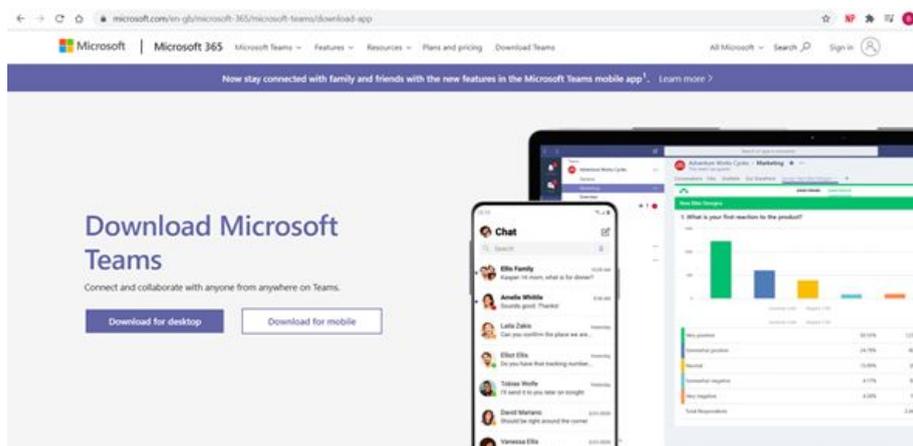


# Microsoft Teams

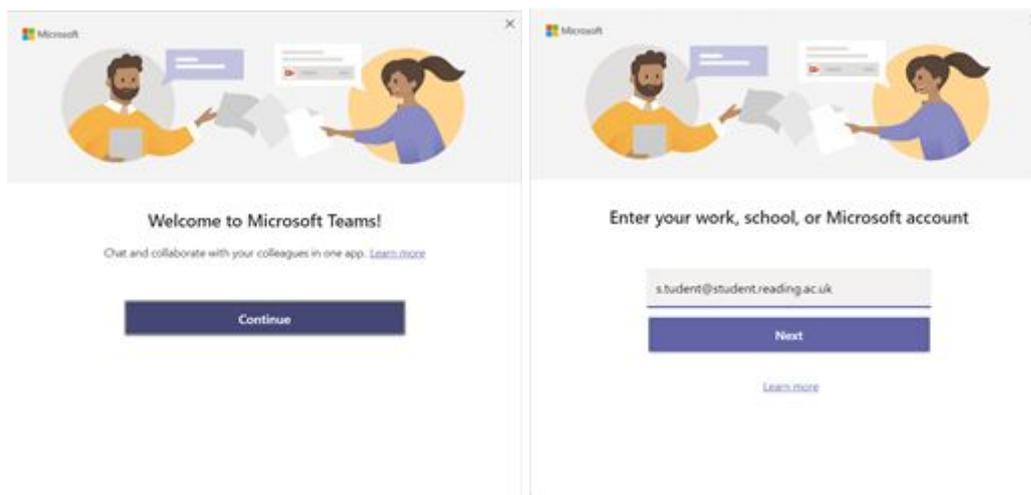
## How-To and Top Tips

### How to get Microsoft Teams

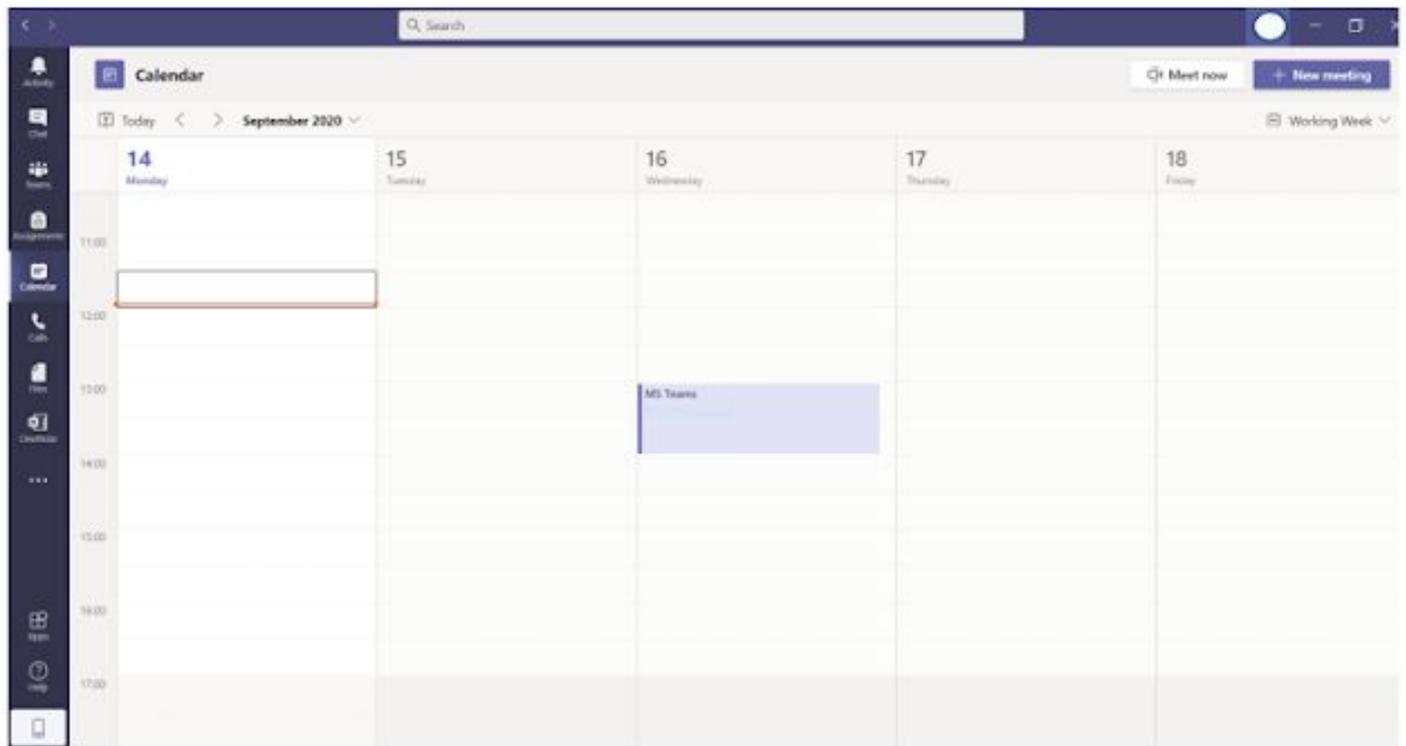
If you do not already have the Microsoft Teams app downloaded onto your device (laptop/desktop or mobile phone) it is recommended that you download the app. To download, just type 'Microsoft Teams' into your search engine, and you'll be taken to the Microsoft 365 page. If you are using a shared computer it is fine to use on a browser (as it may not be possible to download the app).



You will then be prompted to enter your University email address and password.



**Top tip** - You can use the side-bar to access your calendar where your scheduled meetings will appear. You can also start an unscheduled meeting from this page by clicking on 'new meeting' at the top.



You may also receive a link to your Teams online interactive session. You can find this in your University emails, and by clicking 'Accept' it will appear in your Microsoft Teams calendar, or you can click the link at the bottom of the email 'Join Microsoft Teams Meeting'.

Reply Reply all Invite more Archive Delete

#### Practice

 Vesna Stojanovic <  
13:25

To: 1  
When: 16 September 2020 13:30 - 14:00 [View calendar](#)  
Where:

✓ Accept ? Tentative ✗ Decline

#### Join Microsoft Teams Meeting

+44 (0) 20 3541 5255 United Kingdom, London (Toll)

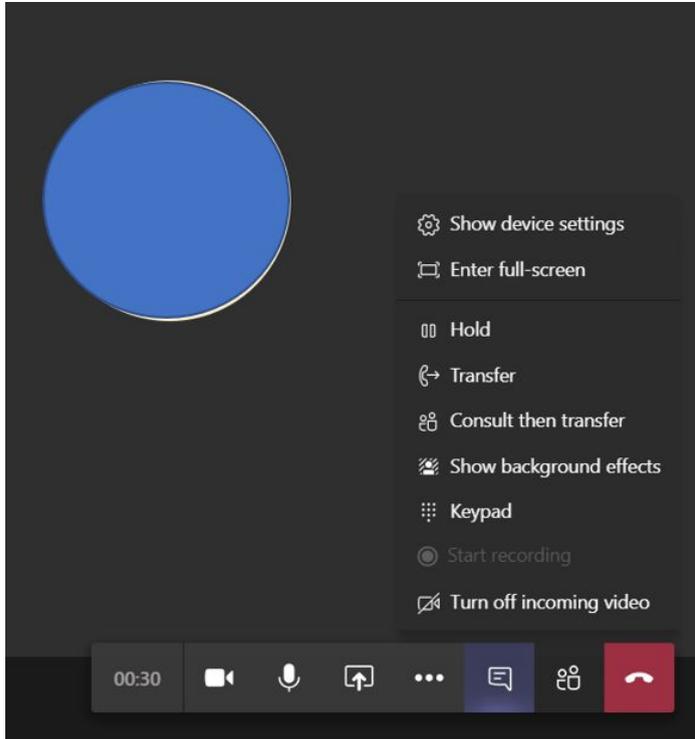
Conference ID: 402 560 9524

[Local numbers](#) | [Feedback](#) | [Learn more about Teams](#) | [Meeting options](#)

## What to expect from an interactive live session

Depending on how many are in the live session, you may be able to see others' screens or not. It often will not be asked that you turn on your camera particularly in a large group, but it may be encouraged in a smaller group setting.

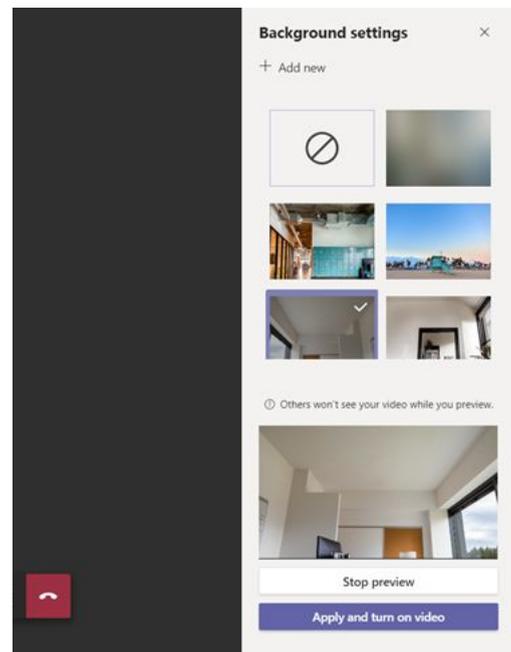
**Top tip** - You can blur your background out or insert a background of your choice. Remember - even the lecturers are new to doing live sessions from home, so try to not feel uncomfortable with having your bedroom or kitchen on show behind you! Showing your face may encourage others to do the same, and help discussion feel more comfortable.



## How to change or blur the background

To Choose a background or blur your background, select the 3 dots on the toolbar and then click /show background effects/. This will then bring up the background options and you can preview the backgrounds before you select it.

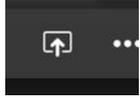
Then select /apply and turn on video/.



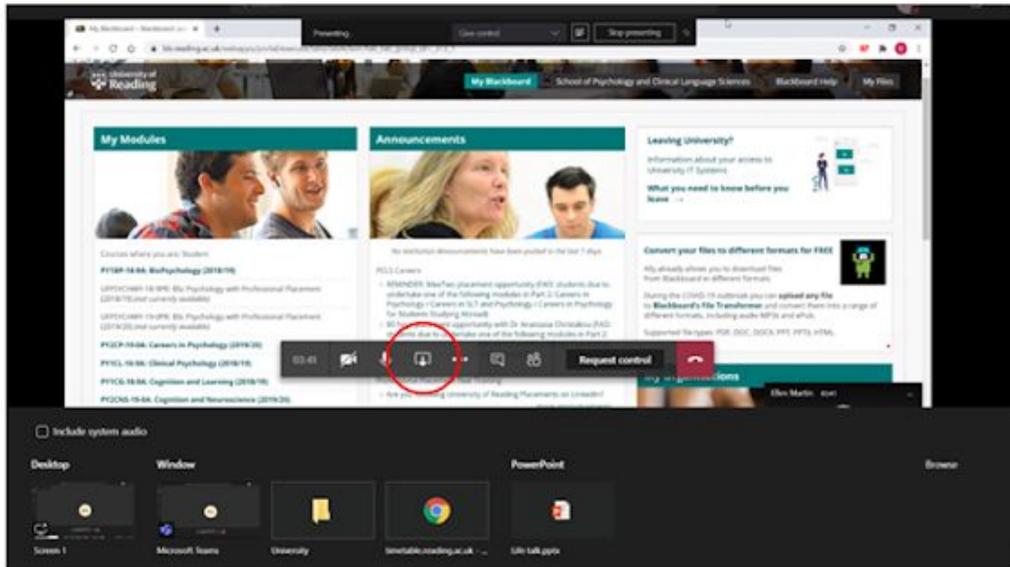
## Screen Sharing

The lecturer will share their powerpoint/document, and their face or profile image can still be seen in the bottom right corner of the screen.

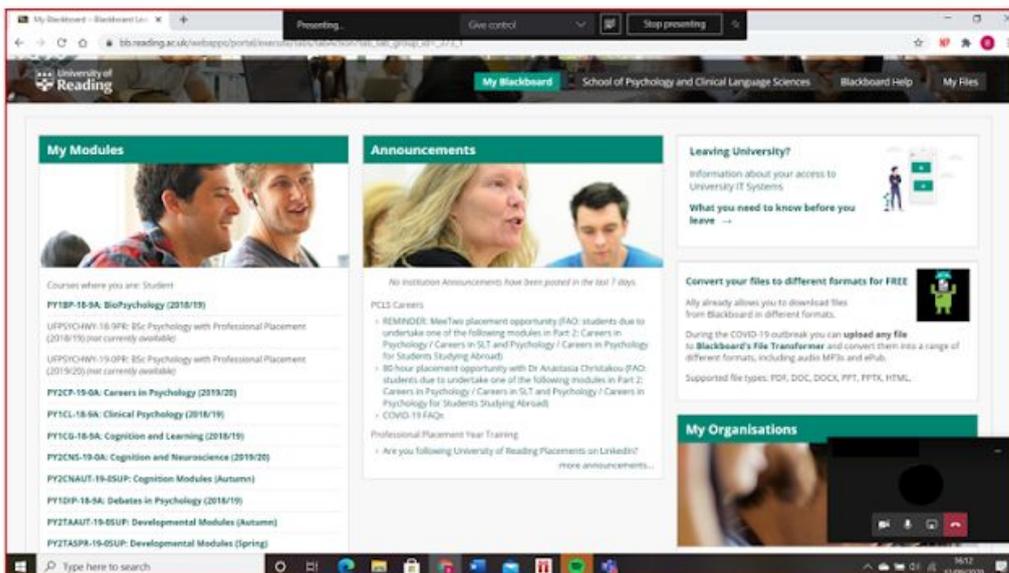
You can share your screen by clicking the 'share tray' button on the toolbar which is an arrow within a box



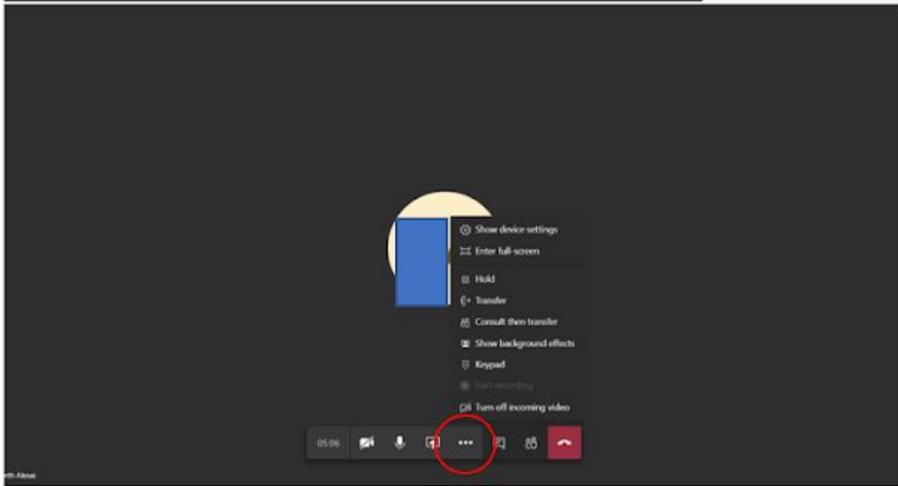
this will then open the 'share tray' where you can select what you wish to share eg. your entire screen or a specific file or desktop.



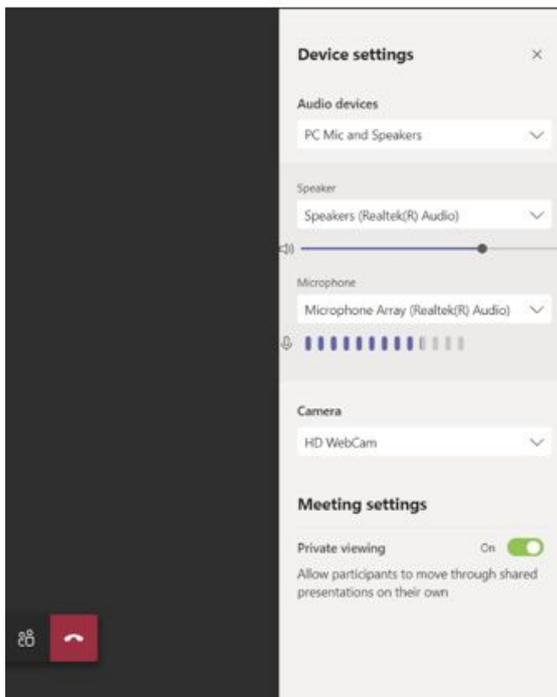
If you are the presenter, to stop sharing your screen hover your mouse at the top of your page and click 'stop presenting' on the right of the bar.



**Settings**- If you find people aren't able to hear you, you may need to adjust your volume settings within Microsoft Teams. Do this by clicking the 3 dots on the toolbar and then clicking /show device settings/.



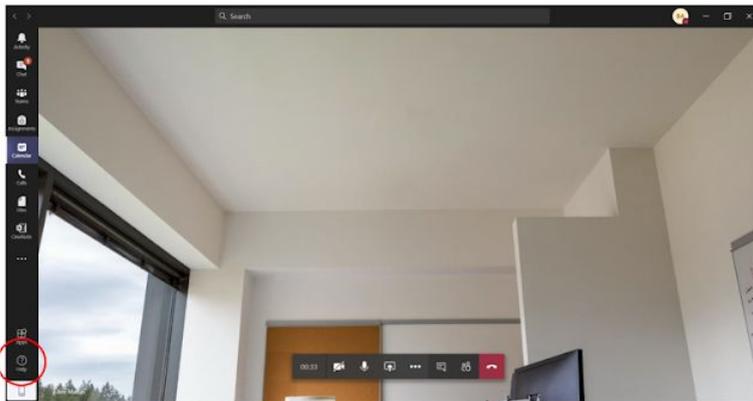
The settings bar will then appear and you can use this to adjust the volume, speakers, microphone and camera settings.



## **Troubleshooting**

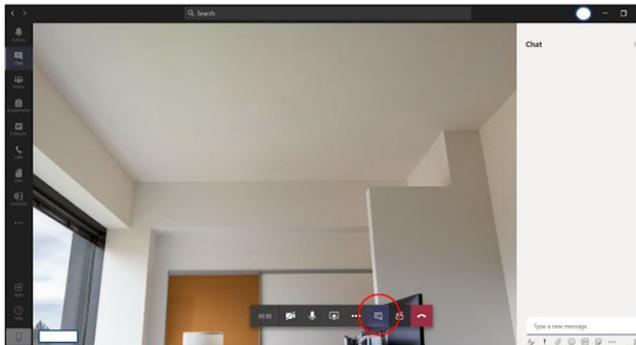
If you have issues during the session, ensure that your internet is connected and working properly. If problems still occur, you can contact the person who set up the session via email, although be mindful they may not be able to help during the session.

You can also use the help function on the bottom left corner.



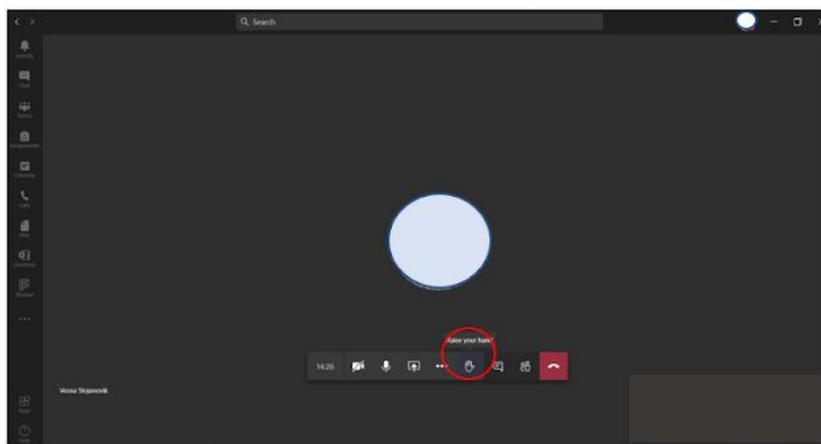
### **Chat-** How to use the chat function

You are able to use the chat panel on the right hand side of the page to chat to everyone or to specific people. It may be encouraged that you use this function if you have questions during the session. The chat will be monitored by the person leading the session, so ensure that you use it appropriately.



### **Raise a hand** - How to use the raise-a-hand function

You can use this to ask a question during the session instead of using the chat function.



## Leaving the session

You can leave the session by pressing the red 'hang up' button on the toolbar at the bottom of the screen.

