

Training on MS Teams Video Conferencing

Helpful Information before the course starts:

- MS Teams Video Conferencing is accessible on PCs, tablets and smartphones, learners will be provided with support, instructions and a link to join the course.
- All delegates must logon and 'join' the live session 10 minutes prior to course commencement, this is to ensure the course starts on time and without disruption. It is delegates responsibility to ensure they can see, hear and be seen and heard before the course start time. Trainers will be on hand to trouble shoot, help/support login, check camera and audio function etc for 10 minutes prior to course commencement.
- Trainers must take a register before the course starts, therefore once the session has started you may not be permitted entry due to the disruption this causes for other learners.
- All learners will be expected to attend by video call as standard, with cameras on during the delivery. Courses are interactive so please expect to contribute and take part in full.
- We are aware that the device you use may be different to the name of the person the ticket was originally booked for (Jeff's iPad), to support the trainer in completing the course register can we please ask all delegates to type your name along with the name of your place of work into the comments area to help the trainer identify who is attending the course (Childminders please add CM to the end of your name).
- Each ticket bought is for only one person and they must access the training on an individual PC, tablet or smartphone, it is not suitable for delegates to share a device.
- By signing up to this course you are providing your consent to the email address you provide at the point of booking being shared with the training provider to enable the trainer to contact you regarding this specific course only.
- If you have any special requirements we need to be aware of in regard to your attendance at this event such as dyslexia, impairments or disabilities please email eytraining@leics.gov.uk

Joining a Microsoft Teams Meeting

MS Teams allows joining a meeting or webinar without downloading any plugins or software, best on Google Chrome, Mozilla Firefox, and Chromium Edge. Participants do not need to be signed in to a MS Teams account but may be required to do so if the host is requiring participants to be signed-in to an account.

Downloading MS teams for your computer/mobile phone can be done by clicking here <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

You can access Teams through your browser without downloading the app, click “Use the Web App Instead.” When the Teams app is first installed on your device, you may need to sign in again. After, click “Sign Up for Teams”.

If you experience difficulties using the web based version (without the app) you might need to change your web browser: - e.g. internet explorer might not work very well, but google chrome and edge should work better.



The Together Mode and Large Gallery View features are rolling out to customers now. [Learn how to turn on these new features](#) ↵

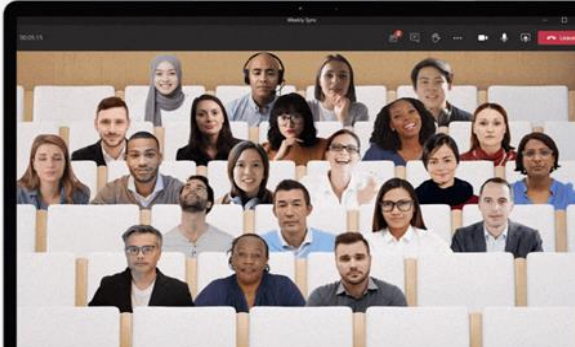
Microsoft Teams

More ways to be a team.

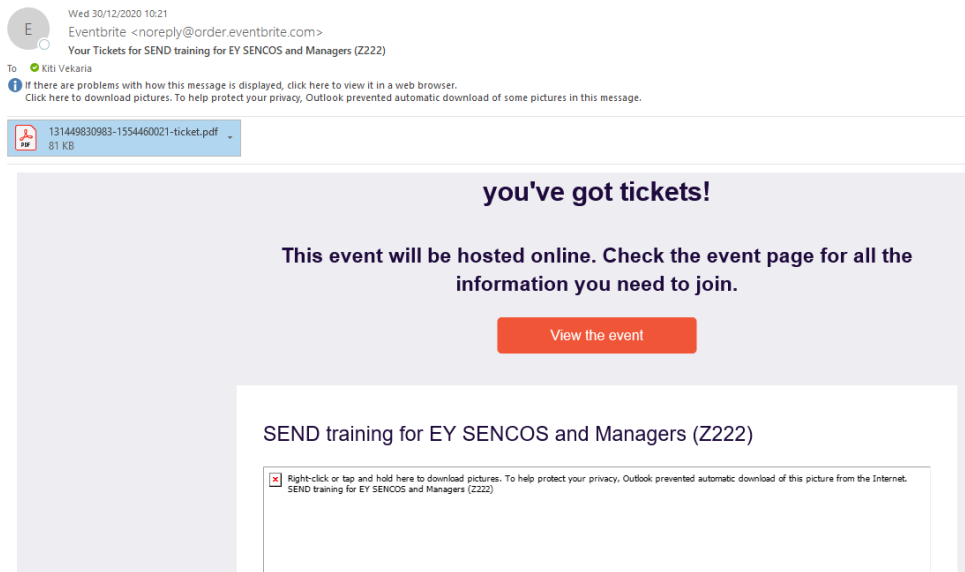
[Sign up for free](#)

[Sign in](#)

[Take a Teams guided tour](#) ↵

A screenshot of a Microsoft Teams meeting interface. The main area shows a large gallery view of approximately 20 participants in a virtual meeting room. The participants are arranged in several rows, each in their own virtual seat. The interface includes a top navigation bar with various icons for meeting controls like chat, mute, and video. The overall layout is clean and professional, typical of a corporate meeting environment.

You can also logon through confirmation email you received from Eventbrite in relation to this specific event/course, the email will contain a link to join the MS Teams Meeting.



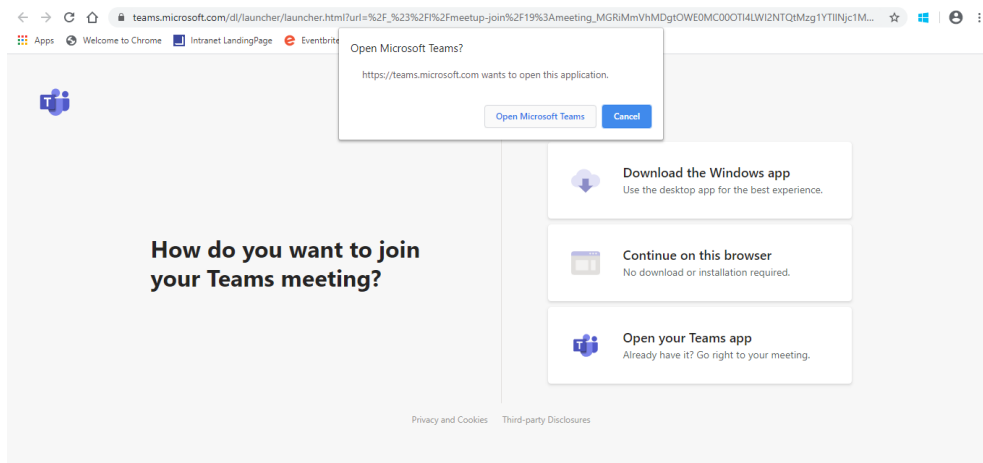
Please read all the information on the email ticket, it includes Course Information, dates, times, order summary and Additional Information.

The Additional Information page is very important as it will include the online session link.

Live Training Event – Date of Course

Link to MS Teams and password

Please log on 10 minutes before the training starts, to begin click on the link in your meeting invite and this will launch the Teams app.

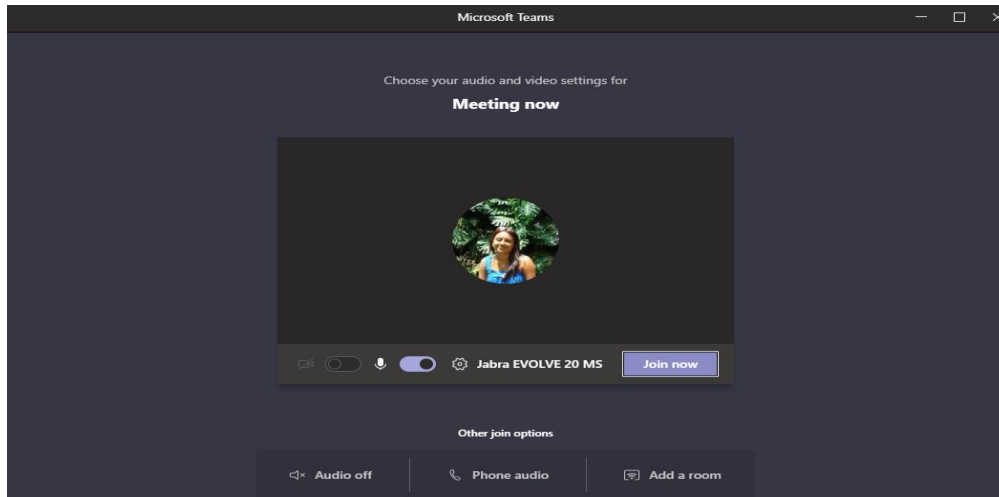


Before you join the meeting, you can set your audio and video settings:

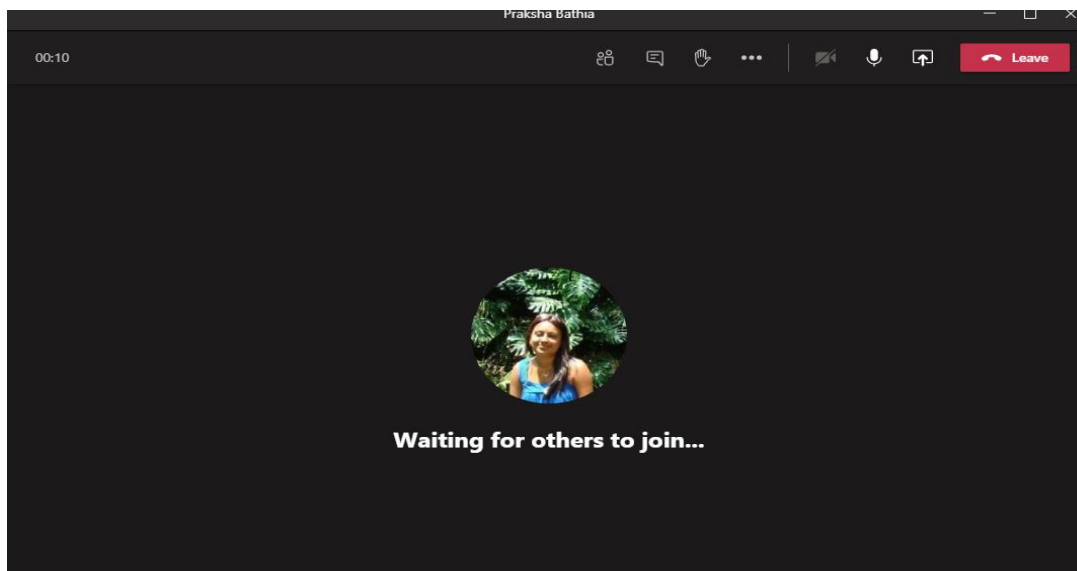
From left to right, the three switches allow you to:

1. Enable or disable your webcam.
2. Mute or unmute. It's good practice to stay muted when you are not speaking.

When you are happy with your selections, it's time to join the meeting. Just click the blue Join now button.

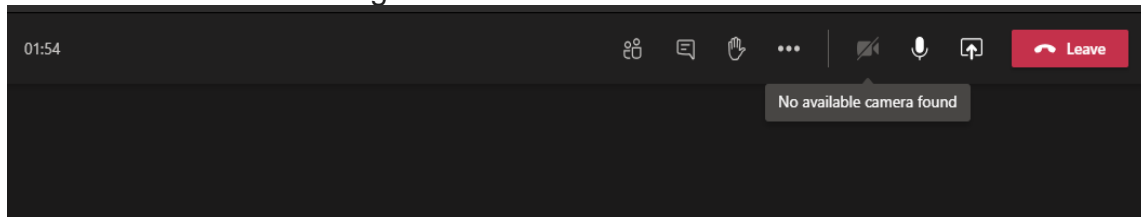


Once you've joined, you will be presented with the call window. This is a gallery of people who are in the meeting and a set of call controls that you can use to engage and participate in the meeting: If you can't see the call controls, just press the **alt key** on your keyboard and they will appear. You can find the alt key to the left of your spacebar.



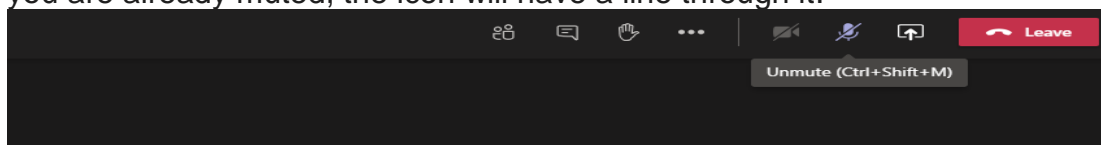
Turn video on / off:

Use this to enable or disable your webcam. If you have already disabled it then the icon will show a line through it.



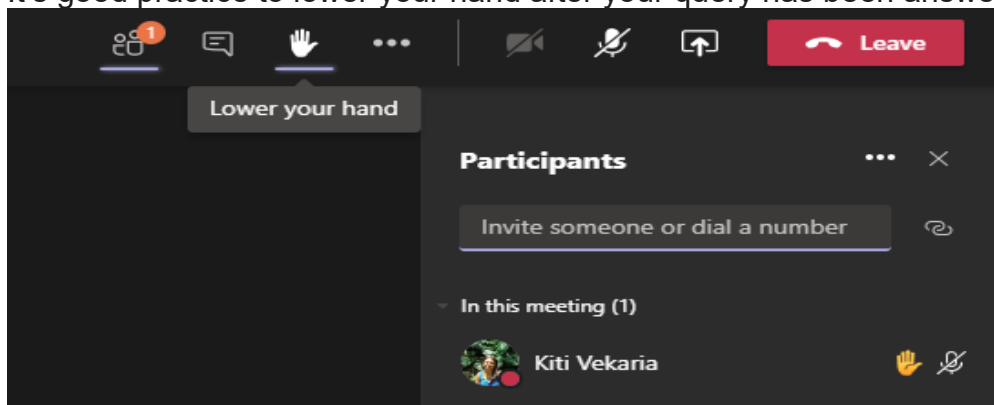
Mute / Unmute

Clicking this will mute or unmute your microphone. As with the webcam control, if you are already muted, the icon will have a line through it.



Raise Hand: Clicking this, lets you tell the meeting host that you would like to speak. It adds a raised hand icon against your name in the participant list. If the host has this open, then they will know to call on you. Once you have clicked this button, the icon will appear filled in to remind you that you have raised your hand. To lower your hand, simply click the icon again.

It's good practice to lower your hand after your query has been answered.



Once training has been completed you can leave the meeting by clicking the red leave button, see above.