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Share



Birmingham
City Council

MICROSOFT TEAMS MEETINGS – USER GUIDE

1 Overview

The procedure outlined below should be followed when attending an event or meeting via Microsoft Teams Live Events. It is intended for public distribution to assist with the conducting of Virtual meetings via Microsoft Teams.

The Teams Meeting is capable of being joined via different devices and platforms including.

- Windows Laptops and Desktop PC
- Apple OS on Macbooks.
- Android smartphones
- Apple iPhone and iPads
- Telephone (mobile or landline) if Audio Conferencing number is provided.

The meeting itself will run in an existing installed version of Teams or it can be downloaded for free [here](#).

Teams also runs within an internet browser session, for the best user experience it is recommended that one of the following is used;

- Google Chrome
- Microsoft Edge

2 Joining a Microsoft Teams Meeting from a Web Browser

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

Note: Some meetings don't allow people to join as guests.

Go to the meeting invite and select Join Microsoft Teams Meeting.

[Join Microsoft Teams Meeting](#)

Should you wish to mask your telephone number please prefix the number below with 141

+441234567890 (Toll)

Conference ID: 123 456 789#

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

That will 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.

Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.

When you're ready, click **Join now**.

This will take you to the meeting lobby. The meeting organizer will be notified that you're waiting and will subsequently admit you into the meeting

Notes to consider:

- You can adjust your microphone and camera before joining the event.
- Choose a room that has good Wi-Fi/internet connection.
- Choose a room that has good lighting.
- Check your Camera and Microphone are working.
- To test your camera – type camera into the search bar.
- To test your microphone – type 'microphone set-up' into the search bar

3 Joining a Microsoft Teams Meeting from a smartphone

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

In the meeting invite, select **Join Microsoft Teams Meeting**.

[Join Microsoft Teams Meeting](#)

Should you wish to mask your telephone number please prefix the number below with 141

+441234567890 (Toll)

Conference ID: 123 456 789#

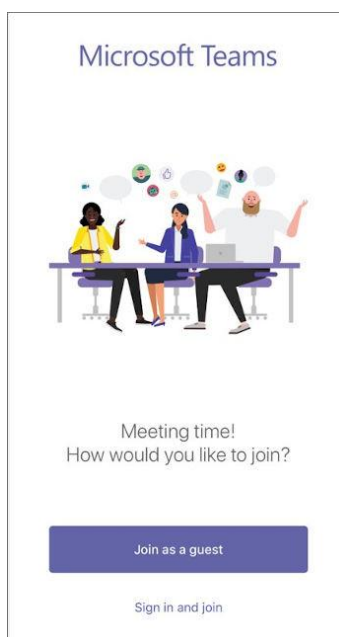
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

If you don't already have the Teams mobile app, you'll be taken to your app store to download it.

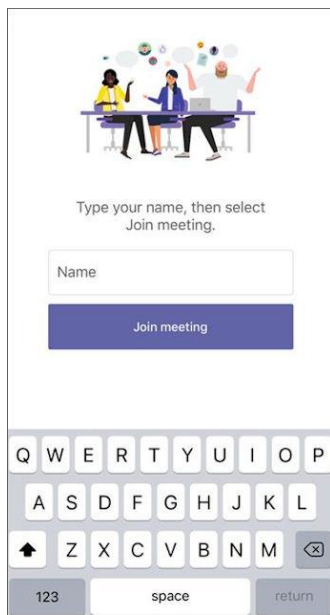
Download the app and open it right from the app store page.

Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



Type your name and tap **Join meeting**.



Type your name, then select
Join meeting.

Name

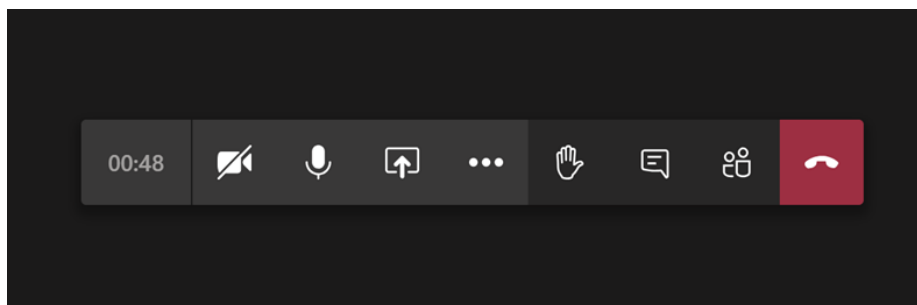
Join meeting

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123 space return

Once you're in the meeting, you can turn your video or mic on or off by tapping on the centre of the screen to show the meeting controls. Tap again to hide them.

4 Meeting Operations

During the meeting it will be necessary to change some of the options within Teams, moving the mouse cursor around the screen will display the operations bar across the window.



The basic functions activated by clicking on one of the icons are as follows;



- 1) Start / stop video
- 2) Mute / unmute microphone
- 3) Share screen
- 4) Options menu
- 5) Raise / lower hand
- 6) Chat window
- 7) Meeting participants
- 8) Hang-up / close meeting

5 General Meeting Etiquette

During the meeting it is important to adhere to the following guidance.

- That you are in a private, quiet space where you will not be disturbed.
- If you are experiencing a technical difficulty and/or need to get the attention of the Host, use either the chat feature or raise your hand (both options available via the Teams Operations Bar)
- When you are not speaking please mute the audio, not doing so may disrupt the hearing.
- If you need to do something that might distract the hearing you should mute your audio and turn off the camera.
- If you need to refer to any documents, please ensure that they are to hand otherwise any delay may disrupt the flow of the hearing.

6 Useful Links

Microsoft Teams - <https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>

The mobile client for either smartphone or tablet can be downloaded from the same page (email address or phone number required) or from the following app stores.

- Apple App Store
- Google Play

Google Chrome - <https://www.google.com/chrome/>

Microsoft Edge - <https://www.microsoft.com/en-us/edge>