Protocol for Virtual Meetings using Teams (computer version)

Instructions

1. Click on Join Microsoft Teams 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.

3. 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.

4. Enter your name.

5. When you're ready, hit **Join now**.

6. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there and someone in the meeting can then admit you.

7. Once you're in the meeting, turn your video on and your mic off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them. If you wish to speak in the meeting, click on E (raise your hand icon) or click on F to type a comment on the chat bar. See below for all meeting controls.

A – Camera which can be turned on and off by clicking on the icon
B- Microphone which can be turned on and off by clicking on the icon
C- Open share tray – possibly not needed but can be used to share desktop or documents
D - More options. This is where the recording facility can be found and where you can share meeting notes
E – Raise your hand. Use this to let the Chairperson know you want to speak
F – Chat bar. Click on this and you can type a comment
G – Show participants in the meeting
H – To hang up