

PARTICIPANT'S GUIDE TO MICROSOFT TEAMS MEETINGS

How to join a meeting

Please join the meeting on the date and time indicated, by clicking on the link provided in the invitation.

What to do after clicking on the link to the meeting?

1. Mobile devices: For participating using mobile devices, download the Microsoft Teams app and join as guest. Participants will then be required to enter their name.

Please use the following format: “[Country], [First Name][Last Name]”.

2. Laptop/Desktop: For participating using a computer that have a Microsoft Teams account, click on *Sign in and join*. For participating without a Microsoft Teams account, click on *Join on the Web instead*, then click allow use of microphone and camera. Participants will then be required to enter their name.

Please use the following format: “[Country], [First Name][Last Name]”.

Kindly join a few minutes before the meeting starts, to reduce the waiting time in the virtual lobby.

Guidelines for the conduct of meetings

1. Please ensure that your **microphone is muted**. Only unmute if you have been given the floor to speak. After you have finished, please mute your microphone again.
2. Please **turn off your video** to enhance the performance. You can turn on the video if you are invited to speak.
3. Please speak clearly, slowly and with adequate volume.
4. **List of speakers:** If you would like to take the floor, please indicate so in the chat room of the meeting (for example “Austria would like to speak”). The chat room will be used to determine the list of speakers. Insert the name of your delegation in the request.

Setting up before the meeting


1. **Check your audio and video settings before joining the videoconference.** Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.
2. **Control the light.** Do not have a bright light source (e.g. window, lamp) behind you (this will make your face very dark while the background blinds viewers). Try to have sufficient but indirect lighting from the front. Check this before you join the meeting.

3. **Placement of camera.** Try to have the camera at the same level as your head, not on the far below or above. Find a stable place for your camera and avoid moving it around.
4. **Framing and background.** Check what you see in your frame, try to have your head and upper body represented. Remember that other participants can see what is behind you in the image. Teams has an option to blur the background or select a stock background.
5. **Use headphones** or a headset with a microphone in order to eliminate echoes.
6. **Cut out the background distractions.** If you are conducting your video conference from home, consider using a space where you are alone. Turn off televisions, radios and any other audio-visual distractions.
7. **Find a location with a strong signal.** Stay close to the access point for WiFi. If you can, connect your laptop through a cable to the network.

Troubleshooting

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.

Managing audio settings in a Teams meeting

If people in a meeting can't hear you, you might be muted, or you might not have configured your mic correctly. To change your speaker, microphone, or camera settings when you're on a call or in a meeting, select **More options** *** > **Show device settings**  in your meeting controls. Then, select the speaker, microphone, and camera options you want.

System requirements

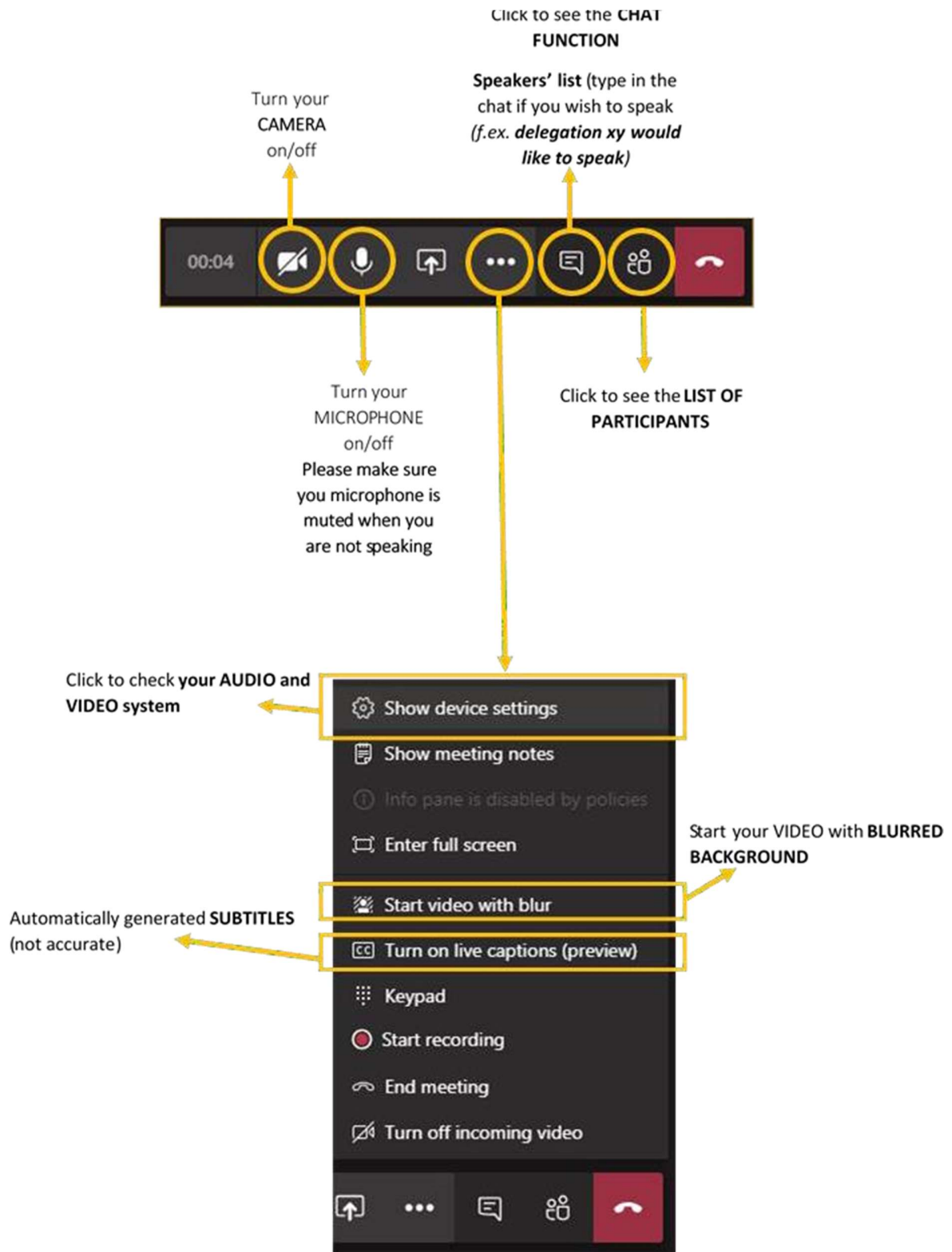
A computer (PC or Mac) or mobile device (iOS or Android). High-speed internet connection, a minimum of 25 Mbps of upload and download.

When joining from the browser without an app download the latest versions of Microsoft Edge and Google Chrome are supported. Desktop apps for Microsoft Teams on Windows, MacOS, as well as mobile apps for iOS and Android, are available in the links below.*

DESKTOP	MOBILE
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android

*For **firewall** issues, participants should contact their Mission's technical focal points to allow downloading of Microsoft Teams.

Control Panel

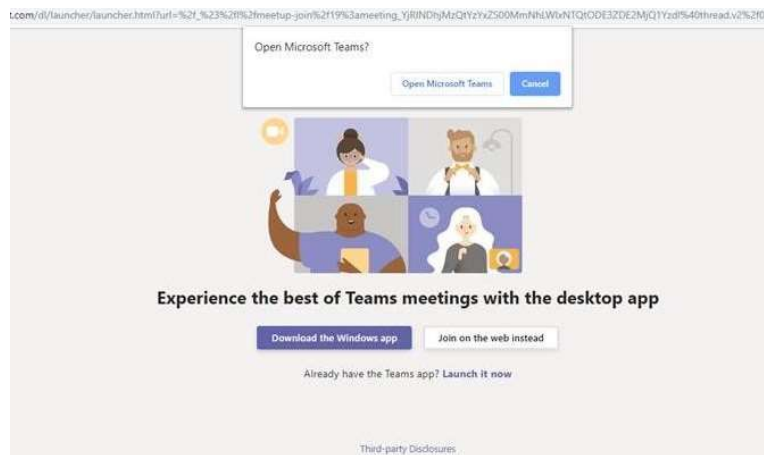


Frequently Asked Questions

How do I join a Microsoft Teams meeting without downloading the Microsoft Teams application?

You are able to join on your PC without downloading an application. Open the “Join Microsoft Teams meeting” link received in the invitation in a supported browser (latest version of Microsoft Edge or Google Chrome). After opening the link if you click the button called “Cancel”, then two options in the lower part of the screen can be selected. Clicking “Join in the web instead” will launch the web-based MS Teams interface.

On mobile devices the only option is to download the MS Teams app when opening the invitation link.



How do the control functions work when I join the meeting on the mobile phone?

Once you've joined a meeting on the mobile app, you can tap in the meeting for the meeting controls such as audio, video, and hang up. You can tap the meeting to see the meeting header where you can switch between viewing the meeting or writing in the chat area.

You can pinch to zoom in and out when someone is sharing their desktop. You can rotate your mobile phone for a larger landscape view of what is shared on the screen.

How do I disable notification sounds during the meeting?

When using Microsoft Teams on a PC enter the “Settings” area of the Teams application, select “Notifications”, and under “Notifications sounds” select “Off”.

On the mobile phone enter your mobile phone settings and select the area for managing notifications. Choose to turn off notifications for Microsoft Teams.