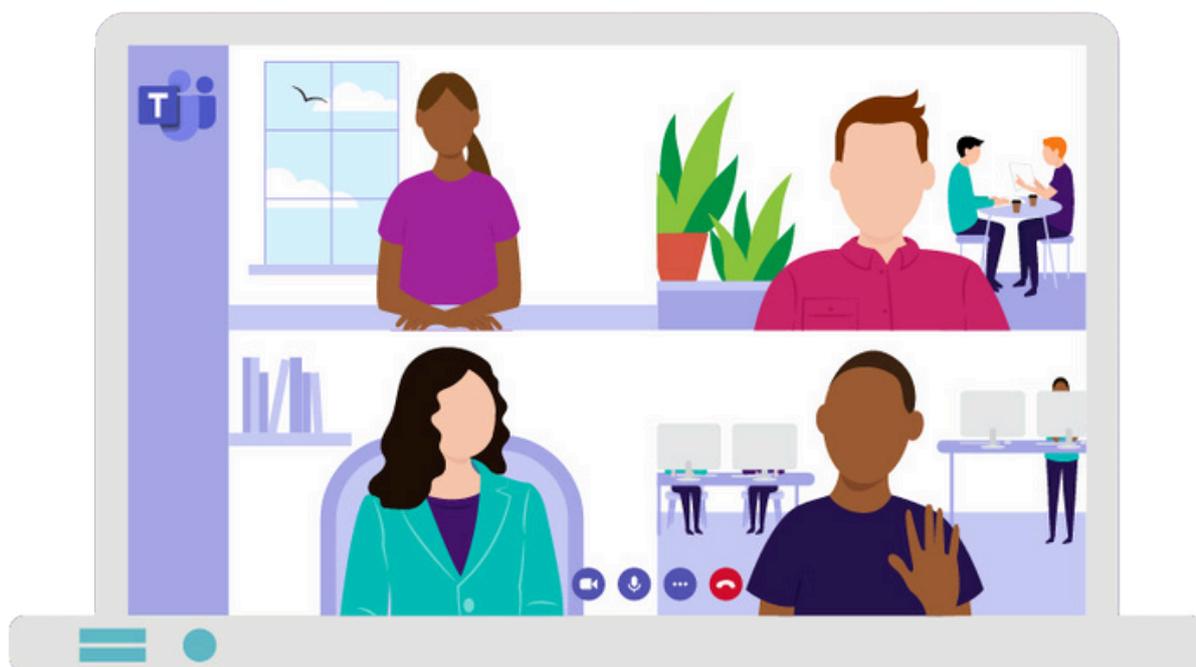
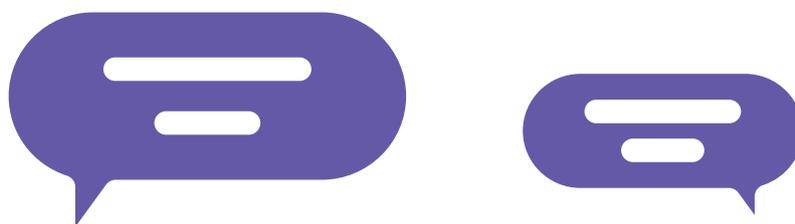


User guide for Microsoft Teams meetings



User guide for Microsoft Teams meetings



This is a document from Endeavour Foundation.

When you see the words 'we' or 'us' it means Endeavour Foundation.

Bold
Not bold

We have put hard words in **bold**.

This means the letters are thicker and darker.

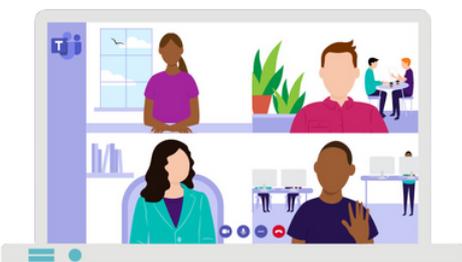
We tell you what these words mean.



This document will show you how to join and participate in a **Microsoft Teams meeting**.

A **Microsoft Teams meeting** is an online meeting.

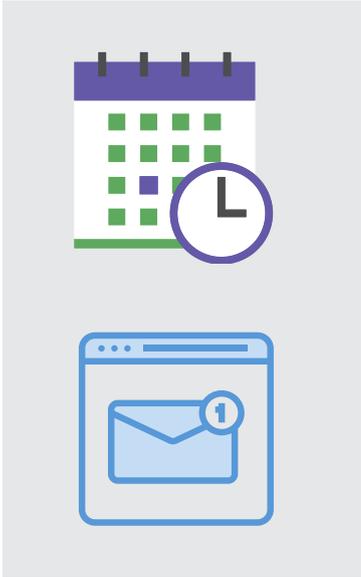
This means you meet with other people on a computer, tablet or phone.



To join the meeting, you need the 'Join' link.

You can find the link in two places:

- Your email calendar.
- Your email inbox.



Steps to join from your calendar

Open your calendar on your computer, tablet, or phone.



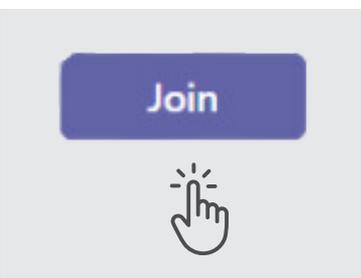
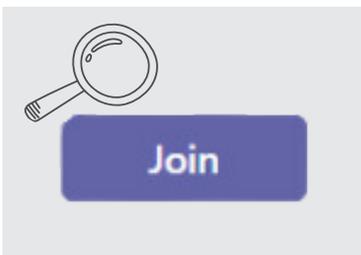
Find the day of the meeting.

Click on the meeting.



Look for the 'Join' link.

Click the 'Join' link.



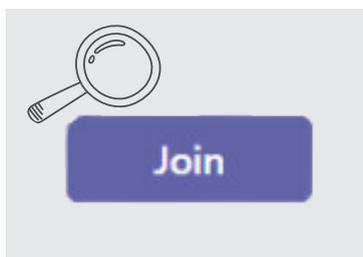
Steps to join from your email



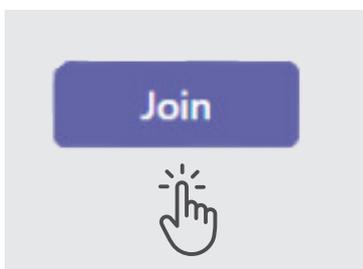
Open your email inbox.



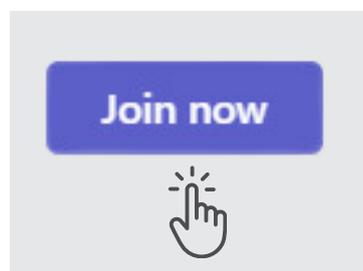
Search for the email about the meeting.



Look for the 'Join' link in the email.



Click the 'Join' link.

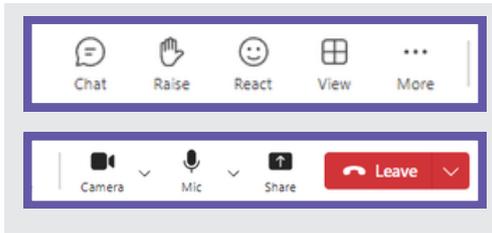


Now click the 'Join now' button.



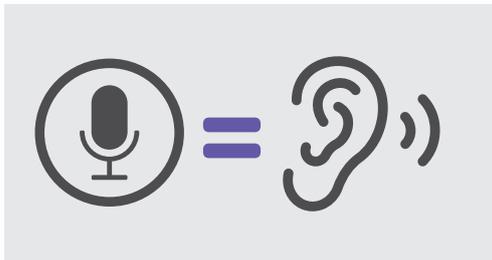
Now you are in the meeting.

What to do in the meeting

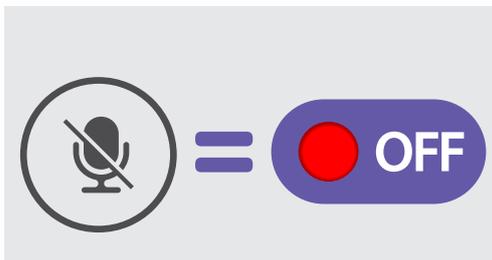


You will see some buttons on your screen.

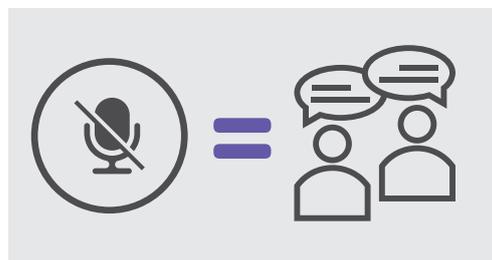
These are called **Meeting Controls**.



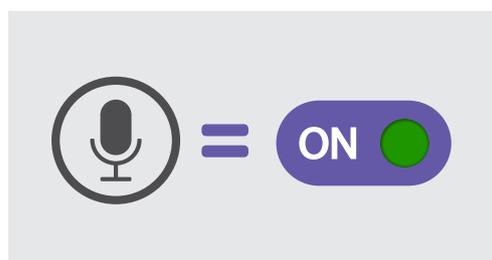
The microphone lets people hear you.



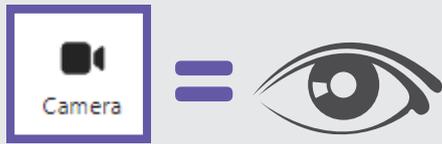
The microphone is off when it has a line or cross on it.



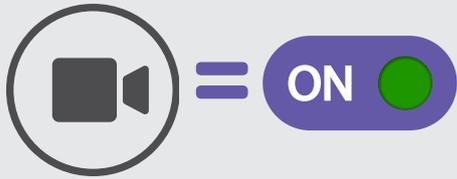
Please keep your microphone 'off' when others are talking.



Click the button to turn the microphone 'on' when you want to talk.

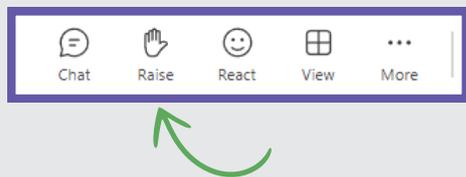


The camera lets people see you.

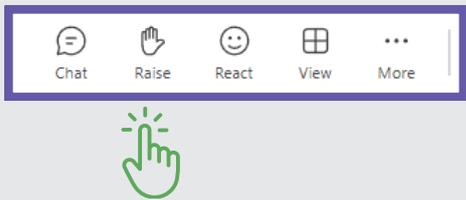


Please turn your camera 'on' so we can see each other.

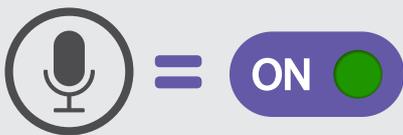
The camera is on when there is no line through the button.



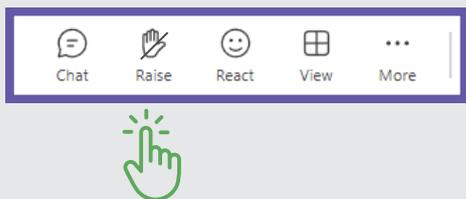
This button shows you have a question.



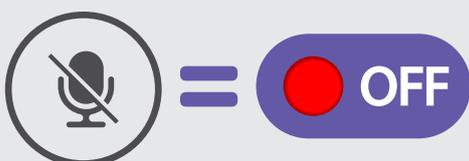
Click the button to raise your hand.



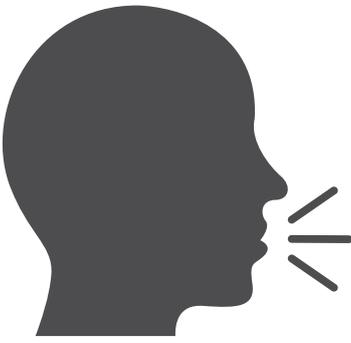
Remember to turn your microphone 'on' to ask your question.



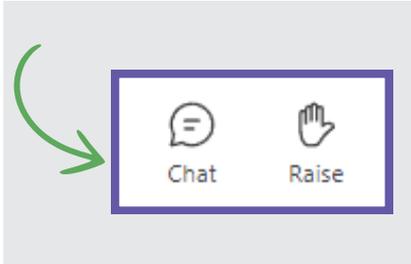
After your question is answered, click the button again to lower your hand.



Turn your microphone 'off' after asking your question.



You don't have to say your question out loud.

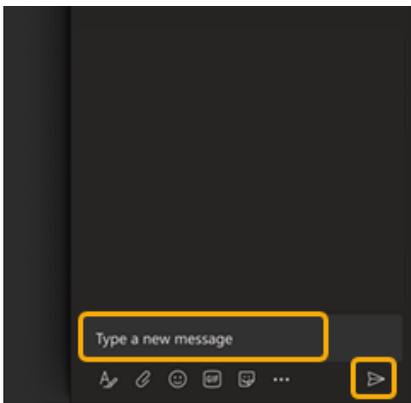


You can use this button to type your question into the meeting chat.

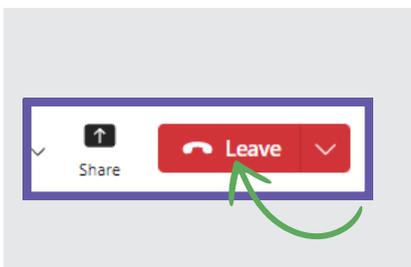
Click the button to open the chat.



Type your question using your keyboard.



Press 'Enter' or the 'Send' button to send your question.



You can use this button when you are ready to leave the meeting.



You can ask someone in the meeting if you have questions.