

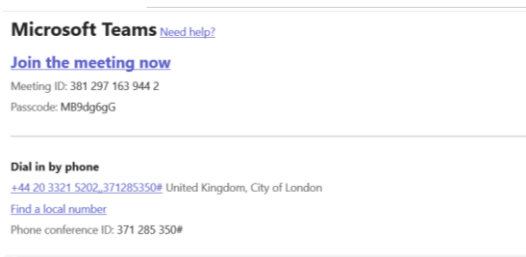
Microsoft Teams User Guide

Please refer to the information below for guidance on how to join and participate in a Microsoft Teams meeting.

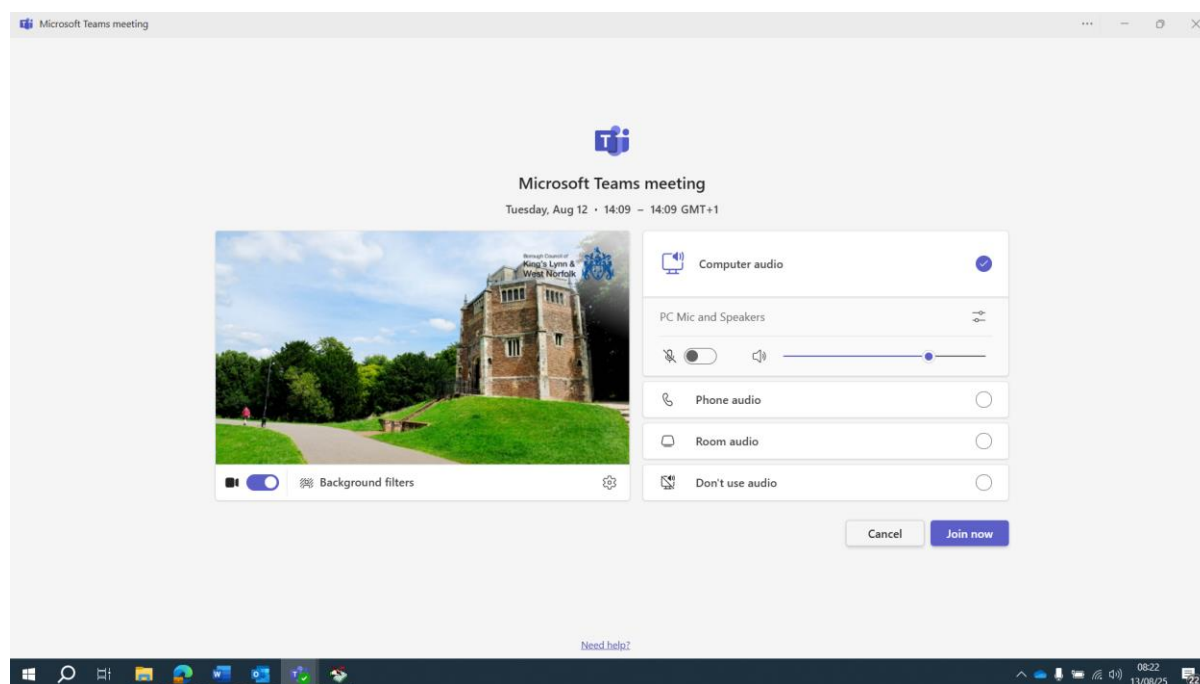
To Join a Teams Meeting

Find the appointment in your Calendar either via the Teams Calendar or your Outlook Calendar.

The invitations Democratic Services send out for meetings will all include a Microsoft Teams Link, which will look like this:

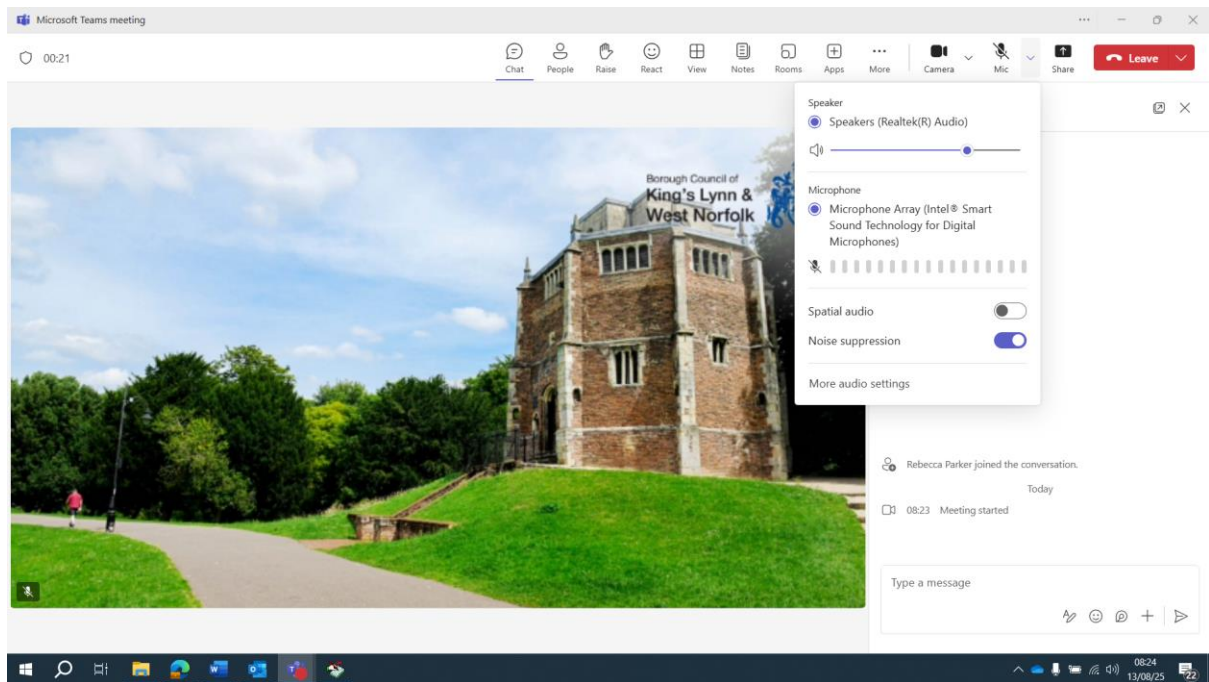


Select 'Join the Meeting Now' and the following screen should appear:



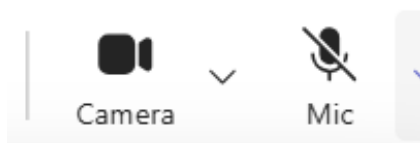
From this screen you can toggle your camera on and off, select a background filter and check your audio. When you are happy with the set up press 'Join now'.

You should now be in the meeting and your screen should look similar to the below:



During the Meeting

Your camera and microphone can be switched on and off by pressing the below.



Please try and keep your camera off at all times except when it is your turn to speak. Keep yourself muted until you are ready to speak at the meeting. This minimises background noise.