

# Edge Hill University

## Getting Started with Microsoft Teams

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## What Is Microsoft Teams



Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place and is part of the Office 365 suite.

Office 365 is a cloud hosted service provided by Microsoft. It offers Edge Hill University staff and students the ability to create, edit, manage and even collaborate through a browser-based interface.

Teams conversations between users may utilise text communication, audio or audio and video depending on the connected devices available.

To make audio calls a microphone will be required and to make video calls a camera (usually a webcam) will also be required. These devices may be built into the equipment being used to make or receive the call or may be external devices connected via USB.

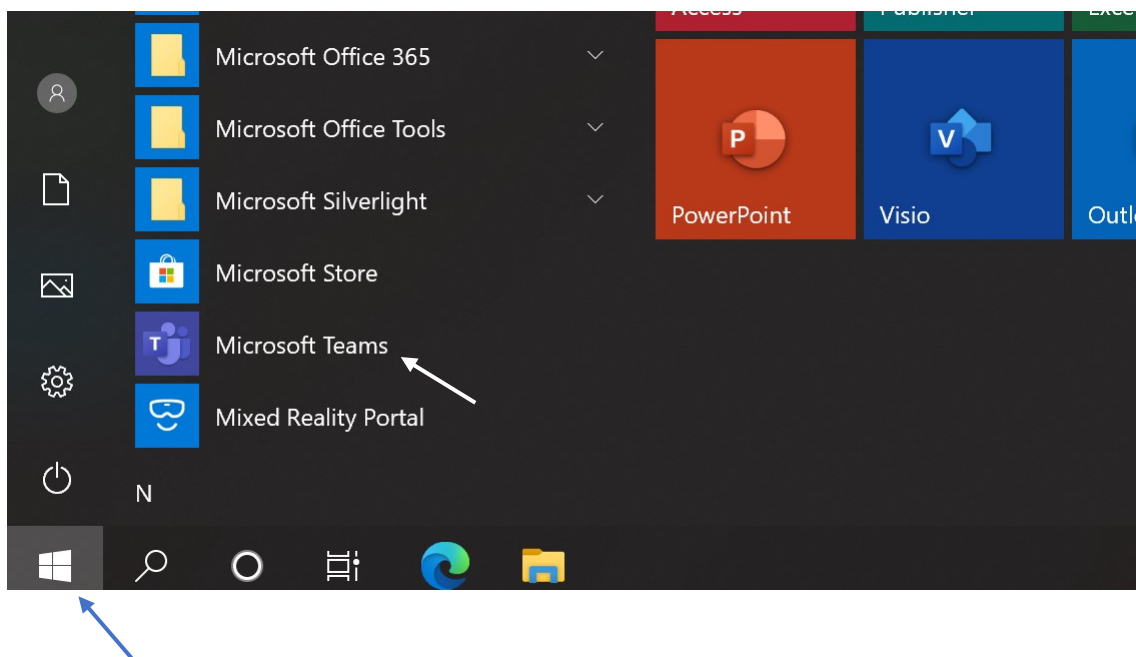
Students may not have access to some advanced Teams features described in this document.

## Access Teams from an Edge Hill University device

The Teams application opens automatically once a user has logged on to a PC and is then minimised in the taskbar. Click the **Teams icon** to access the user interface.

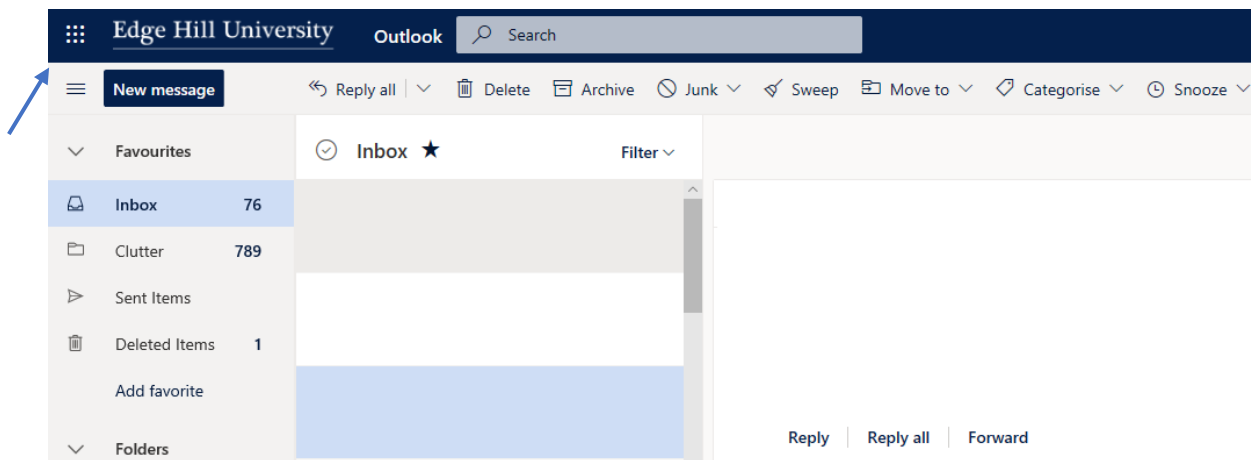


To start Teams if it has been completely closed click the **Start Button** and select **Microsoft Teams** from the available options.

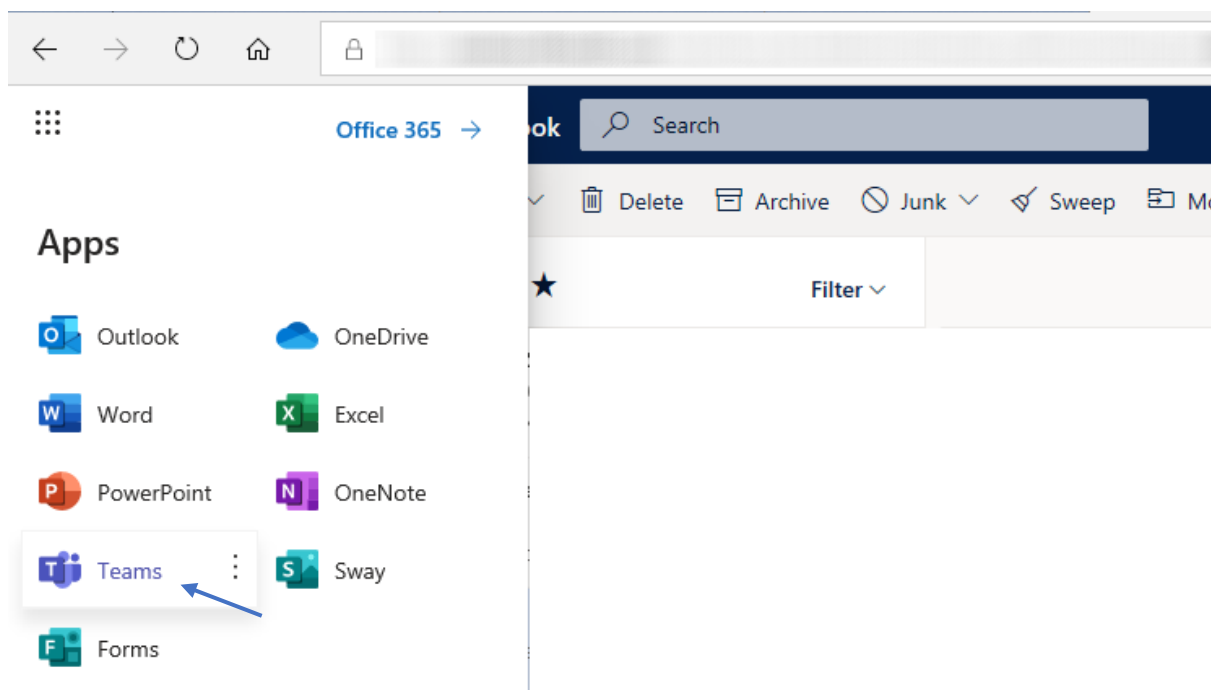


## Access Teams through an online Edge Hill University email account

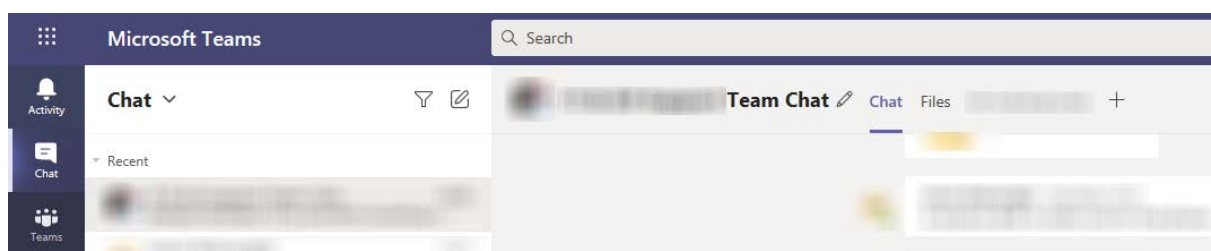
Teams can easily be accessed when using the online version of **Outlook** in a browser. Click the **App launcher** button in the top left corner of the interface.



Select the **Teams** icon from the options.



The Teams interface will open in a new browser tab.



## Access Teams on personal or other devices via a browser

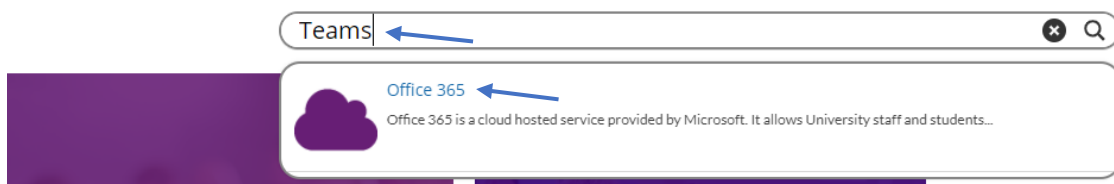
Visit the **Edge Hill University** website <https://edgehill.ac.uk>



Click the **Current Students** option.



Enter **Teams** in the search box then click on the **Office 365** link that appears.



Click the **Login to Office 365** button then login using your **Edge Hill University** credentials.

### Office 365

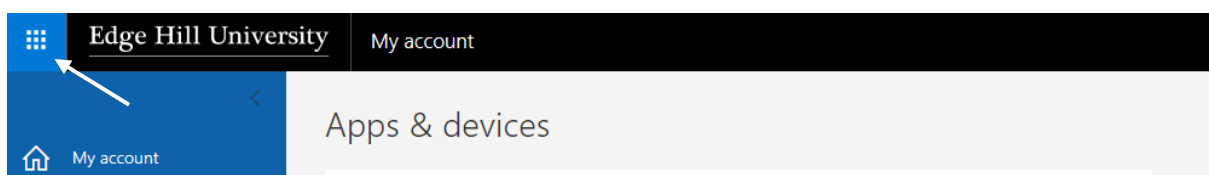
Office 365 is a cloud hosted service provided by Microsoft. It allows University staff and students the ability to create, edit, manage and even collaborate on the popular Microsoft Office products through a browser based interface.



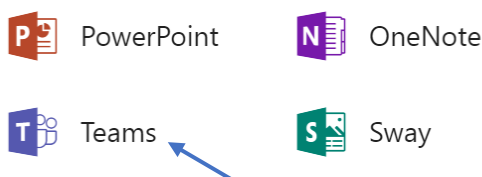
Login to Office 365



Once logged into the Office 365 interface click the **Apps launcher** button.

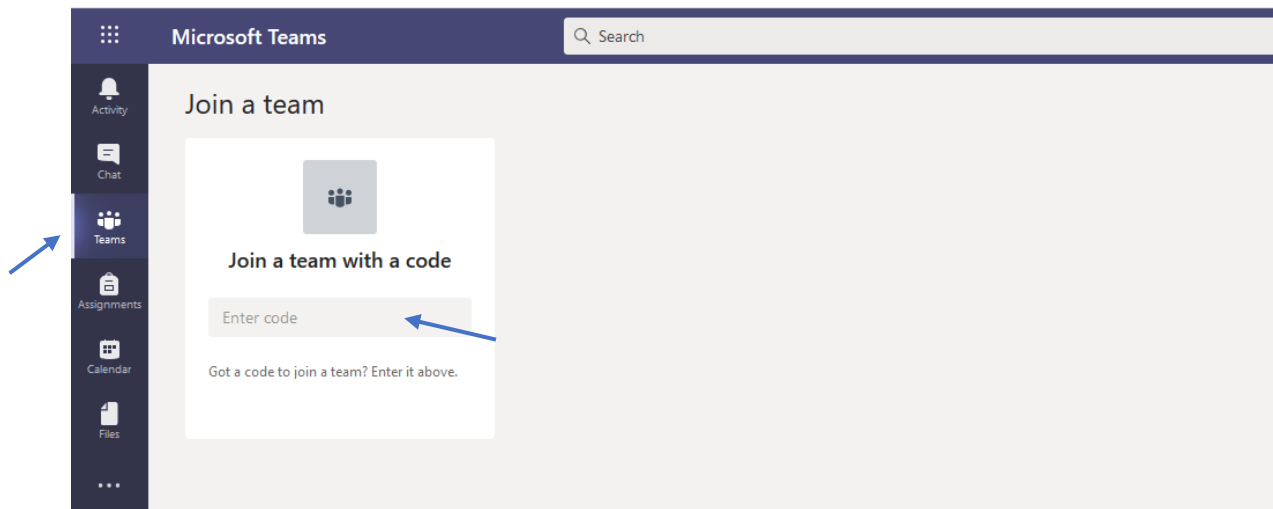


Select the **Teams** icon from the options.

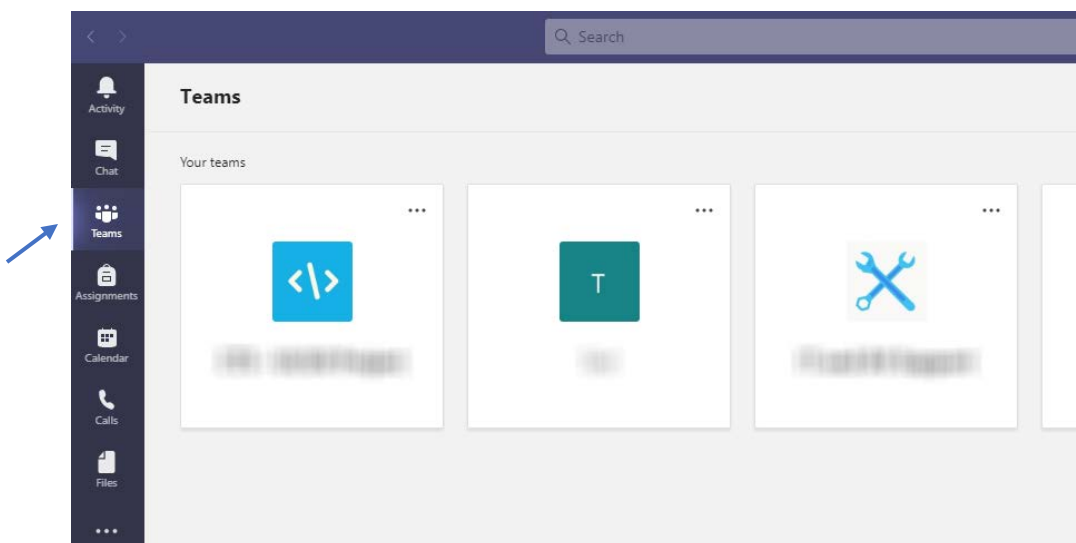


## Join a team with a code

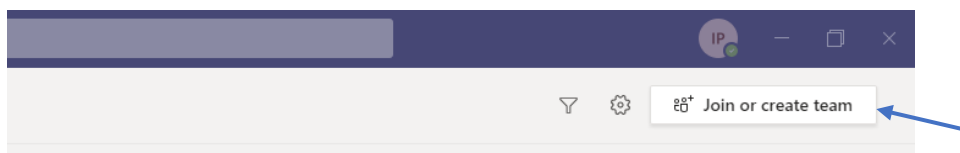
To join a team with a code for the first time click the **Teams** icon on the left of the Microsoft Teams interface then type the code into the **Enter code** field displayed.



To join a team with a code when already a member of other teams, click the **Teams** icon on the left of the Microsoft Teams interface...

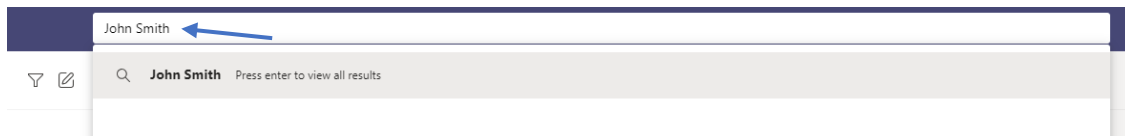


...then type the code into the **Join or create team** field displayed in the top right of the interface.

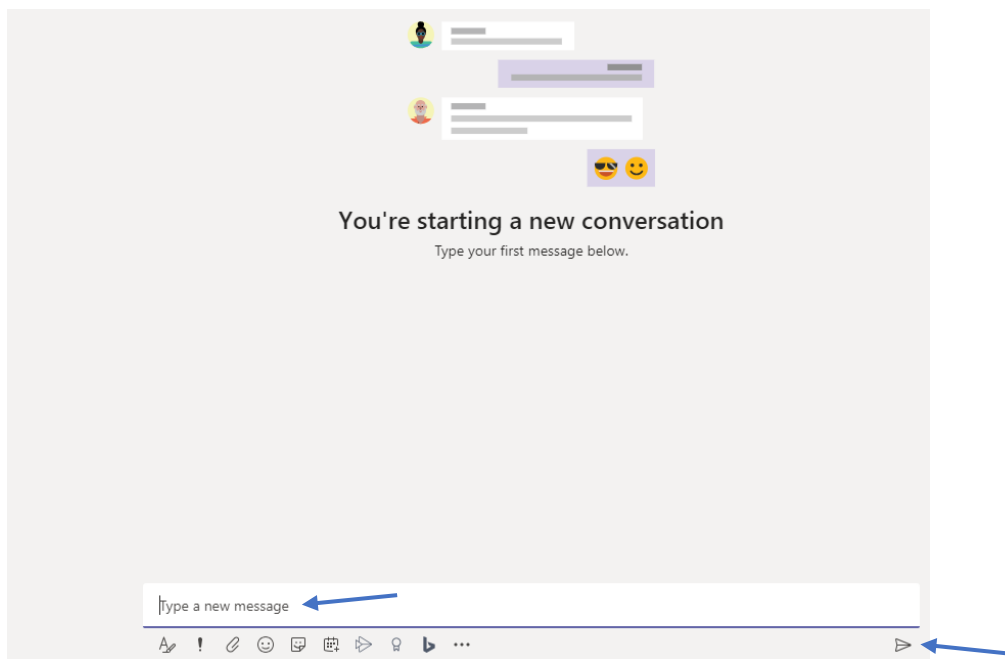


## Find people and start a new text conversation

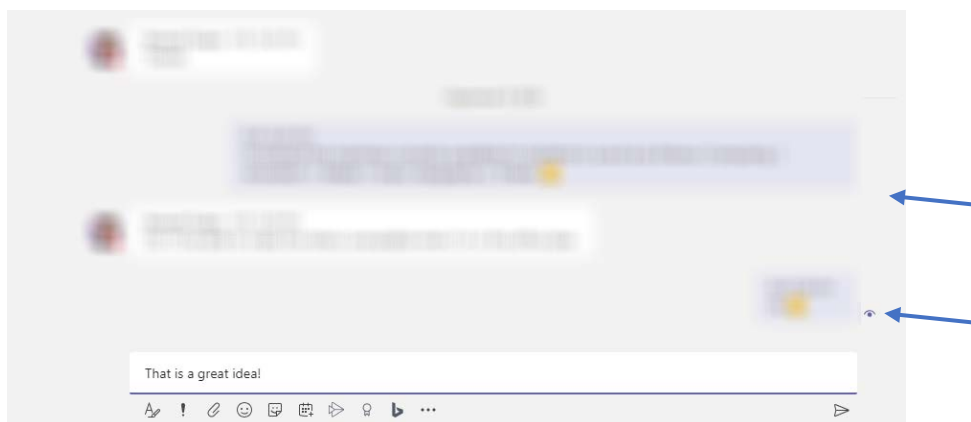
Enter the required name into the search field at the top of the Teams interface. Persons with the same name will be shown in a drop-down list. Select the correct name from the options shown.



The text conversation interface appears. Type a message into the **New Message** field at the bottom of the window. Click the **Send** icon or press the **Enter** key to send the message.

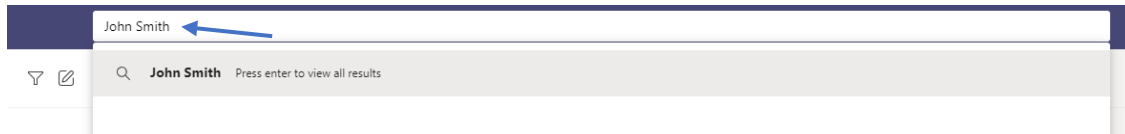


The conversation history is shown above the New Message field. When a new message is displayed on the recipient's screen a small eye icon is displayed on the right of the message.

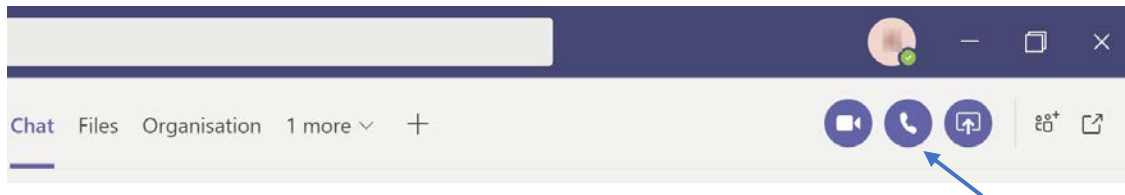


## Voice chat

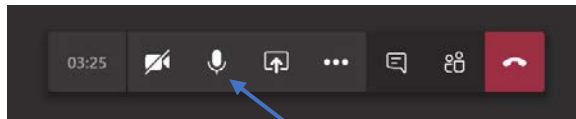
Enter the required name into the search field at the top of the Teams interface. Persons with the same name will be shown in a drop-down list. Select the correct name from the options shown.



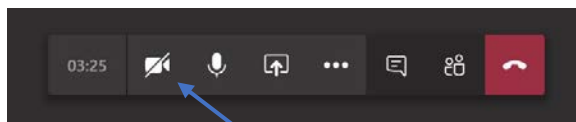
Click the **Audio call** icon in the top right corner of the interface.



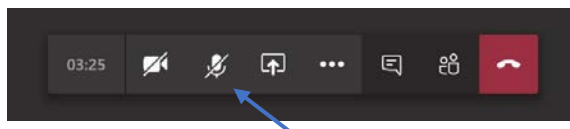
Ensure the microphone is **not** muted. The image below shows the microphone is live (audio is being sent) therefore other meeting attendees should be able to hear audio from the microphone.



The **camera** is shown as muted (no images are being sent) therefore other meeting attendees will **not** see images from a connected camera and the conversation will be via audio only.



Click the **microphone** icon to **mute** the audio if necessary, this can be especially useful during meetings with multiple attendees as it prevents unwanted background noise interfering with the main conversation. The image below shows the camera **and** microphone are muted.

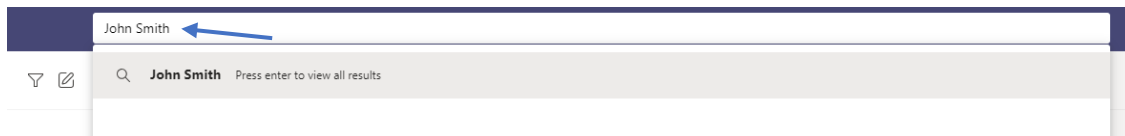


Tip: Remember to **Unmute** the microphone before speaking during a meeting.

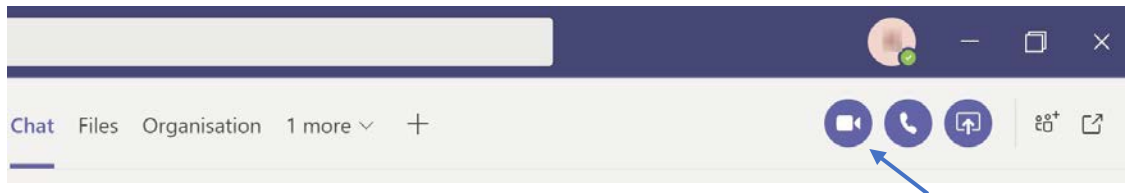


## Video chat

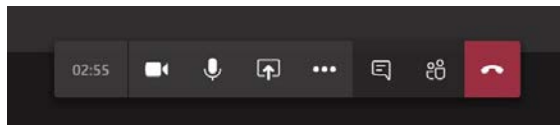
Enter the required name into the search field at the top of the Teams interface. Persons with the same name will be shown in a drop-down list. Select the correct name from the options shown.



Click the **Video call** icon in the top right corner of the interface.

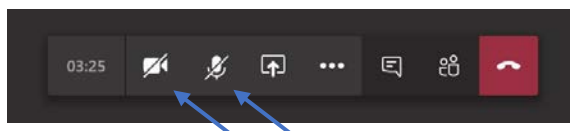


Ensure the microphone and camera are **not** muted. The image below shows the microphone and camera are live (audio and video are being sent) therefore other meeting attendees should be able to hear audio from the microphone and see images from the camera.



Click the **microphone** icon to **mute** the **audio** if necessary, this can be especially useful during meetings with multiple attendees as it prevents unwanted background noise interfering with the main conversation. Click the **camera** icon to **mute** the **video** if necessary.

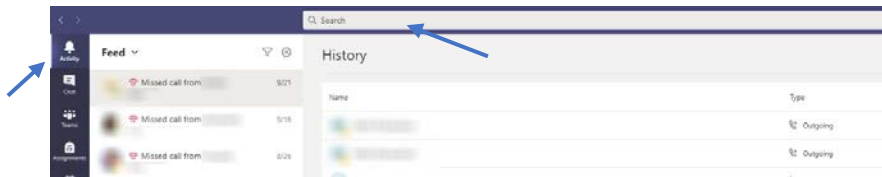
The image below shows the camera and microphone are muted therefore other meeting attendees will be unable to hear audio from the microphone or see images from the camera.



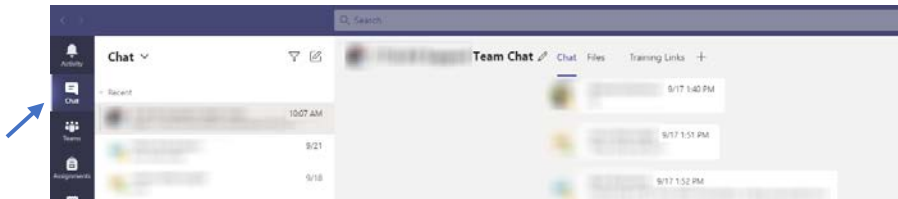
Tip: Remember to **unmute** the microphone **before** speaking during a meeting and **unmute** the camera if required.

## Teams interface selection icons

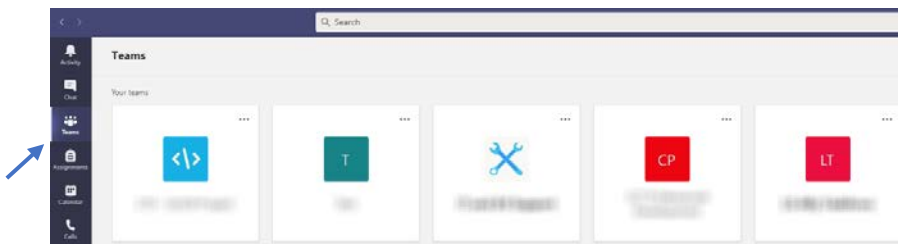
Find people by using the **Search** field. Click the **Activity** icon to view missed calls and call history.



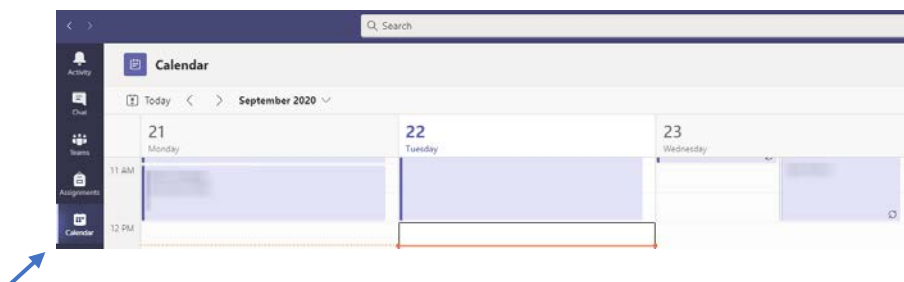
Click the **Chat** icon to view recent conversations and contacts.



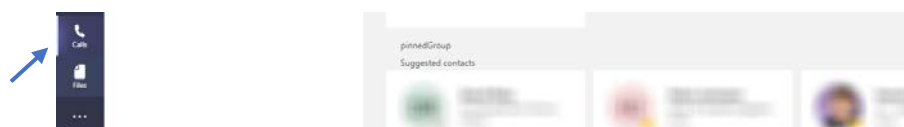
Click the **Teams** icon to view joined teams and associated assets.



Click the **Calendar** icon to view the logged in user's calendar then select from the times and dates available to create a new Teams meeting.



Click the **Call** icon to access the **Speed Dial** interface and create new Speed Dial contacts.



Click the **Files** icon to access recent files that have been shared during conversations.



## Join a scheduled meeting via an email invitation

A meeting attendee may be sent an email invitation to join a scheduled Teams meeting. The email will include a direct link at the bottom.

Click on the direct link at the scheduled time to automatically join the Teams meeting.

-----Original Appointment-----

**From:**

**Sent:** 14 September 2020 14:46

**To:**

**Subject:**

**When:** 16 September 2020 13:30-14:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

**Where:**

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[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

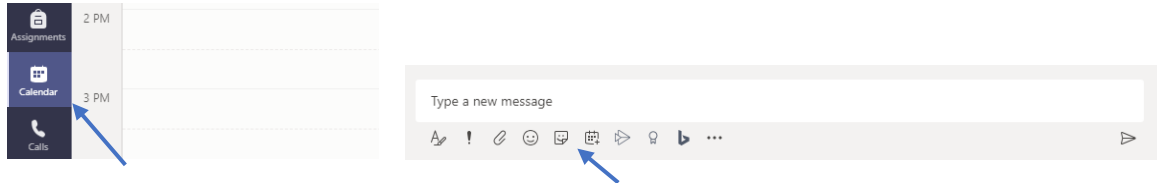
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## Schedule a meeting and send an email invitation

Teams provides a facility to set up scheduled meetings for multiple attendees and send invites via email. The email includes a direct link at the bottom that the attendee can click on at the scheduled time to automatically join the Teams meeting.

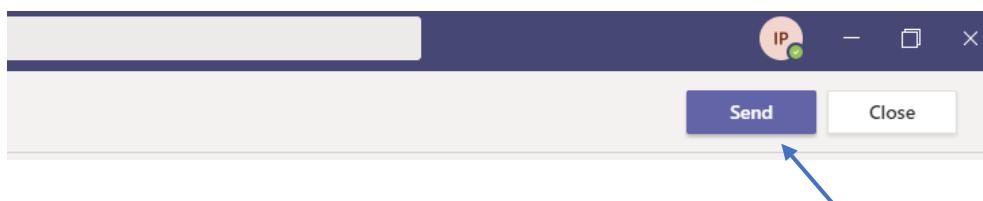
Click on either the main **Calendar** icon or the small **Schedule a meeting** icon.



Create a meeting title then add the names or email addresses of invitees into the email field. Select the time and date of the meeting and input optional details.

A screenshot of the 'New meeting' form in Microsoft Teams. The form has tabs for 'New meeting', 'Details', and 'Scheduling Assistant'. The 'New meeting' tab is active. It includes a 'Time zone' dropdown set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. Below this is a text input field for 'Add title' with a blue arrow pointing to it. Underneath is a field for adding invitees, represented by a blurred profile picture with a blue arrow pointing to it. The date and time section shows 'Sep 21, 2020' at '12:30 PM' to '1:00 PM' for '30m'. There are suggested time slots below: '1:00 PM-1:30 PM', '1:30 PM-2:00 PM', and '3:00 PM-3:30 PM'. The recurrence is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'. At the bottom is a rich text editor with various formatting options and a placeholder text 'Type details for this new meeting'.

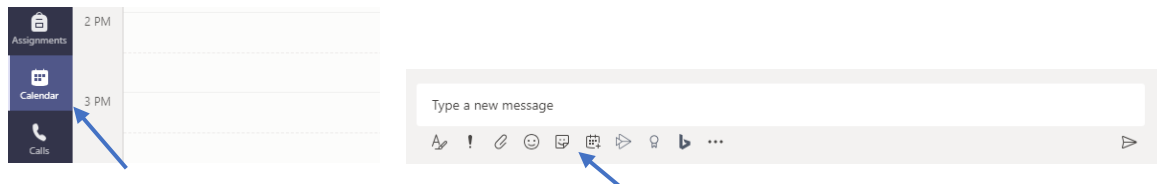
Click the **Send** button in the top right of the window.



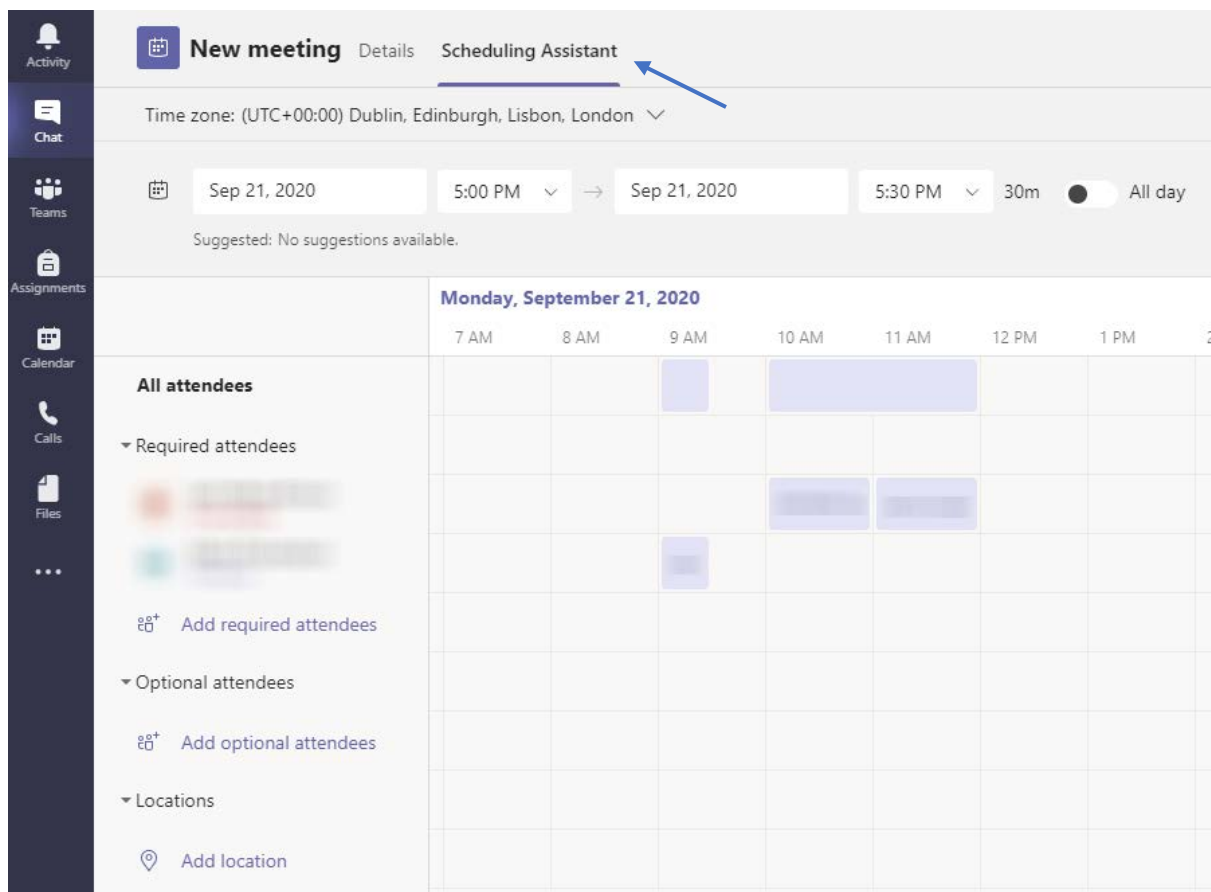
## Use the Scheduling Assistant to schedule a meeting

The scheduling Assistant displays shared calendars of known associates making it easier to schedule meeting when people are available.

Click on either the main **Calendar** icon or the small **Schedule a meeting** icon.



Click the **Scheduling Assistant** tab at the top of the **New Meeting** interface then create a scheduled meeting for a time and date when all required attendees are shown as available.



## Change options for a scheduled meeting after sending an invitation

Teams provides the option for a **meeting organiser** to change some of the parameters of a scheduled meeting directly from the email sent to attendees – the email will be in the organisers **Sent Mail** folder.

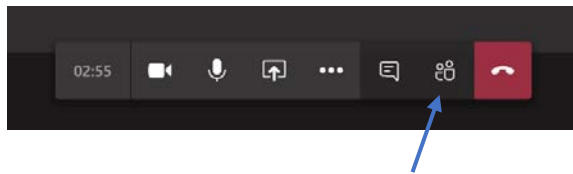
The screenshot shows the 'Meeting options' panel for a scheduled meeting. At the top, it displays the meeting title 'September 21, 2020, 5:00 PM - 5:01 PM' and the organizer's name. Below this, the 'Meeting options' section contains four settings:

- Who can bypass the lobby?** Set to 'People in my organization' via a dropdown menu.
- Always let callers bypass the lobby** Set to 'No' via a toggle switch.
- Announce when callers join or leave** Set to 'Yes' via a toggle switch.
- Who can present?** Set to 'Everyone' via a dropdown menu.

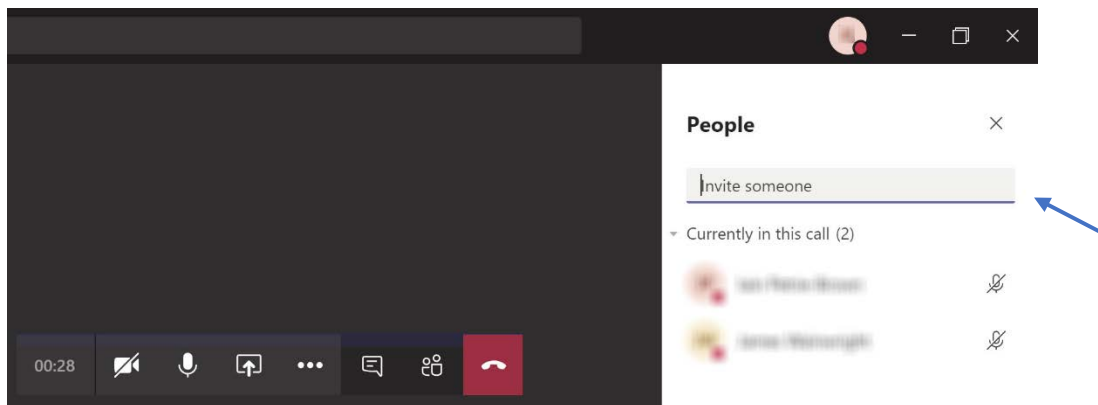
A 'Save' button is located at the bottom right of the panel.

## Invite another user to join a live conversation or call.

To invite another Teams user to join a live conversation or call click the **Show participants** icon.



Enter the name of the required participant into the **Invite someone** field.

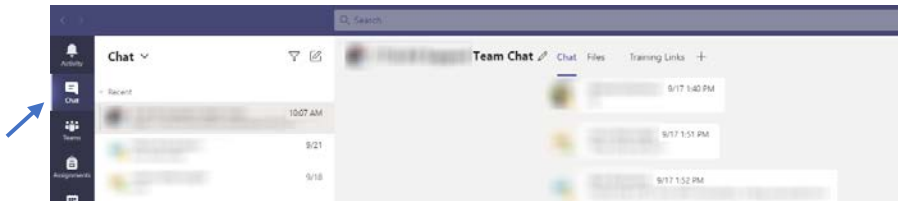


## Screen sharing

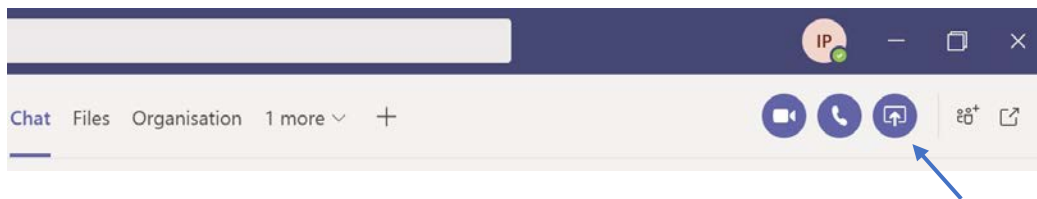
To **begin a call** and share what is on the screen with another Teams user enter the required name into the search field at the top of the Teams interface. Persons with the same name will be shown in a drop-down list. Select the correct name from the options shown or...



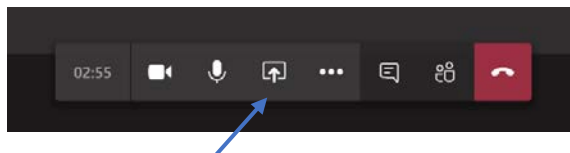
...click the main **Chat** icon and select a recent contact then...



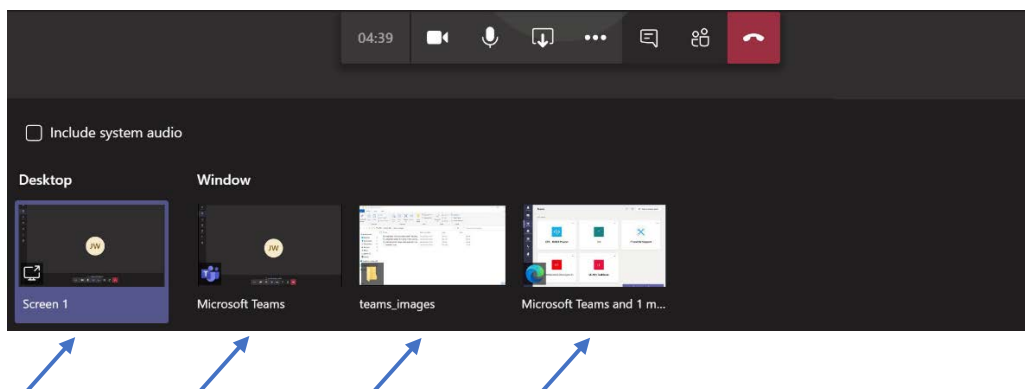
...click the **Screen sharing** icon to begin the call to the required Teams user.



To begin screen sharing **during a call** click the **Open share tray** icon.



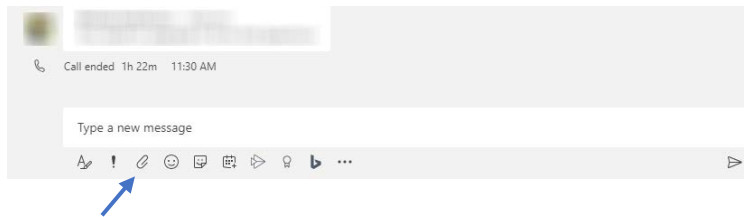
Once the **share tray** has opened select from the available options.



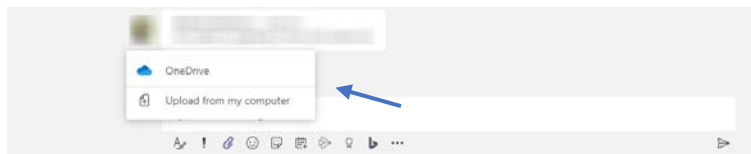


## Attach a file to a text chat message

Click the **Attach** icon underneath the **Type a new message** field.

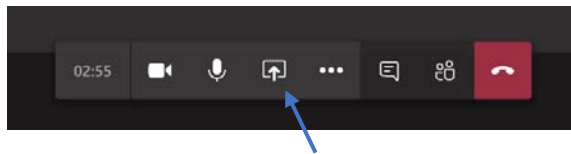


Navigate to the file required and select.

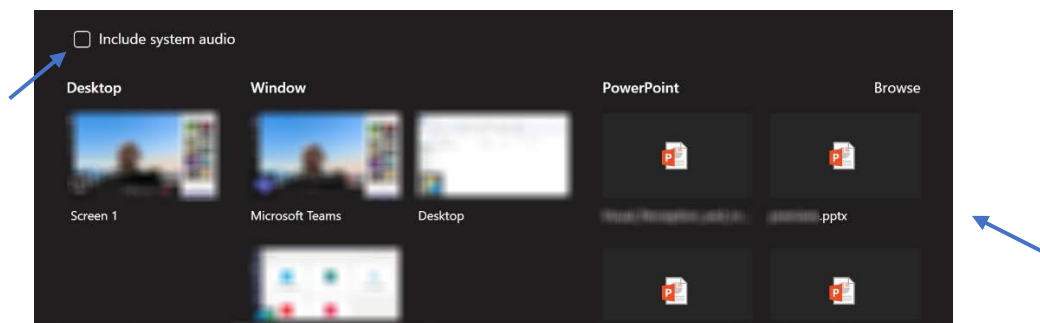


## Present using PowerPoint

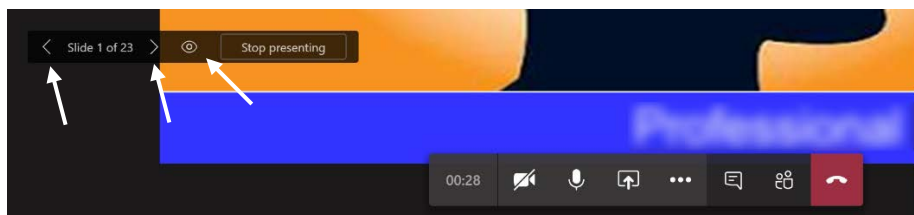
To begin a PowerPoint presentation during a call, click the **Open share tray** icon.



**Select** or **browse** to the PowerPoint file required. To send audio contained within the PowerPoint file to viewers while presenting check the **Include system audio** box.

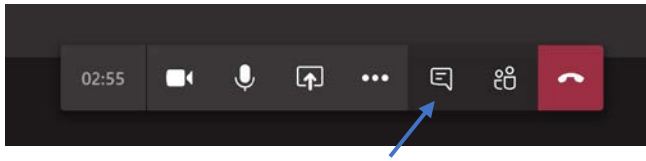


Open the PowerPoint file and move through the slides using the buttons provided or the arrow keys on a keyboard. To prevent viewers moving through the slide show themselves click the **eye** icon.

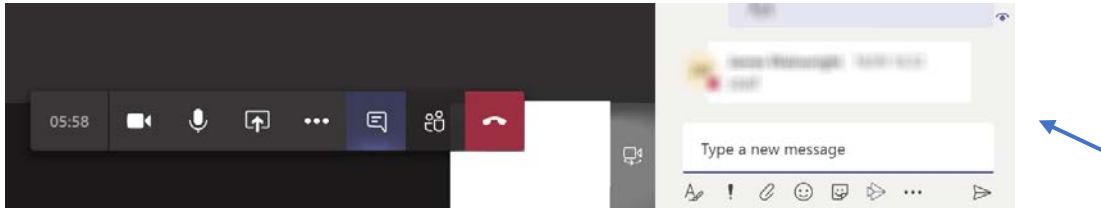


## Text chat during a meeting

To chat using text during a meeting click the **Show conversation** icon.

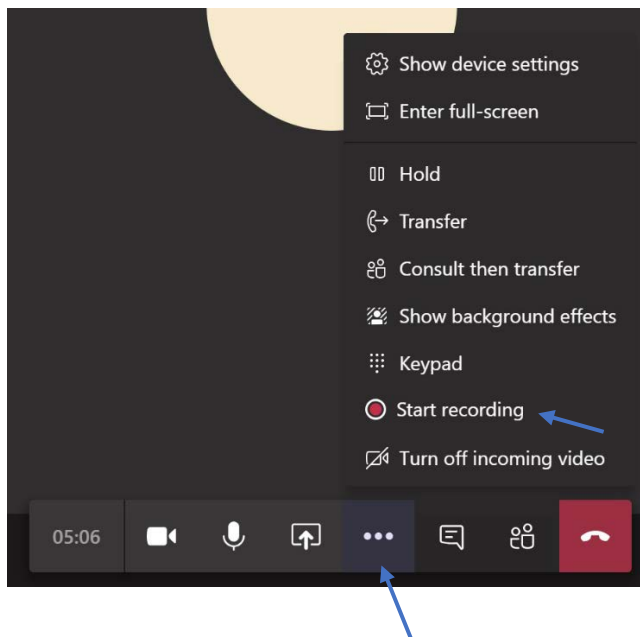


The chat window will appear on the right side of the interface.



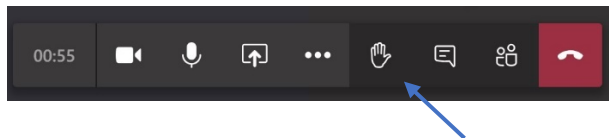
## Record a meeting or presentation

Click the **More actions** icon then the **Start recording** icon

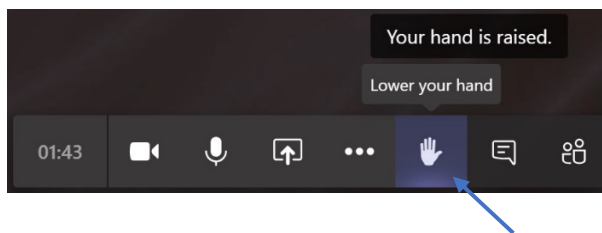


## Ask a question during a presentation (Raise Hand)

To attract a presenter's attention during a presentation to more than one person, click the **Raise hand** icon. A raised hand symbol will appear on the presenter's display with the name of the user requiring attention.

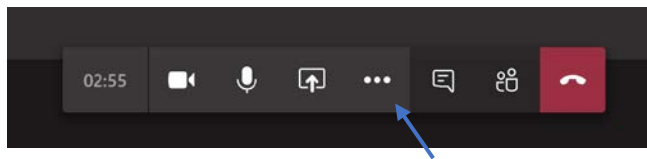


Click the same icon to **remove** the symbol from the presenter's display.

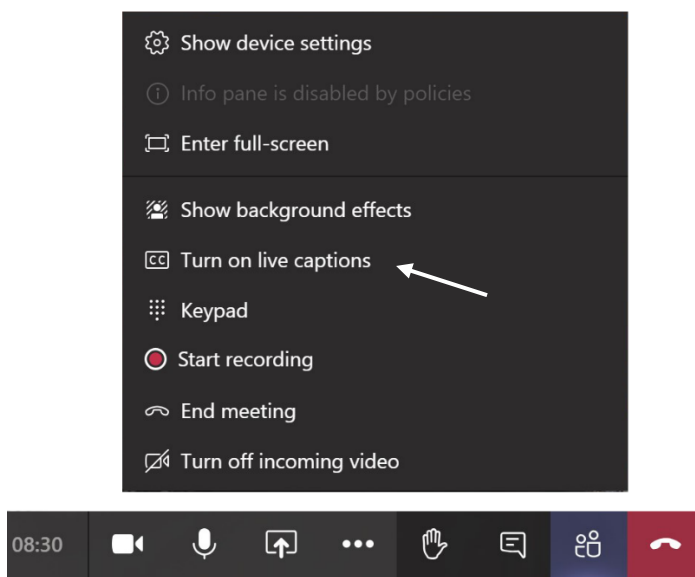


## Display live captions

To display live captions showing the conversation with more than one person, click the **More actions** icon...



...then click the **Turn on live captions** icon.



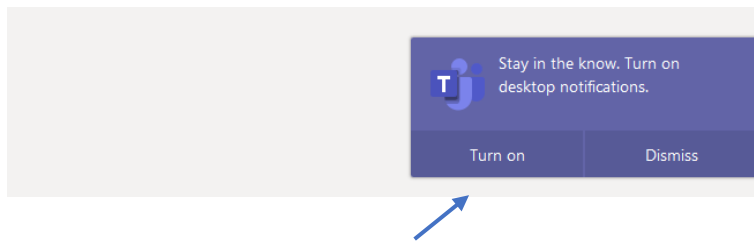
The captions are displayed at the bottom of the interface and update automatically as the conversation progresses.



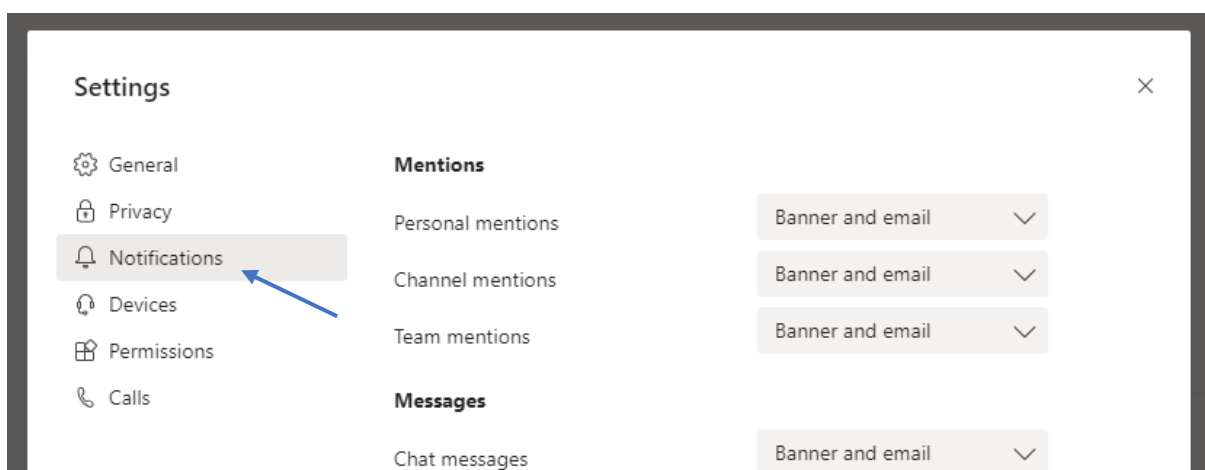
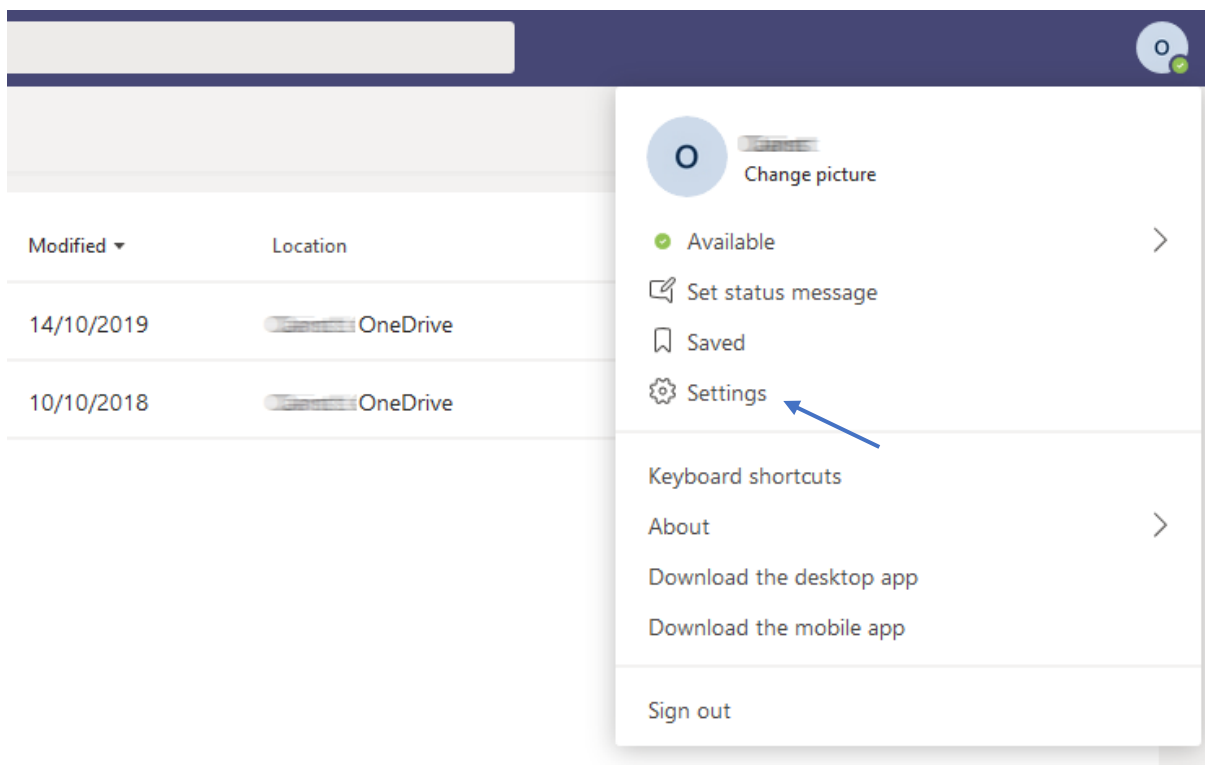
The next slide illustrates the difference between  
As can be seen the two objects differ in the way

## Desktop notifications

Teams can provide an audio and visual alert when messages are received from other users. PCs used within Catalyst require headphones for audio alerts.

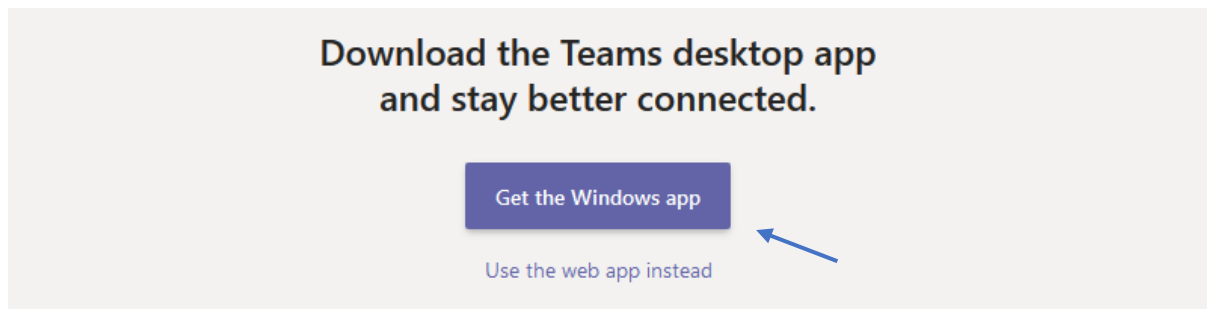


Click the **account button** and select **Settings** from the options.

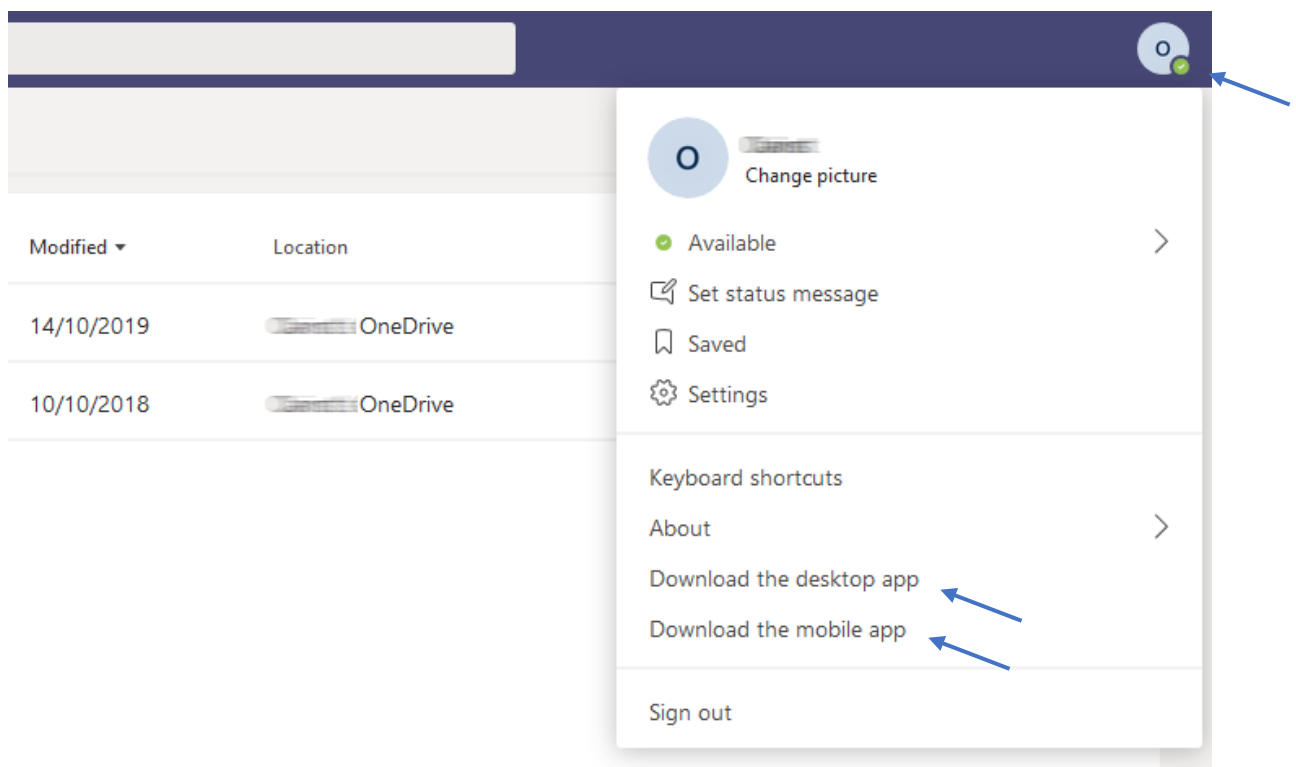


## Install Teams on a personal computer

Access **Microsoft Teams** via a browser then click the **Get the Windows app** button.



The mobile and desktops installation apps can also be downloaded from the **account menu** in the web version of Teams. Click the **account button** then select the **Download the desktop app** or **Download the mobile app** option.



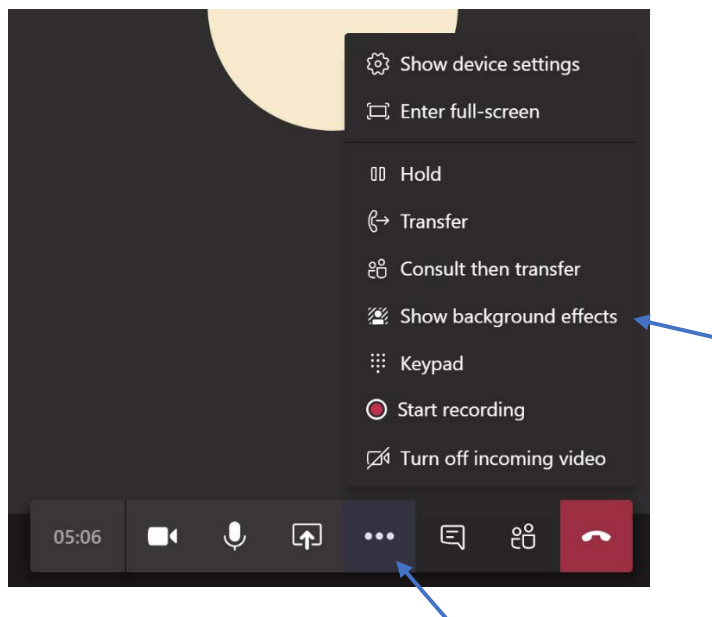
The app can also be downloaded directly from the [Microsoft Teams](https://www.microsoft.com/teams) website.

Follow the instructions displayed on a personal computer or mobile device to install the app.



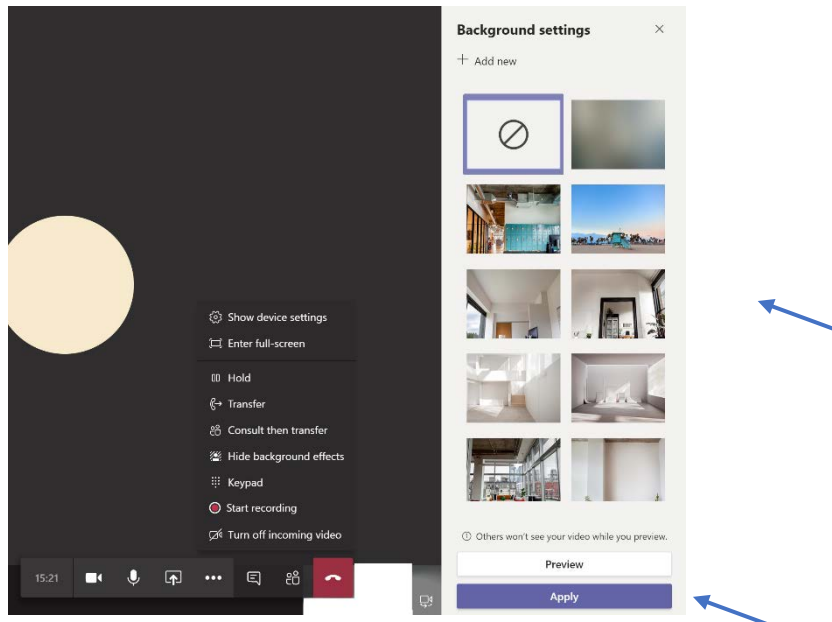
## Change background (installed version)

Teams provides a facility for users of the installed application to change the background displayed behind them during a video call. Click the **More actions** icon then the **Show background effects** icon.



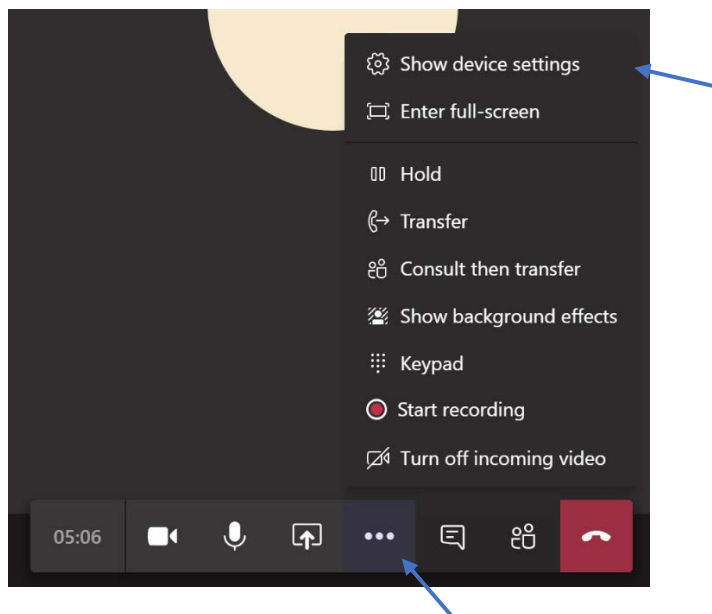
Select a background from the available options then click the **Apply** button.

Click the first (empty) icon to remove the background effect.



## Device settings (installed version)

To change the settings of the connected devices being used to send audio and video through Teams click the **More actions** icon then the **Show device settings** icon.



Select the individual **device settings** to change the levels and which device should be used.

