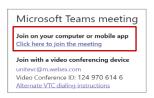
Technical Guide to Microsoft Teams (Meeting Participants)

This guide is prepared to provide a general understanding of Microsoft Teams e-conferencing tool and its basic functionalities that participants need to be familiar with.

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Join on your computer

1. Click 'Click here to join the meeting' link in your email invitation and choose to join on web browser or desktop app.



Web browser Desktop app

2. Click **Cancel** and select **Continue on this browser**



3. Click Allow.



Enter your name [Organization-Full name, i.e ESCAP-Kanjana Sibunnan] Click **Join now.**



Meeting organizer will let you in.



2. Click **Cancel** and select **Download the Window app** to install it.

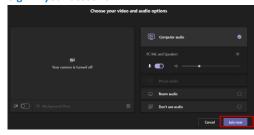


Click **Open Microsoft Teams** once you have Microsoft Teams Desktop App installed.

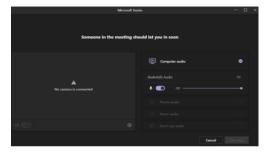
3. Select your video and audio settings. Click **Join now.**



Sign in your account



Meeting organizer will let you in.



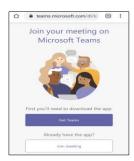
Join on your mobile

- 1. Click 'Click here to join the meeting' link in your email invitation.
- 2. Click **Get Teams** to download and install mobile app or Click **Join meeting** if you already have MS Teams mobile app.
- Microsoft Teams meeting

 Join on your computer or mobile app
 Click here to join the meeting

 Join with a video conferencing device
 unitevc@m.webex.com
 Video Conference ID: 124 970 614 6
 Alternate VTC dialing instructions

3. Click Join as a guest. Enter your name. Meeting organizer will let you in.









Join from VC endpoints

With Interactive Voice Response (IVR)

□ Dial Session Initiation Protocol (SIP) address, <u>unitevc@m.webex.com</u>
And enter the **VTC conference ID**, i.e. 1280725086 with #.

You will then connect to MS Teams meeting.

Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Join with a video conferencing device unitevc@m.webex.com Video Conference ID: 124 970 614 6 Alternate VIC dialing instructions

Without Interactive Voice Response (IVR)

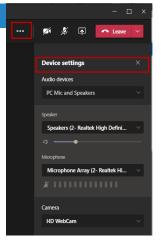
☐ Enter direct dial with full string, VTC conference ID, i.e. 1280725086.unitevc@m.webex.com

TIPS: Overlay is the default layout on the VC endpoint. To change the layout, **press 2 & 8 on the keypad to cycle through the options**. If the VC endpoint is muted on the MS Teams side, **press *6 on the keypad to unmute mic**.

2. Audio & Camera Settings

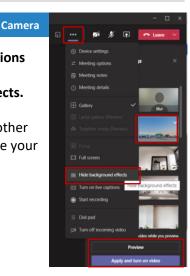
Audio



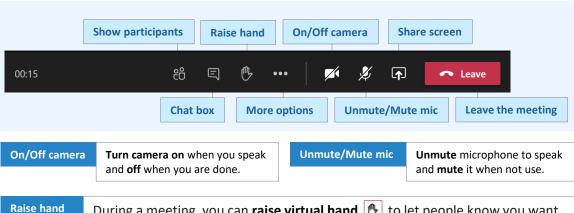


Select More options > Show/Hide background effects.

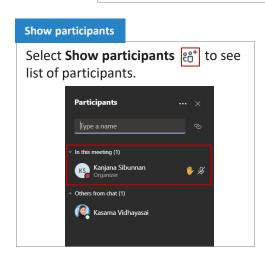
Choose **Blur** or other images to change your background.

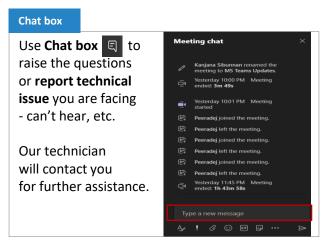


3. Functions on the Toolbar

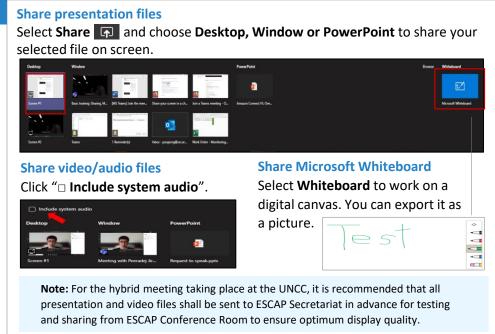


During a meeting, you can raise virtual hand | to let people know you want to contribute without interrupting the conversation. The Presenter will call upon you to speak. Click raise hand again to lower your hand.









4. Enter/Exit a Breakout Room

Depending on how the breakout rooms are setup by the meeting organizer, the messages pop up on your screen will guide you on how to join the breakout room.

Click **Join room** to enter your assigned breakout room. Click **Return** to return to the main meeting room.

▲ Join breakout room?

You've been assigned to "Green Room".

Join room

Later



Alternatively, you may be assigned and entered the breakout room and return to the main meeting room automatically.



5. Best practices and Join a Teams Meeting Video Tutorial

BEFORE THE MEETING

- ✓ Check hardware requirements for MS
 Teams on Window PC and Mobile at
 https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app
- ✓ Please ensure that you have the latest version installed and regularly updated. Check latest version of MS Teams at https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app
- ✓ Try to be seated somewhere quiet and where the acoustics are such that there will not be an echo.
- ✓ Make sure no other application is running in the background or in the system tray in your computer
- Please deactivate any notifications that could distract you or create noise during the meeting.

DURING THE MEETING

- ✓ When joining a meeting, please keep your camera off and mic muted.
- ✓ Speak slowly, one person at a time, and allow brief pauses from time to time and when handing the floor to another participant.
- ✓ Please mute your mic when not in use.
- ✓ If faced with any technical issues, please reach out to your organizer using Meeting chat box or email with clear explanation on your issues and follow their guidance.

VIDEO TUTORIAL

Watch Microsoft Teams Video Tutorial – Join a Teams Meeting at

https://support.microsoft.com/enus/office/join-a-teams-meeting-078e9868f1aa-4414-8bb9-ee88e9236ee4