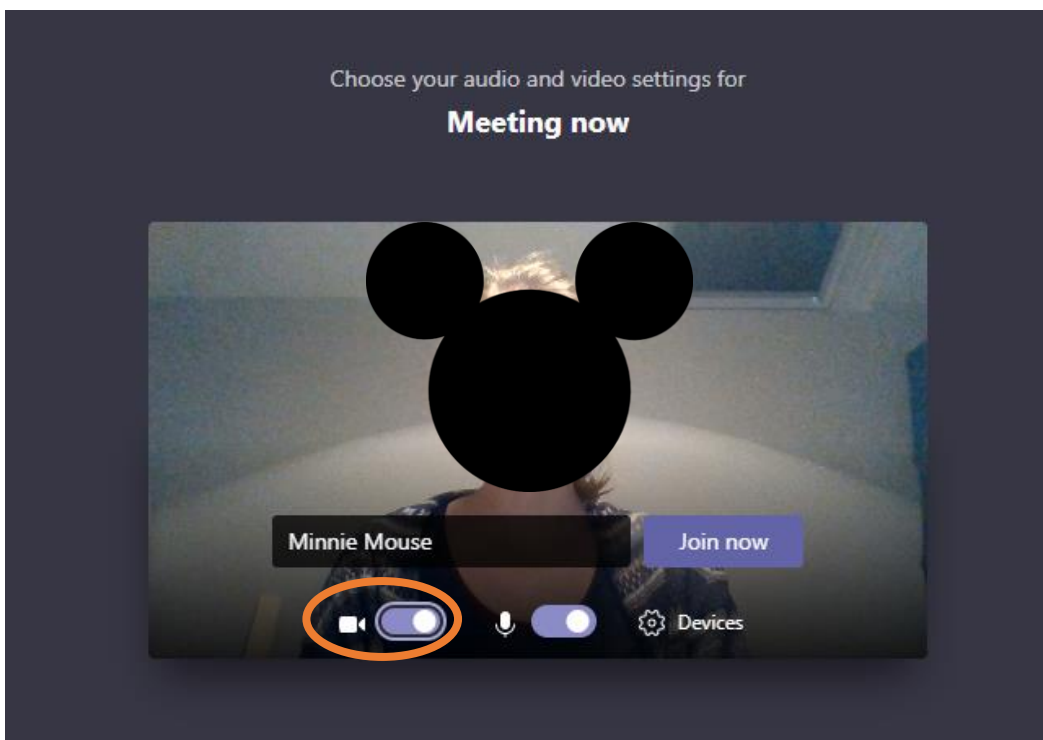


If it doesn't start automatically, press “Ctrl” and “J” keys on your key board simultaneously to open your downloads and click on the file called Teams\_windows\_x64.exe (small variations in the title can happen). It is recommended to download the app well before the start of your meeting so you won't be late.

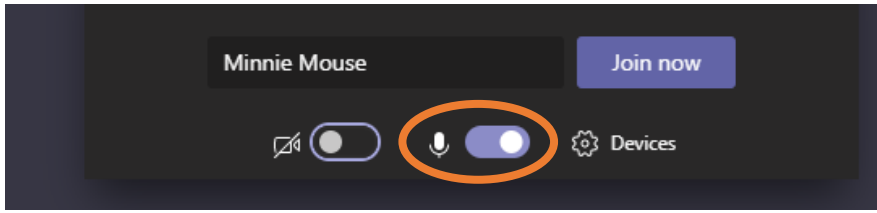
Once you have entered Microsoft Teams via a browser or their app, you will be redirected to a new screen. You will be asked here to enter your name. Please, where possible, use your real name so the meeting organiser knows who would like to enter the meeting.



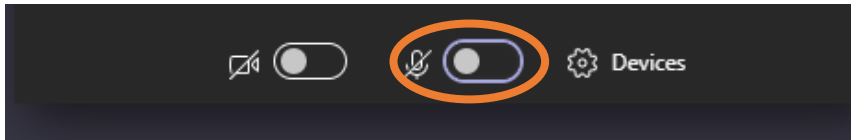
You will then have the option to turn your video on or off upon joining. When the switch is turned right, it will become purple and turns your video on and on your screen it will show you what all participants will see. If it is turned to the left, your video is off. You can change the switch by clicking on it.



It is possible to enter the meeting with a muted microphone or with your microphone on. This again can be changed using the switch mechanism.

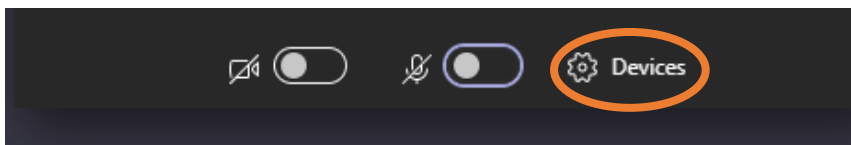


= Microphone on

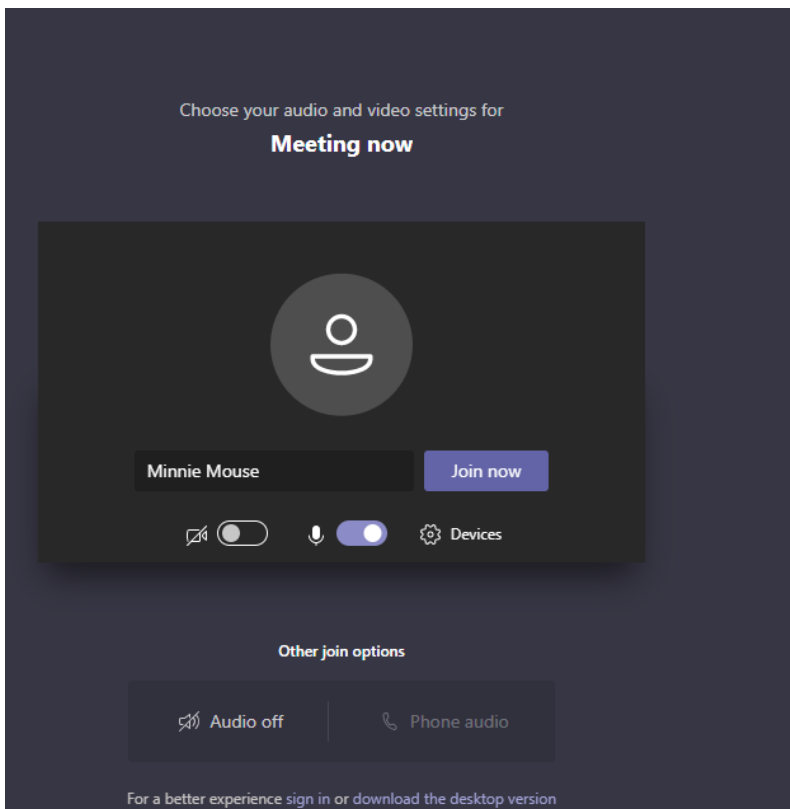


= Muted (microphone off)

You might be joining the meeting making use of headphones to improve sound/ microphone quality or with an external webcam. To ensure the right device is selected, you can press on "Devices".



A column will appear on the right of your screen, showing you your different device options for speaker, microphone and camera.



**Device settings** ×

**Audio and Video**

- Speaker  
Speakers / Headphones (Realtek Aud... ▾
- Microphone  
Microphone Array (Realtek Audio) ▾
- Camera  
Integrated Webcam (0bda:568c) ▾

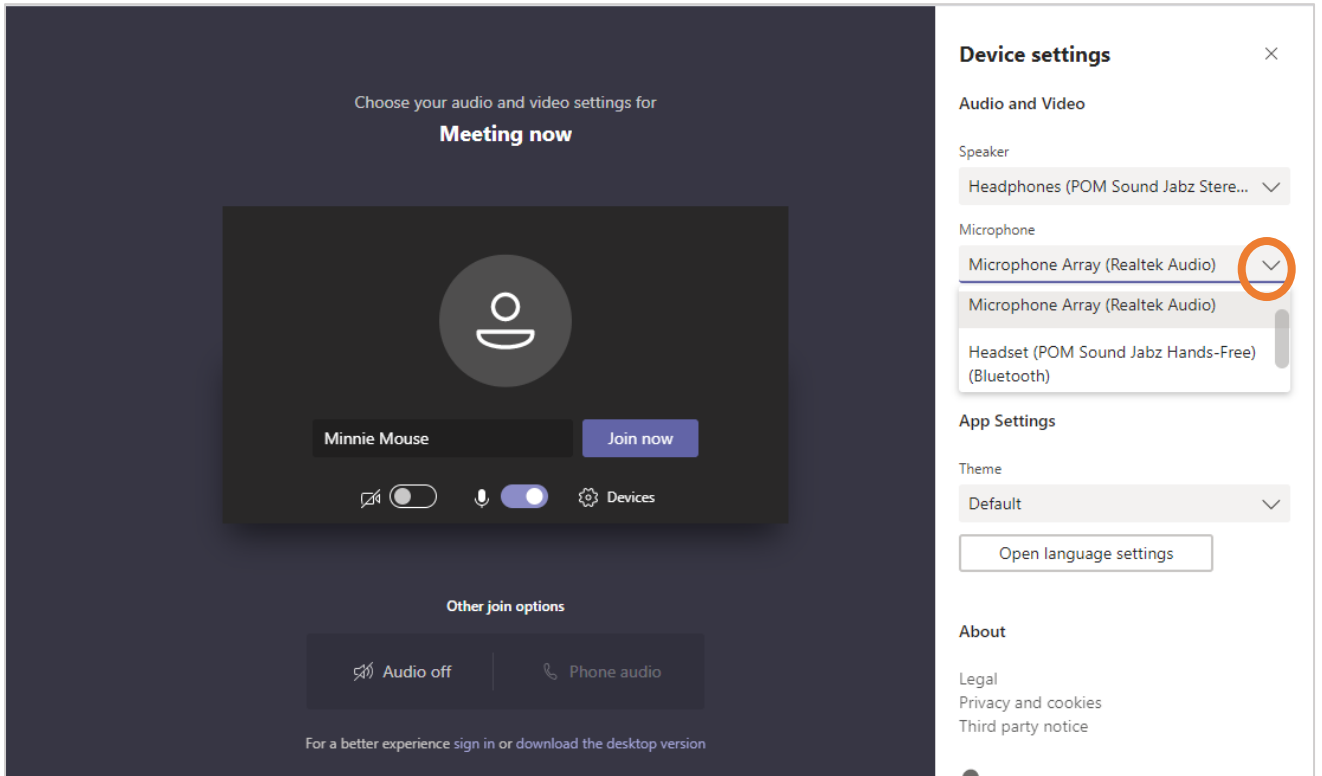
**App Settings**

- Theme  
Default ▾
- [Open language settings](#)

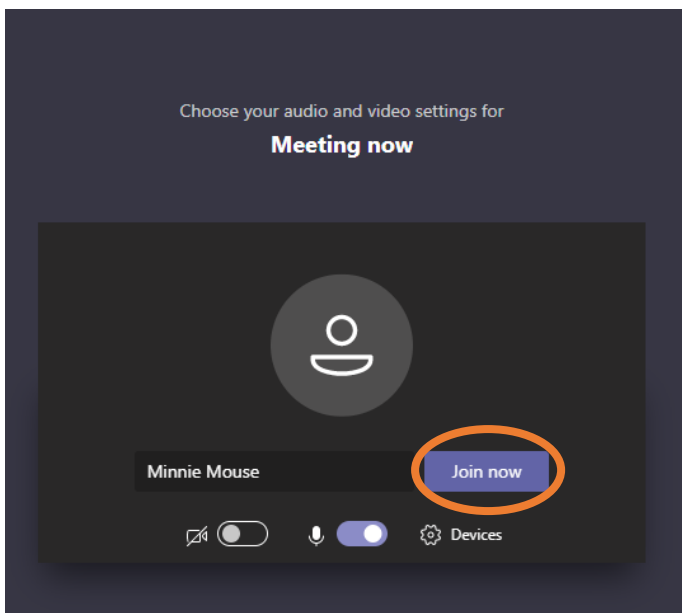
**About**

- Legal  
Privacy and cookies  
Third party notice

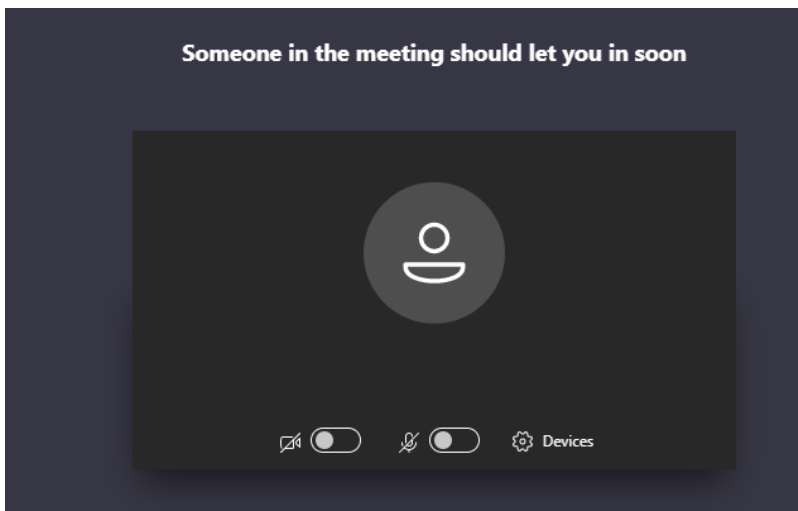
To change the device you'll be using during the meeting, click on the downwards facing arrow and select the device you would like to use for the meeting. For example, you might want to change your microphone setting from the build-in microphone in your computer to your headphones. In that case, you'll have to select the headphones device in the drop-down menu under 'Microphone'.



Once you are happy with your audio and video settings and have inserted your name, you can press "Join now".



You might be placed in a virtual lobby, until the meeting organiser has granted you access to join the meeting. This is a security measure in place to avoid uninvited guests disturbing a meeting. If this happens, the screen below will be showed.

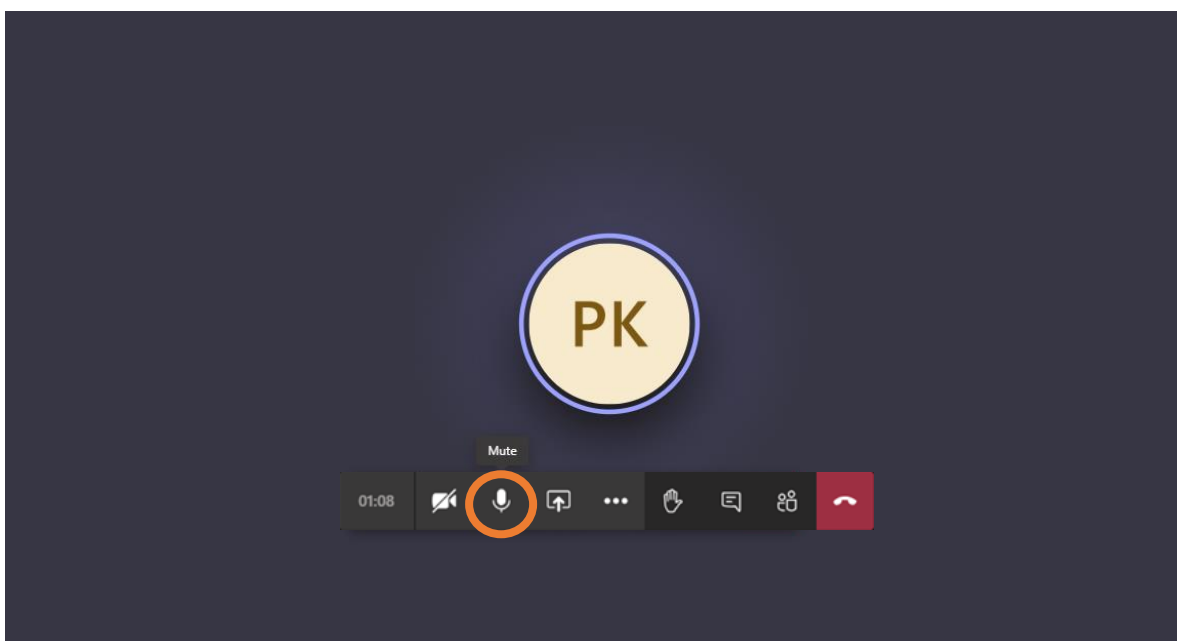


This window will disappear once the organiser has accepted you as a participant and you will join the meeting.

### Mute and unmute your microphone

It is important to mute your microphone when you are not talking to avoid disturbances and background noises during the meeting. Remember to unmute yourself before you start talking. Make sure to mute yourself again once you finish talking.

To mute/ unmute yourself, press on the microphone icon in the middle of your screen.



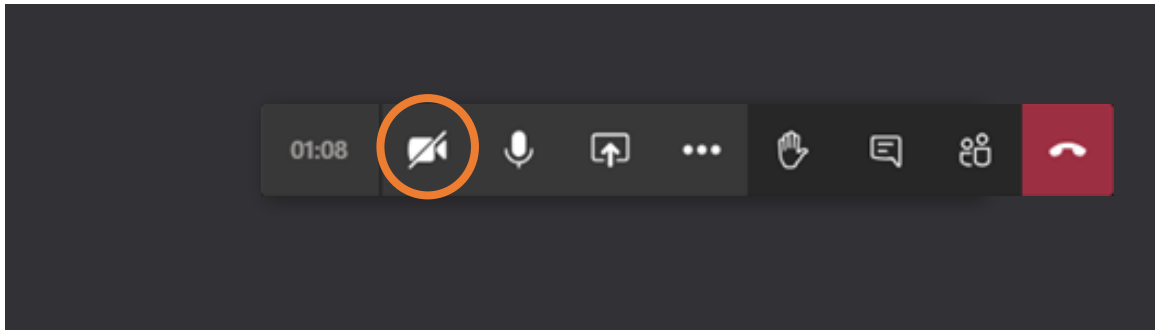
The meeting organizer can also mute, or unmute, your account.



## Turning your video on/ off

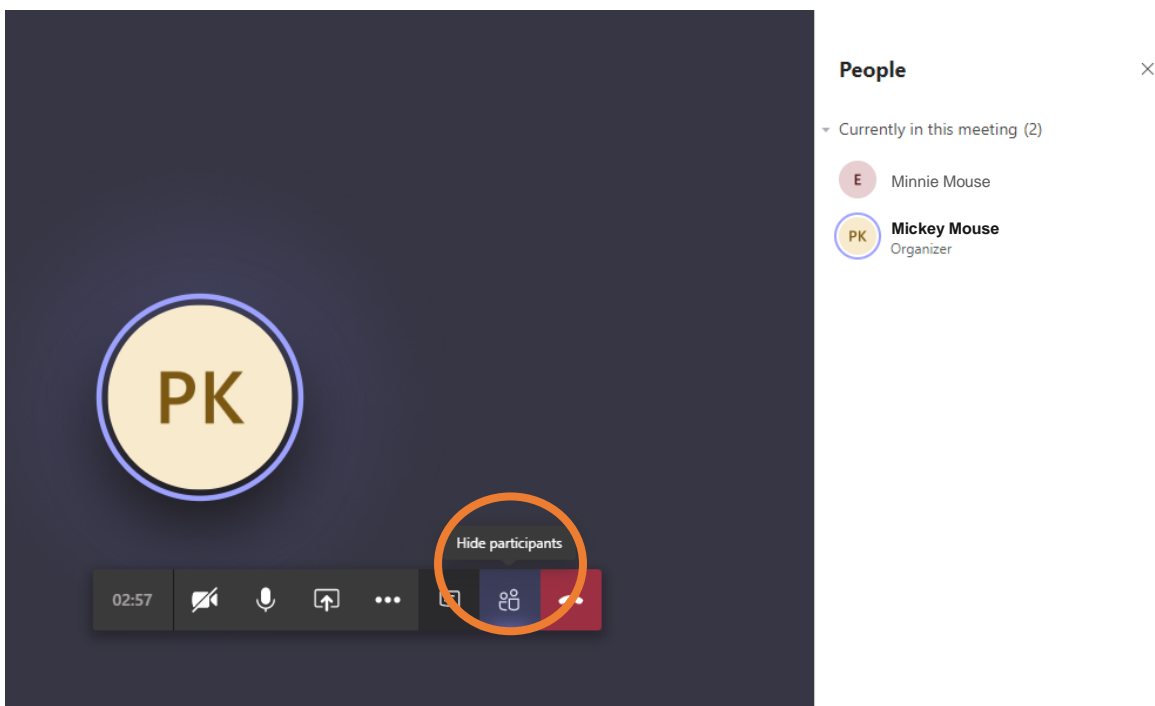
You might want to be seen during the meeting by sharing your video, or be able to turn your video off. When participants share their video during meetings, meetings can feel more personal and a chair can pick-up visual communication cues. To use the video function, you would need a webcam or build-in camera (which is more common in laptops).

To share your video, or stop sharing it, press on the microphone icon in the middle of your screen.



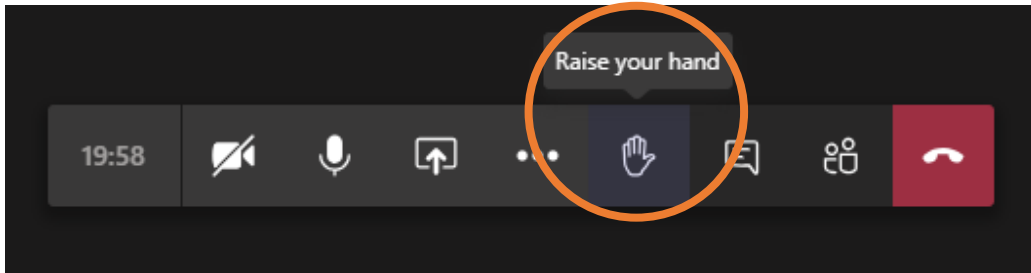
## Who else is in the meeting?

To see everyone participating in the meeting, click on the icon showing two people. A column on the right side of your screen will appear which will show you all the participants in the meeting. The meeting organizer will have 'Organizer' below their name.

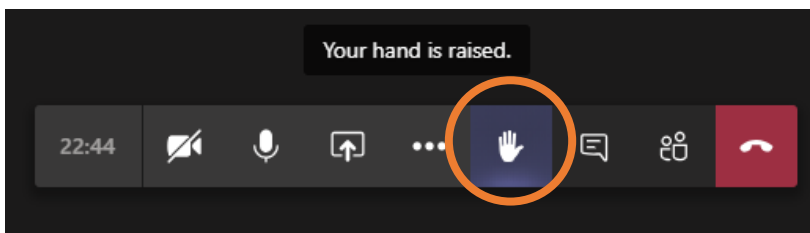


## How to raise your hand

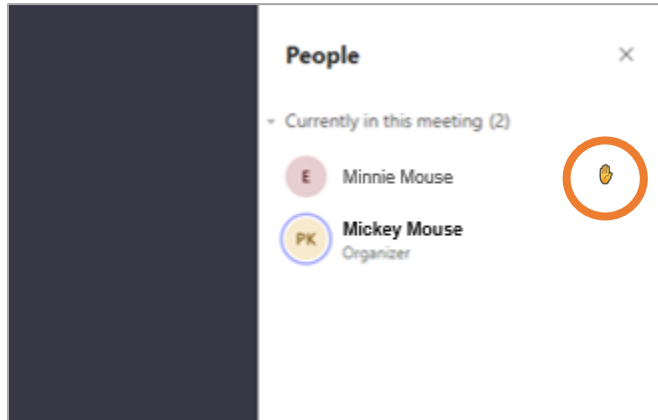
In the bar in the middle of the screen you will see an icon in the shape of a hand. If you click on “Raise your hand”, all participants, including the chair, will be able to see that you raised your hand and are keen to make a contribution to the discussion.



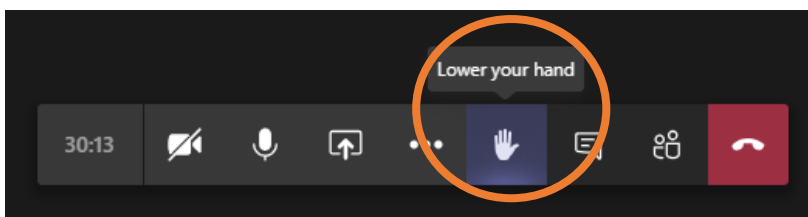
When you raise your hand, you will see a notification above the bar and the hand icon has now turned white.



If you go to the participants overview, you will now also see a hand icon next to your name.

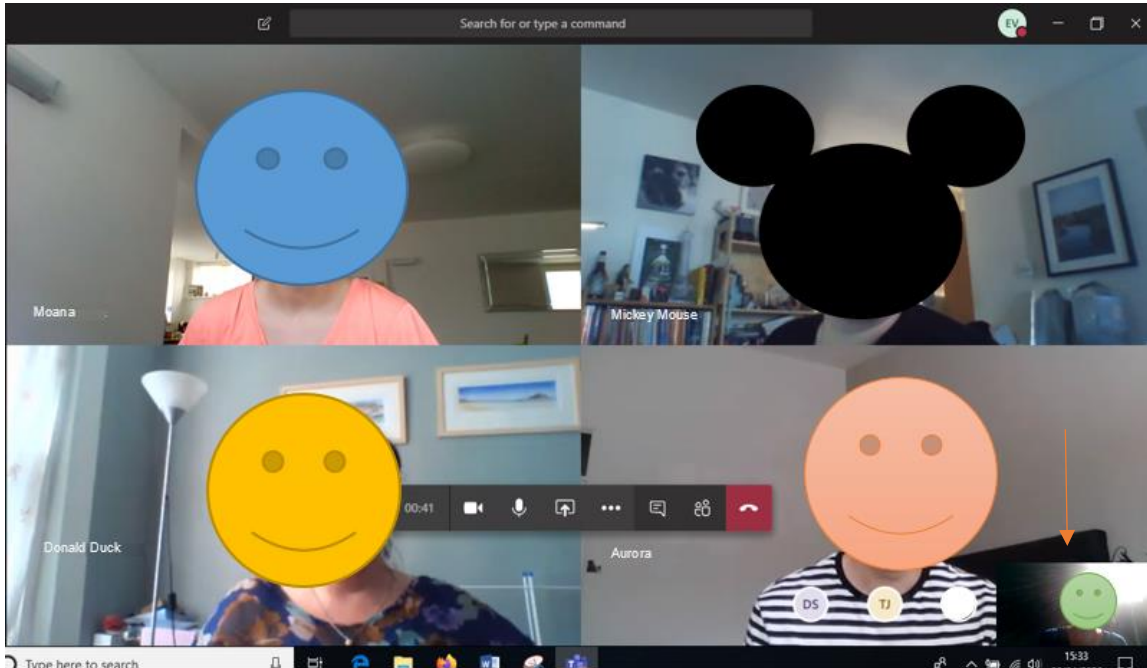


Don't forget to press the hand icon again after you made your comment to lower your hand after you have made your contribution.

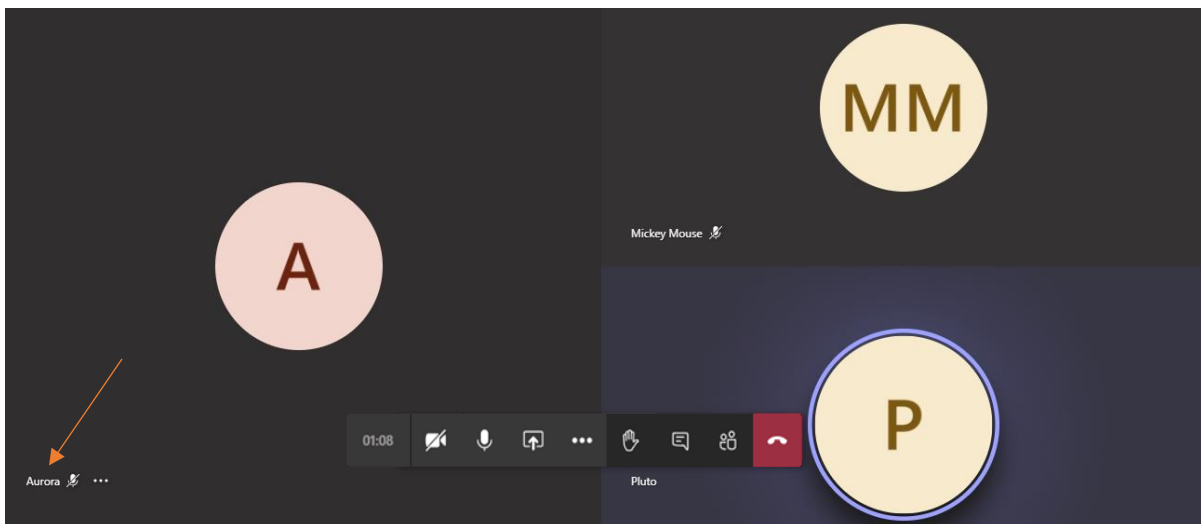


## What will you see

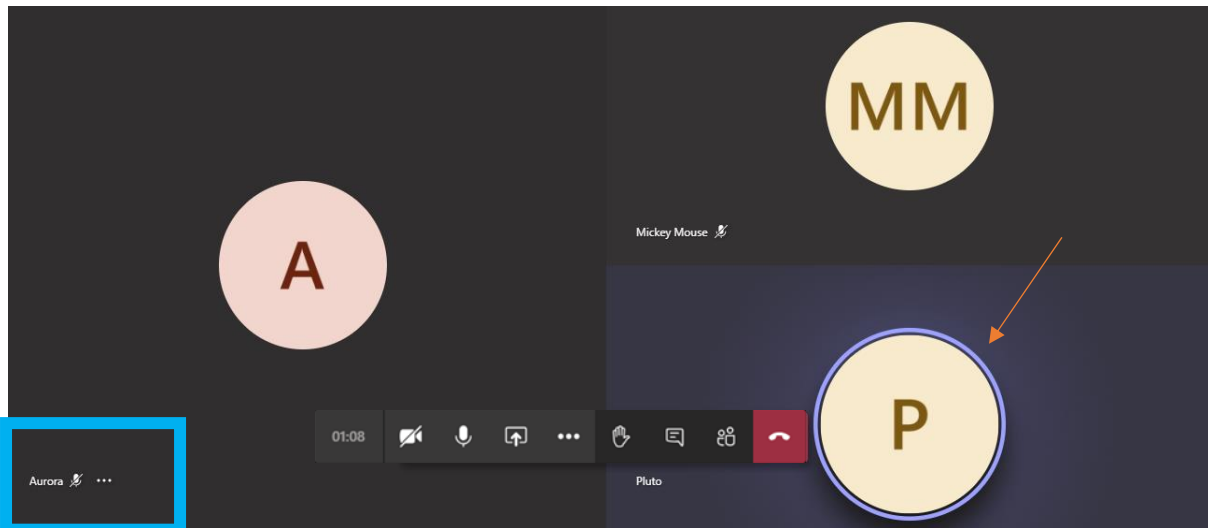
At any time, you can see a maximum of 4 people on your screen. If everyone is showing their video, you will see them each in a separate window, and yourself in the lower-right corner.



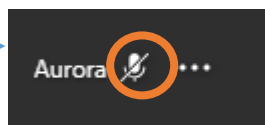
If participants are not showing their video, you will see a black screen, with their initials and their name on the left side of their screen. If you are not showing your video, you won't see any window representing you, the lower right corner will stay empty.



If someone who has their video off speaks, their icon will be highlighted in blue and their window will fill with blue as well.



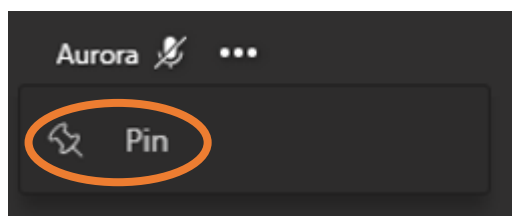
You are also able to see which participants have muted themselves. If they are muted, the crossed-through microphone icon will appear next to their name.



Microsoft Teams will only allow you to see the window of up to 4 other participants. This means that, if a meeting has more than 5 participants including yourself, you won't be able to see everyone. If there are people you would definitely like to see in your window, for example the meeting chair, you can pin their window down. To do so, move your mouse to their name and click on the 3 dots behind their name.



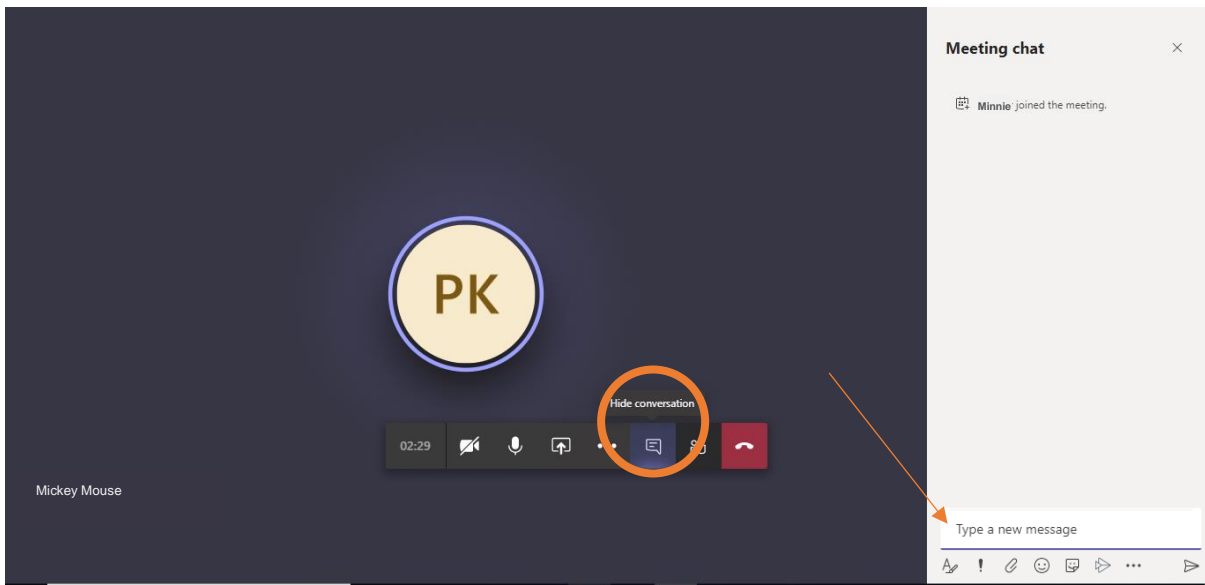
A drop down will appear giving you the option to pin down the window of that participant so their window will be visible on your screen at all times.



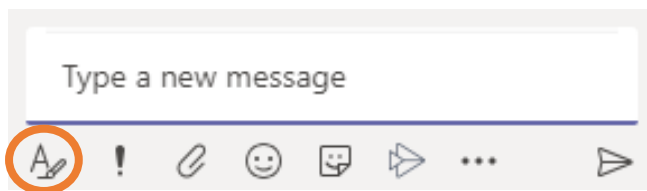
## How does the chat work?

Apart from seeing and talking to all participants, it is also possible to write to each other making use of the 'chat' function. Your messages can be seen by all participants and will be saved automatically in the account of the meeting organiser after the meeting.

To see the chat, click on the conversation bubble icon in the bar in the middle of your screen. A chat column will appear on the right side of your screen. You will be able to start typing messages to all participants in the bottom of the column.

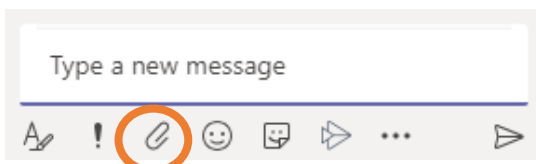


It is possible to format the text you are typing in various ways. To enable this function, press on the icon in the left corner of the column.

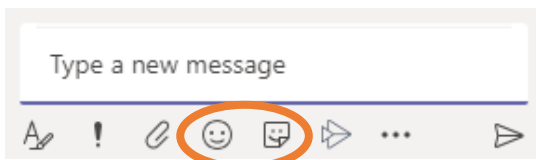


Various format options will then appear in the area of the chat column where you type your message.

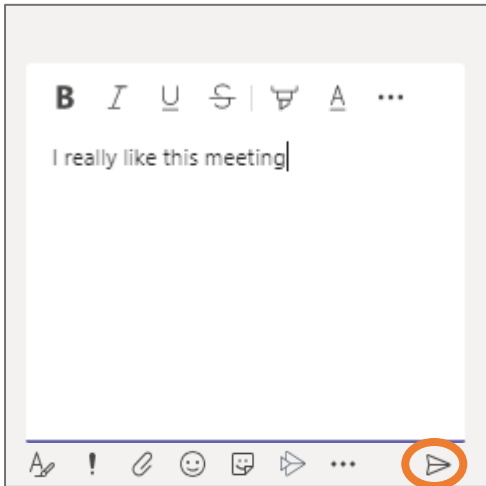
It is also possible to share documents with all participants to the call by using the clip icon.



You can also share emojis and stickers with all participants in the chat by using the relevant icons.



If you want to send your typed message, it isn't always sufficient to press "enter" on your keyboard. You might have to press the triangular-shaped symbol in the right lower corner to get your message sent.

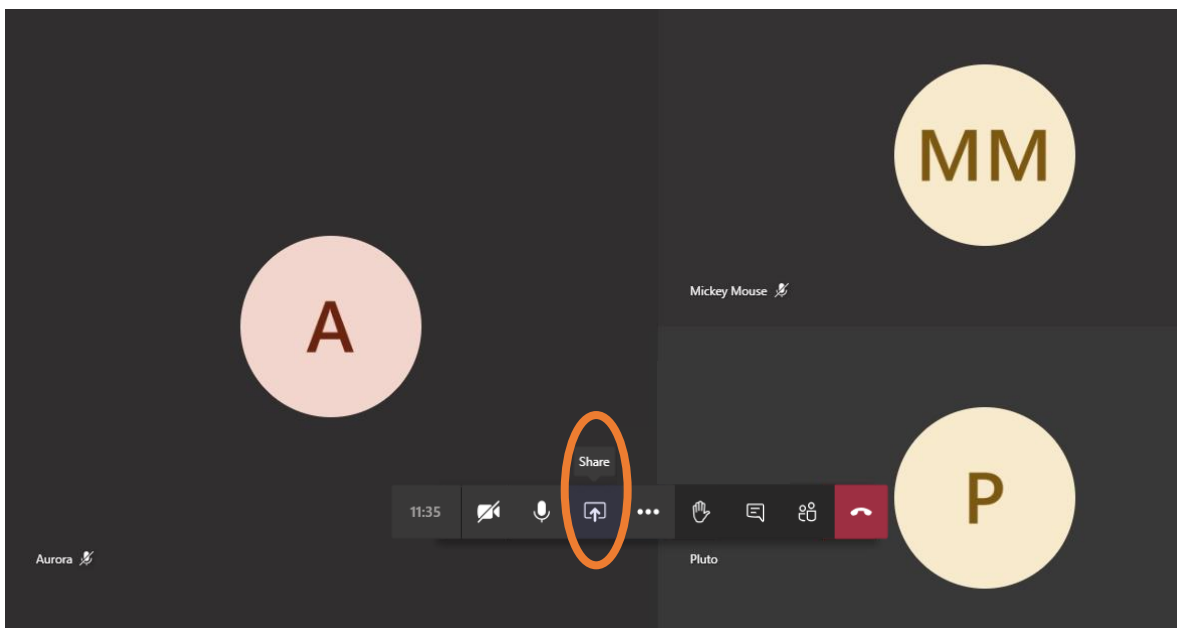


### How to share a screen

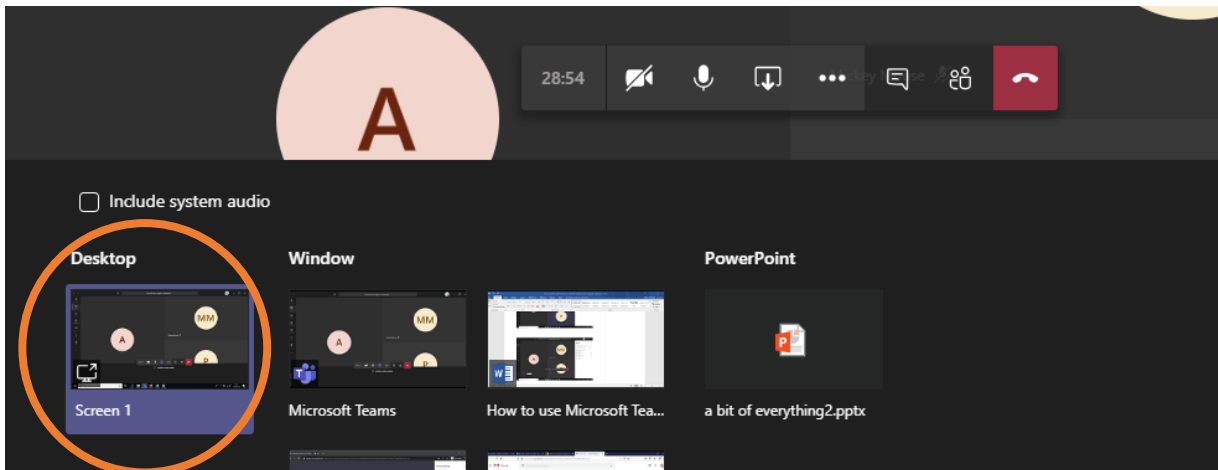
Participants in a meeting can share their screen with you. In this case, you won't see someone's video anymore but you will see their shared computer screen. This can be helpful, for example, to show you a presentation, document, table or graph.

It is also possible for you to share your screen. Be mindful that, if you do this, everyone in the meeting will be able to see what you share, so be sure to not show anything you wouldn't want to share with the whole group.

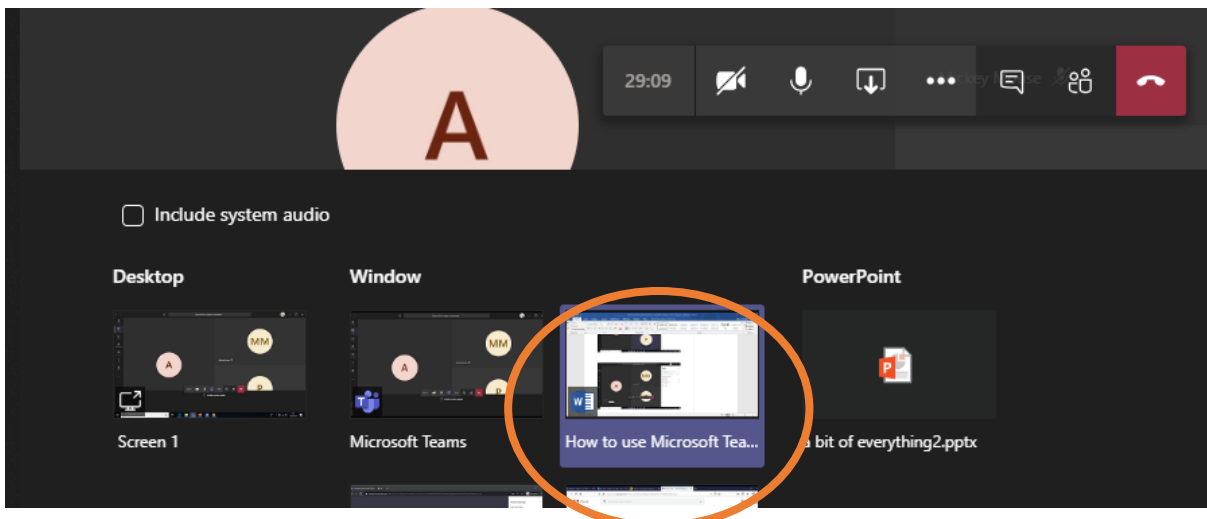
To share your screen, click on the "Share Screen" button in the bar on your screen.



A bar will appear in the bottom of your screen, showing you various sharing options. If you want to share your whole desktop, so everyone can see all you do on your computer, you can click on the view below the category 'Desktop'.



You can also choose to share a specific window from your internet browser or a specific presentation. Press on the view you would like to share with all participants.



While you are sharing your screen, a small window in the bottom-right corner of your screen will appear. To stop sharing your screen, you need to press the “stop sharing” button.

