

# Windows 10

## An Introduction to Microsoft Teams



### What is Microsoft Teams?

Microsoft Teams, known simply as 'Teams', is a chat-based collaboration platform used by tens of thousands of Businesses world-wide. It comes complete with document sharing, online meeting facilities, and many more extremely useful features. Teams can be used on Windows and Mac computers, as well as Smart Phones and Tablets. Although it is a highly sophisticated program, it can also be used at a basic level by individuals to conduct 1-to-1 or group meetings with friends and family, much like you do on the popular Zoom Cloud Meetings platform.

Teams is extremely accessible to users of screen reading programs such as JAWS, NVDA and SuperNova. It can be used to join meetings, with or without the program being installed on your computer!

### Invitations to join Teams meetings

A Teams meeting involve two types of user. A Host, who organises the meeting in Teams, and Participants, who are invited to join the meeting. Invitations to join a Teams meeting are sent via email. The email will say 'You're invited to join a Microsoft Teams meeting'. It will also include the title of the meeting and a link, which when activated, takes you to the meeting.

### Joining a Teams Meeting

When the time of the meeting arrives, open the email invitation and activate the link to the meeting. Upon doing this, one of two things will happen:

If you have the Microsoft Teams program installed on your computer, a web page will be displayed prompting you to open Microsoft Teams. Activate the link labelled Open Microsoft Teams. For reference, this will be to the left of the blue coloured Cancel button. Upon doing this, you will be prompted to choose your audio and video settings for the meeting and to provide a name which will identify you to other participants.

If you do not have Microsoft Teams installed on your computer, a web page will be displayed which prompts you to specify how you would like to join the meeting. activate the link labelled "Continue on this browser, no download or installation required". Upon doing this, the Microsoft Teams Web App will be loaded. You will receive a message from **teams.microsoft.com** asking permission to use your microphone and camera. Activate the Accept button at this stage. When you have done this, you will then be prompted to choose your audio and video settings for the meeting and to provide a name which will identify you to other participants.

**Note 1:** Once you have allowed **teams.microsoft.com** to use your microphone and camera, you will not be prompted to do so again for future meetings.

Ensure that the Enable Video and Enable Microphone buttons are selected and then type your name into the "Enter Name" edit box. When you have done this, activate the **Join the Meeting** button. Upon doing this, you will be re-directed to the Lobby!

## What is the Lobby?

The Lobby is a waiting room, where you will have to wait until you are admitted by the Host of the meeting. Normally, you will not have to wait too long before being admitted to the meeting!

## The Meeting Controls Toolbar

The main Teams Meeting screen is very similar to other online video platforms. The vast majority of the screen is dedicated to a video feed. At the bottom of the video area, you will find the Meeting Controls toolbar, which consists of a number of options for controlling the audio and video, as well as options for displaying a list of participants and a conversation window. Each control is described below, from left to right:

**Note 2:** Screen reader users can navigate the controls in the Teams meeting by pressing the **TAB** key. Upon doing this, the next control will be selected and your screen reader will announce the current setting. To activate a control, thus toggling the setting, press the **SPACEBAR**.

## The Turn Camera On/Off Button

Activate this control to turn video on/off. When video is On, others can see you. When video is Off, they can't see you.

## **The Mute/Unmute Button**

Activate this control to turn your microphone on/off. When the microphone is Unmuted (turned on), all participants can hear you when you speak. When the microphone is Muted (turned off), they can't hear you.

## **The Open Sharing Options Button**

Activate this control to open a list of options for sharing with others. These include your Desktop, Screens from programs you have running on your computer, PowerPoint Presentations, Files and a Whiteboard.

## **The More Actions Button**

Activate this control to display a list of additional actions. These include Device Settings, Show Meeting Notes, Enter Full-screen, Turn on Live Captions, Turn off Incoming Video and End Meeting.

## **The Raise Hand Button**

Activate this control to alert the Host that you have Raised your Hand. Usually, you do this to ask a question. If you change your mind, activate this control again to Lower your Hand.

## **The Show/Hide Conversation Button**

Activate this control to display the Conversation area. Here you can type a message and then press ENTER to send it. Upon doing this, each meeting participant will be able to read the message. Activate this control again to hide the Conversation area.

## **The Show/Hide Participants Button**

Activate this control to show a list of all meeting Participants. Activate this control again to hide the list of Participants.

## **The Hang Up Button**

Activate this control to leave the meeting.

## **Creating a Teams Meeting**

In order to create a Teams meeting, you must have a Microsoft Account and you must also have the Teams program installed onto your computer. This document does not cover creating a Teams meeting.