

Attending an online session in Microsoft Teams

The City of Whittlesea uses the free online platform Microsoft Teams to conduct its online events, sessions and appointments. To access the Microsoft Teams platform, you will need either a smartphone, computer, tablet or iPad.

Joining the Meeting from a mobile/ tablet / iPad

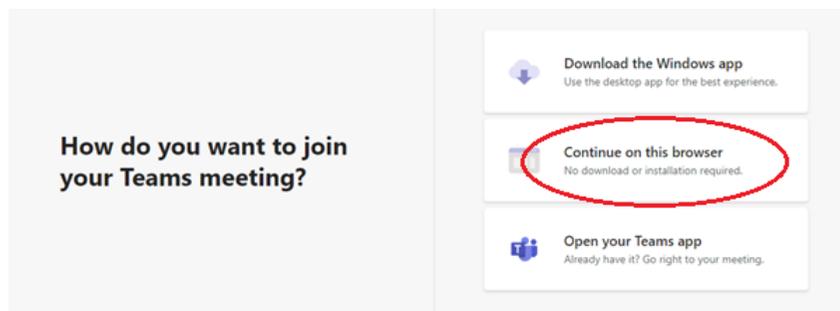
If you already have the app, click the underlined link listed with the event. It should bring up a screen that asks how you would like to join. You can sign in if you have an account, or just click "Join Meeting". Enter your name to be displayed and click "Join Meeting" again.

If you haven't downloaded the app, click on the underlined link, and then select "Get Teams". From there it will take you to your app store, where you can install Microsoft Teams. After the app has installed, go back to the event and click on the link again. From here, you will be able to click "Join Meeting". Lastly, enter your name to be displayed and click "Join Now".

If prompted, select "allow" to activate your microphone and video.

Joining the Meeting from a computer

Desktop computers can access online sessions from the browser, meaning you don't have to download the program. Click the underlined link listed with the event. If a pop-up box opens, you can click "Open Microsoft Teams" if you already have the program, otherwise click "cancel", then click "continue on this browser" as shown below.

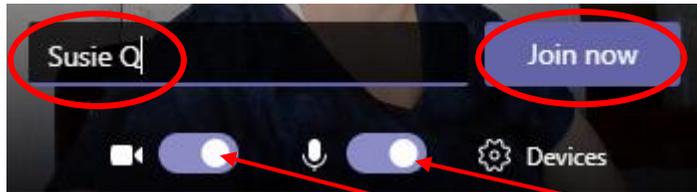


If prompted, select "allow" to activate your microphone and video. Enter your name to be displayed, and click "Join Now", which will open the session.

Please see the next page for our quick reference guide. For technical assistance, please contact the session organiser.

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Quick Reference Guide



You can turn your camera and microphone on and off using these buttons.

The following tools will help you to interact during the meeting:

	Controls your video feed - please keep video off unless instructed by the presenter
	Controls audio (microphone) - please keep mic off unless instructed by the presenter
	Allows a user to share their screen - please do not share content unless instructed by the presenter
	'Raise Hand' - please use when you would like to speak, then please wait until called upon by the presenter
	Conversation panel - to be used to ask questions or make comments throughout the meeting. Please note, conversations can be viewed by all meeting participants
	Participants panel - displays participants in the meeting
	More Actions – displays a list of further actions <div data-bbox="336 1204 582 1252" style="background-color: #333; color: white; padding: 2px; margin-bottom: 5px;">  Show device settings </div> Displays the device settings - here you can select which device you would like to use for microphone and speaker and can also control the volume
	Ends the call