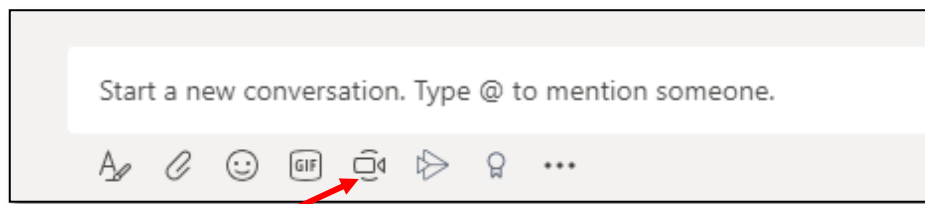


## Communicating online using Microsoft Teams

Microsoft Teams provides the option to hold online meetings with colleagues.

You will need to have a camera and microphone enabled on your pc. You can check this in the Control Panel settings on your PC, and if you have problems with this you will need to contact the IT Helpdesk on 01384 363456 and request support. This cannot be done remotely, so please check your PC.

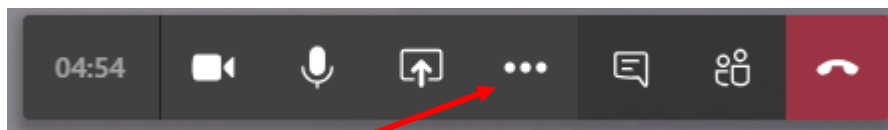
The meeting tool is available on the conversation page, at the bottom of the screen.



Click on the **meet now** icon and you can either schedule a meeting date or start a meeting straight away.

When you schedule a meeting, you can identify the date and time, the invitation will automatically be sent to everyone in the team and will appear in their Outlook calendar. Alternatively, you can choose to invite specific attendees.

When the screen opens for the meeting, a menu appears across the bottom of the screen.



When you click on the three dots, another menu will appear from which you can choose to record the session, and to blur the screen background which is particularly important when working from home.

If you record the session remember to click **Stop recording** at the end of the meeting. The recording will be saved as a video file within Microsoft Stream which can be accessed from the Office 365 home screen, a link to this file will also appear within the conversation page.

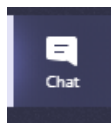
During a meeting, you can also share documents from your screen, by clicking on the share icon on the menu bar.

If you are having problems with your camera or microphone, you can check the settings: click on the three dots, and then click on show device settings. Your camera needs to be set to the front.

### Having conversations or meetings with staff who aren't in your Microsoft Team

It is also possible to have conversations with staff who are not part of your Microsoft Team by using the **Chat** function. This can be quicker than e-mail particularly if you need to have conversations with multiple people at the same time.

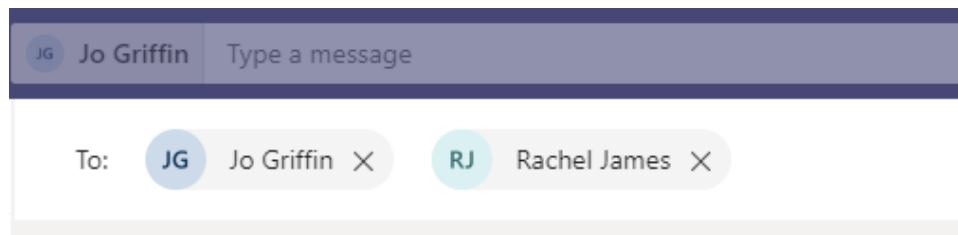
- Click on the **Chat** icon in the left-hand menu bar:



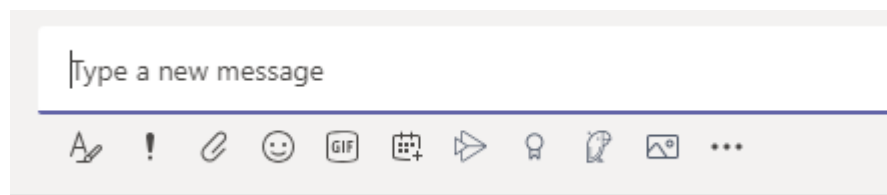
- Click on the New Chat icon at the top of the screen



- In the **To:** section enter the name of the person you want to chat to
- It is possible to take part in group chats by entering more than one name
- 



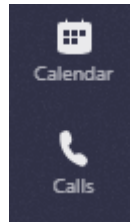
- Use the chat bar at the bottom of the screen to send messages, attach files or schedule a meeting
- Scheduled meetings will appear automatically in the participants' Outlook calendar
- This can be accessed by clicking on the **Calendar** icon in the left menu bar or through Outlook



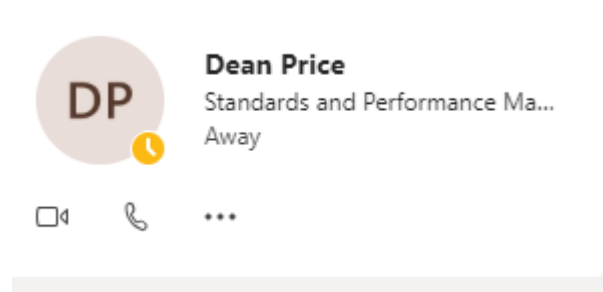
## Making Video & Audio Calls

You can make audio and video calls through Teams.

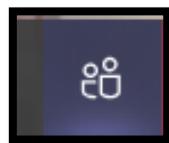
- Select the **Calls** icon in the left menu bar



- Select **Speed Dial** and search for a participant
- Once they are stored in your Call directory you can video or audio calls by clicking on the relevant icon below their name



- During a call it is possible to add more participants by clicking on the **Show participants** icon and then searching for new participants



These tools will also work from the Teams app when downloaded to your phone.

For more information, use the Help icon at the bottom left of the Teams screen. You can also learn more about using Teams and Office 365 tools at the [Microsoft Educator Centre](#).