

AN INTRODUCTION TO MS TEAMS MEETINGS (VIDEO CONFERENCING)

1. INTRODUCTION

One of the many capabilities of MS Teams is that it is a very competent video conferencing application, similar to Zoom. The big difference for IWA volunteers and staff is that Teams is included in our IWA Microsoft accounts, so unlike Zoom, where IWA has to pay additional account subscriptions, it is essentially 'free'. Also, there are no scheduling conflicts when using Teams, so any number of different meetings can take place simultaneously.

All IWA volunteers with an IWA MS365 account – that means any volunteer with a waterways.org.uk email address and valid password – can use the full capability of Teams, while anyone with an external email address can be invited to attend a meeting.

2. USING TEAMS

To get the best out of Teams, it's recommended to download the Teams client (app). It is available for every current computing platform, including Windows PC, Apple MacOS, iOS, iPadOS, Android and Linux.

For desk/laptop go here: <https://www.microsoft.com/en/microsoft-teams/download-app>
For tablet/mobile go to the Apple or Android app stores.

When you've installed Teams, sign in with your IWA account credentials.

3. JOINING A TEAMS MEETING

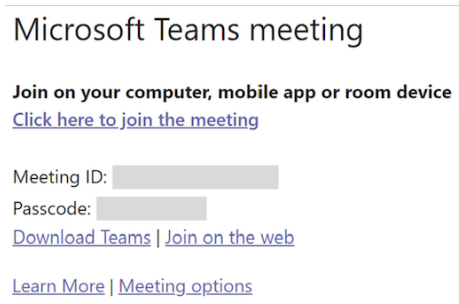
If you are invited to join a Teams meeting, you will receive your invitation to join via email, calendar invitation, or chat message. The invitation should include the date, time, and a link to join the meeting.

Click on the link in the invitation to open the meeting in your web browser. If you already have the Teams app installed on your device, the link may prompt you to open the meeting in the app instead.

If prompted, sign in with your IWA Microsoft account to access the meeting.

You can join a Teams meeting anytime, from any device, whether or not you have an IWA Microsoft account. If you don't have an account, follow these steps to join.

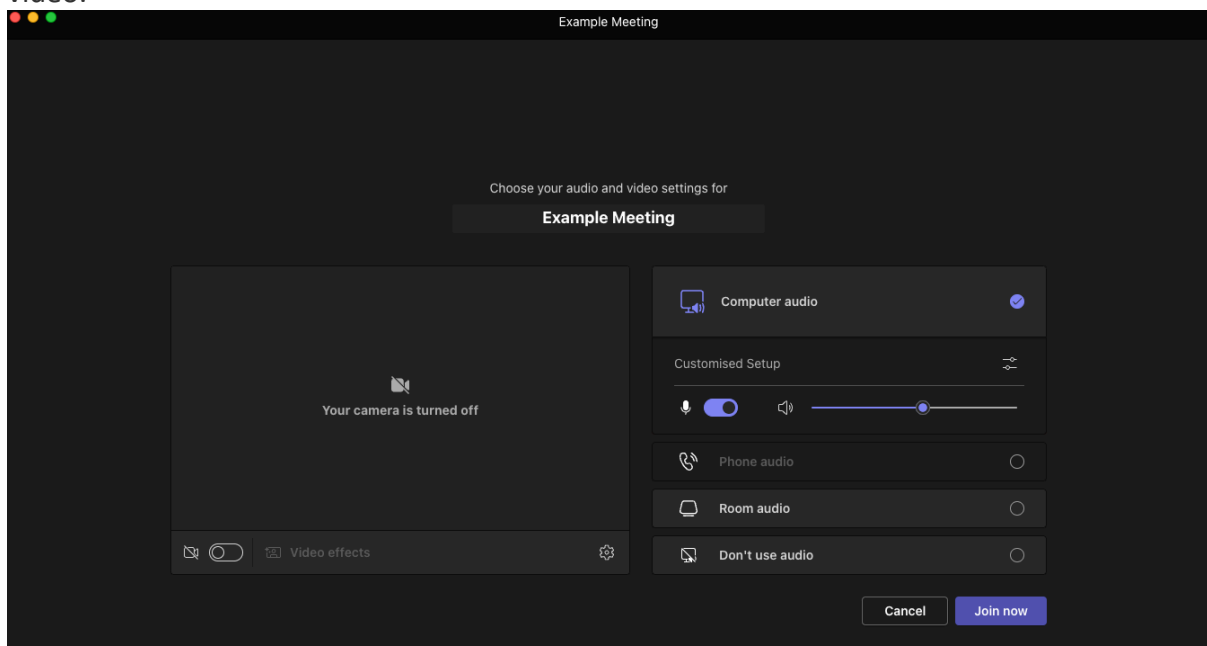
1. Go to the meeting invitation and select **Click here to join the meeting**.



2. That'll 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 mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings.
4. When you're ready, hit **Join now**.

If you enter the meeting lobby (waiting room), wait for someone in the meeting to admit you.

Before joining the meeting, you can choose whether to turn your camera and microphone on or off. You can also choose to join the meeting with audio only if you prefer not to use video.



Click on the "Join Now" button to enter the meeting. You may be placed in a virtual lobby (waiting room) if the meeting organiser has enabled it. In that case, you will need to wait for the organiser to let you into the meeting.

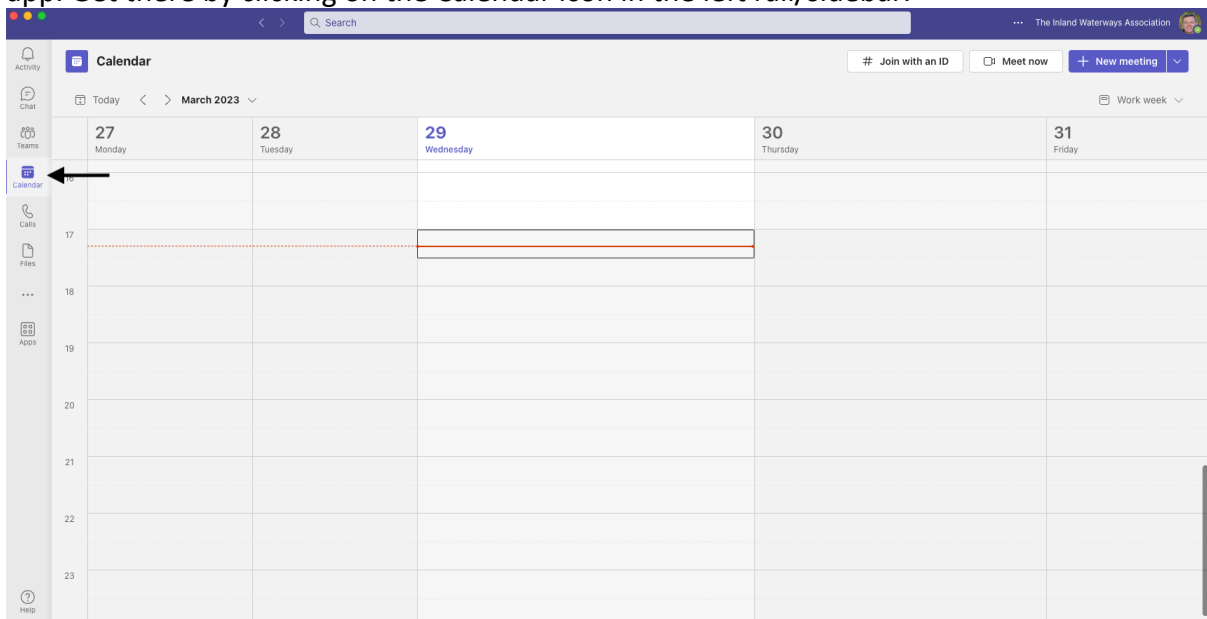
Once you are in the meeting, you can use the Teams app to chat with other participants, share your screen, and collaborate on documents or presentations.

To leave the meeting, simply click on the "Leave" button at the top of the meeting window. You can also choose to end the meeting if you are the organiser or co-organiser.

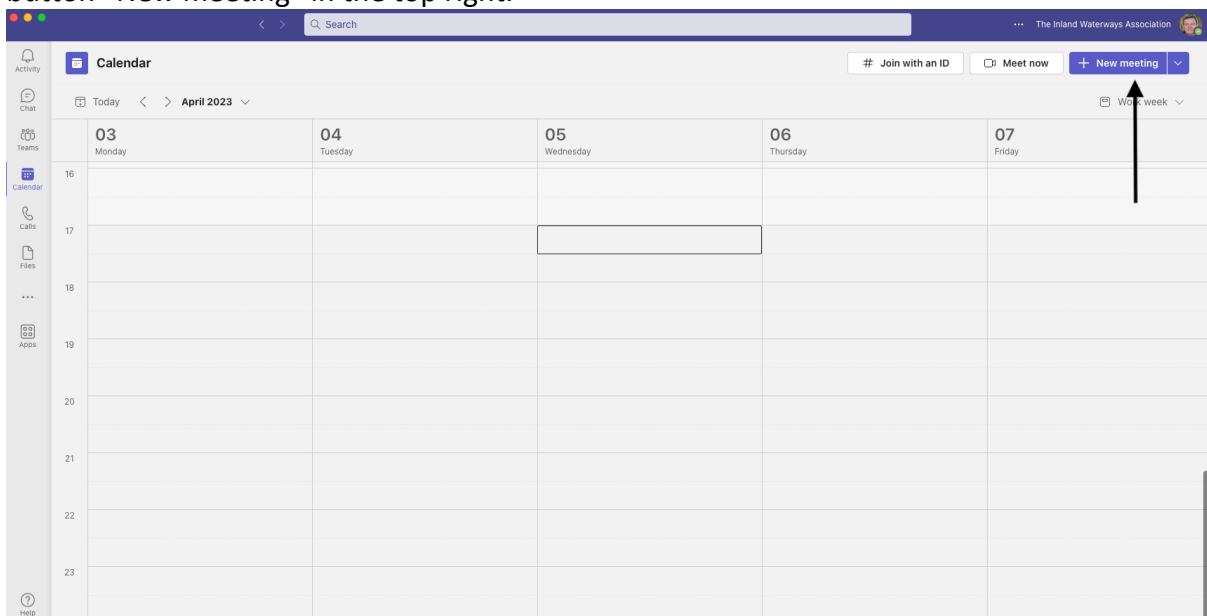
That's it! Following these steps will allow you to successfully join a Microsoft Teams meeting from an invitation.

4. SCHEDULING A TEAMS MEETING

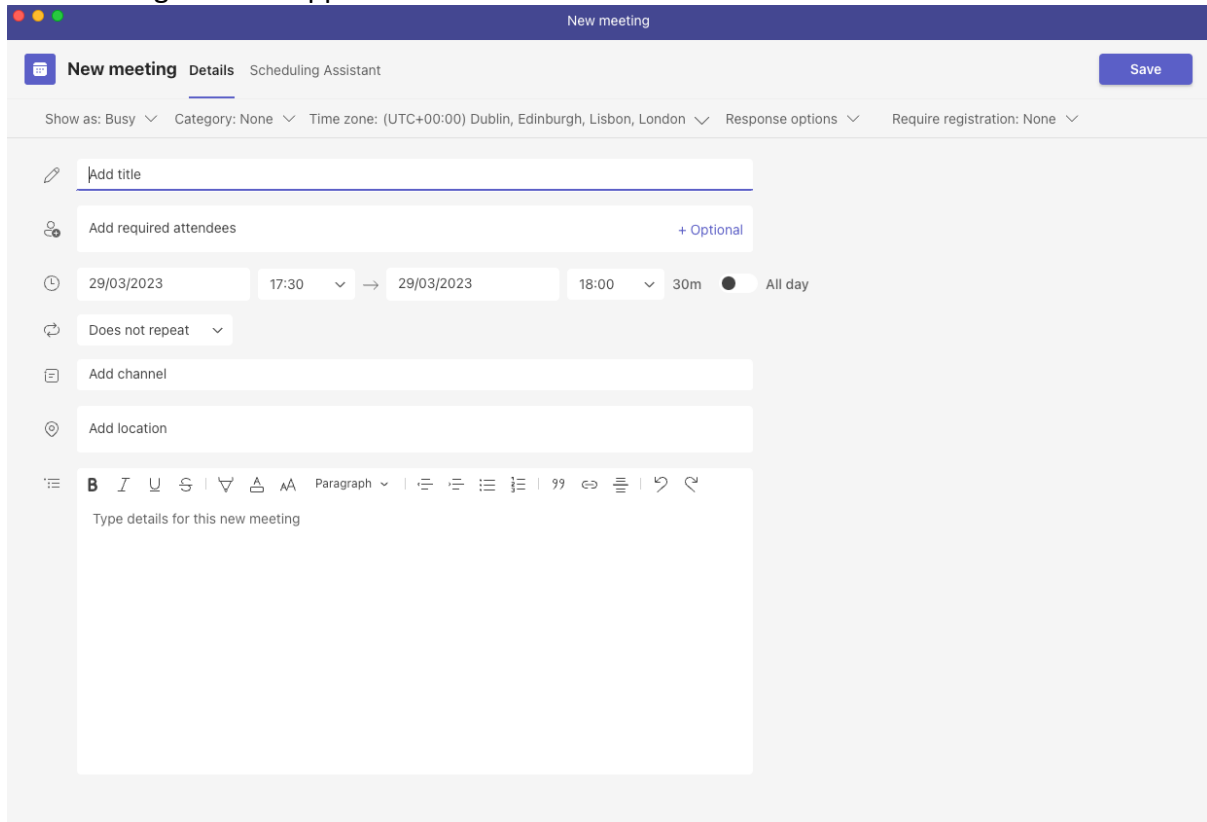
The easiest way to schedule a Teams meeting is from the built-in Calendar within the Teams app. Get there by clicking on the Calendar icon in the left rail/sidebar.



Navigate to the date on which you wish to schedule your meeting and click the big blue button "New meeting" in the top right.



In the dialog box that appears next...



...complete the following fields:

- Add title (of meeting)
- Add required attendees. Start typing their first name and any IWA MS365 account holder with that first name will be listed. Select the appropriate person for your meeting. Repeat for all required attendees. For any attendees for whom an IWA account name does NOT appear, simply type their full email address – this is likely to be the personal email address that they customarily use.
- Confirm the start and end date and times of your meeting. As with Zoom, these are indicative only for your attendees' diaries and do not confine your meeting to be held within those times.

If you use Teams more widely, you can schedule your meeting from within, or add it to, a specific channel or group, which will make it visible to members of that channel. We'll address this topic in a future Teams Starter Guide.

If you are having a physical meeting, you can add the location.

IMPORTANT – if you wish to do either of these, do it now before you press “Save”.

Then press the big blue button “Save” in the top right. This action will automatically send the meeting information and joining link by email to the attendees you've designated.

That is all you have to do.

Note: a number of IWA volunteers have MS365 accounts but don't really use them or monitor emails received by them. If you know that any of your desired attendees fall into that category, in order that they see the invitation it's safest to enter their customary personal email address at the "Add required attendees" stage.

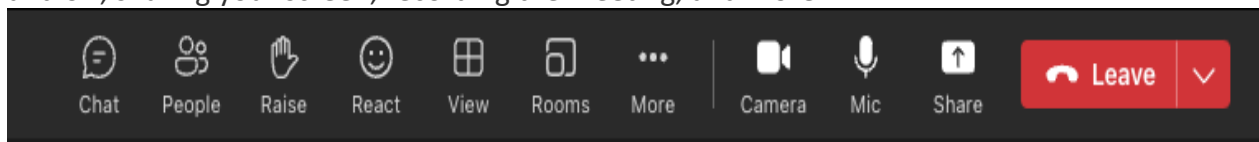
5. THE TEAMS MEETING INTERFACE

Joining a Meeting:

To join a Teams meeting, click on the meeting link provided by the organizer. Once the meeting opens, you will see the Teams meeting interface.

Interface Overview:

The Teams meeting interface consists of several parts. At the top of the screen, you will see the meeting controls, which include buttons for turning your camera and microphone on and off, sharing your screen, recording the meeting, and more.

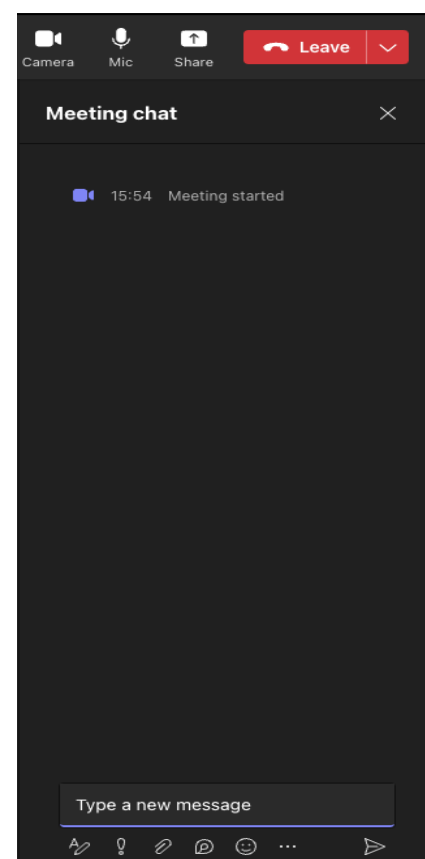


Below the meeting controls, you will see the video feed of the person who is currently speaking, as well as other participants' video feeds. On the right side of the screen, if you click on the "Chat" button in the meeting controls you will see the chat window, which you can use to communicate with other participants during the meeting.

Screen Sharing:

To share your screen during the meeting, click on the "Share Screen" button in the meeting controls. You will then be prompted to choose which screen or window you want to share. Once you have selected your screen or window, click on the "Share" button to begin sharing your screen.

To stop sharing your screen, click on the "Stop Sharing" button in the meeting controls.



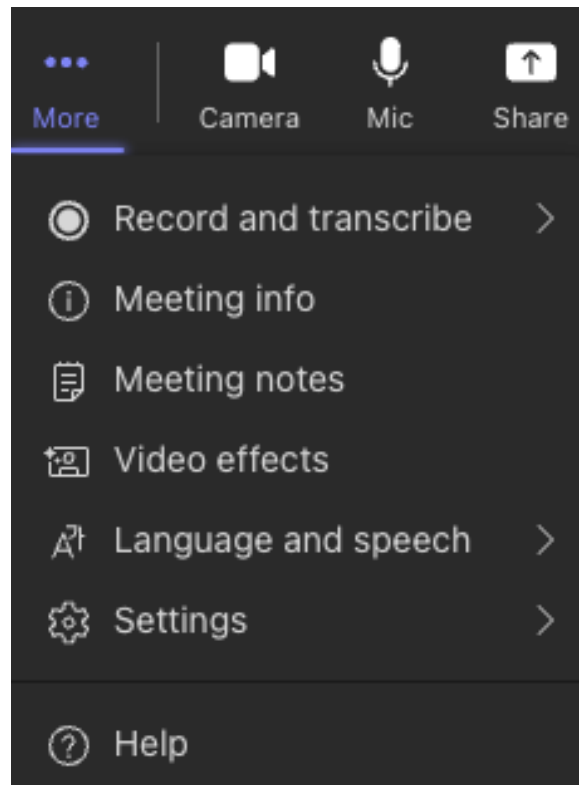
Recording:

To record the meeting, click on the "More Actions" button in the meeting controls and select "Start Recording." Once you start recording, a banner will appear at the top of the screen to let you know that the meeting is being recorded.

To stop recording, click on the "More Actions" button again and select "Stop Recording."

A message with a link to the recording will appear in the meeting chat a few minutes after the meeting finishes.

The recordings are available in different places depending on the type of meeting: it's saved to SharePoint if it was scheduled as a channel meeting, or the meeting organiser's OneDrive if it was any other type of meeting. If the meeting was scheduled from within a Teams channel, the recording will also show up under the Files tab in that channel.



Muting and Unmuting:

To mute yourself during the meeting, click on the microphone icon in the meeting controls. You will then see a slash through the microphone icon, indicating that you are muted.

To unmute yourself, click on the microphone icon again. You will then see the microphone icon without the slash, indicating that you are unmuted.

Note: The meeting organizer may also have the ability to mute or unmute participants.

Other Meeting Controls:

There are several other controls available in the meeting controls, including the ability to turn your camera on and off, invite other participants to the meeting, and adjust your audio and video settings.

To access these controls, click on the "More Actions" button in the meeting controls and select the option you want to use.

6. USING THE LOBBY (WAITING ROOM) IN TEAMS MEETINGS

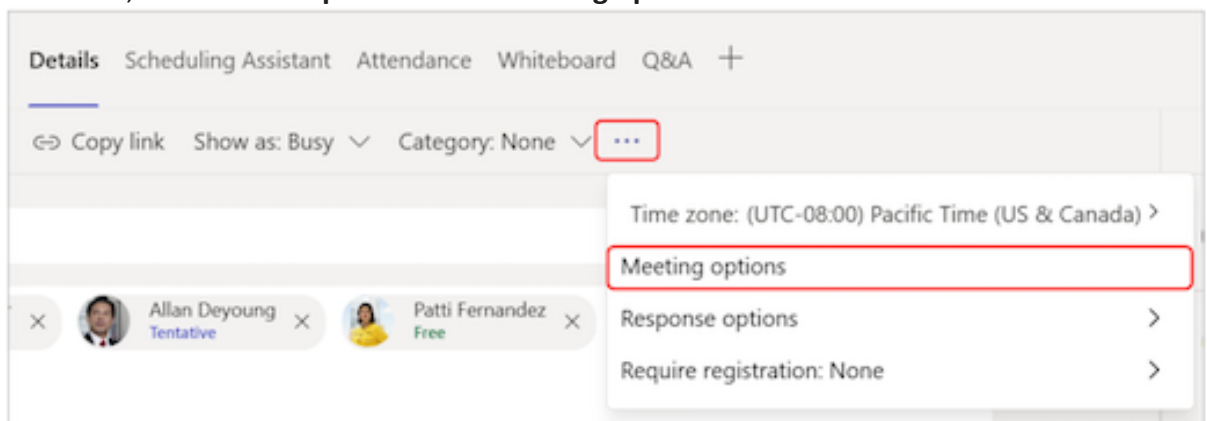
In Teams meetings, the meeting lobby stops participants from joining a meeting until they're admitted by an organiser, co-organiser, or presenter. When people are in the lobby, organisers, co-organisers, and presenters are notified and can choose when to admit them to the meeting.

Change lobby settings

You can change lobby settings before, during, or after a meeting (in the case of a meeting series). The changes will only apply to the meeting you change them in unless the meeting is part of a series. Then, changes will be applied to all future meetings in that series. To change default lobby settings, contact your IT admin.

Before a meeting:

1. Go to your Teams Calendar and select your meeting.
2. If the meeting is part of a series, select **View series** to make changes to the entire series.
3. In Details, select **More options *** > Meeting options**.



- a. If the meeting is part of a series, select **View series** to make changes to the entire series.
4. In the **Who can bypass the lobby?** dropdown menu, choose who can bypass the lobby.
5. Turn the **Always let callers bypass the lobby** toggle on or off.

Notes:

- When this toggle is turned on, people calling in by phone will join your meeting directly. This setting is locked if lobby bypass is set to **Everyone** or **Only me and co-organizers**.
- If dialing in, co-organizers trying to enter the call as organizers will wait in the lobby. Co-organizers can always bypass the lobby except when **Always let callers bypass the lobby** is turned off.

6. Select **Save**. Changes will be applied immediately.

For more information on lobby settings, please follow [this link](#).