

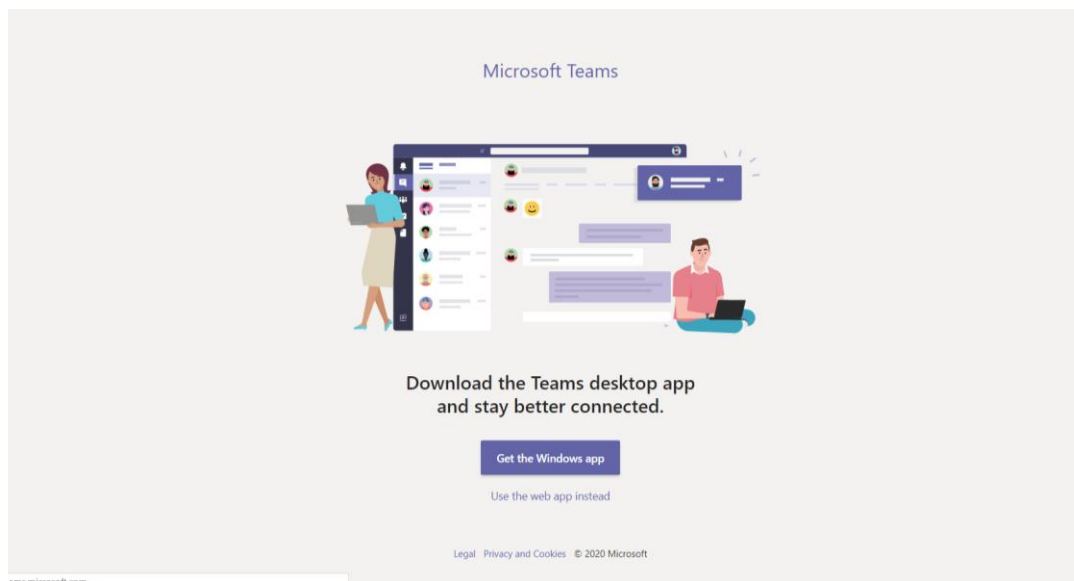
How to use Teams: Outlook Users

When to use Teams: Teams is Microsoft's app to stay in touch with colleagues, and sometimes schools, SENDIASS, and other professionals use this to host a virtual meeting with parents. This is primarily using chat and video or audio calling, including screen sharing. You can use it with all Outlook contacts, if they are licenced to use it. Once set up, it's user friendly and reliable. It's similar to Skype, which Microsoft will soon stop supporting.

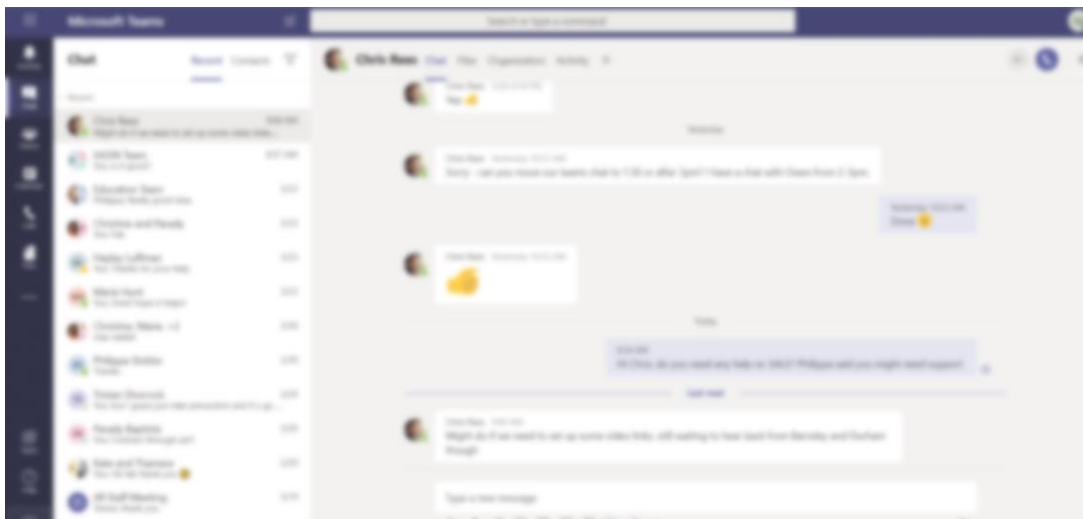
Set up: To get onto Teams, simply use the link:

https://teams.microsoft.com/_#/conversations/General?threadId=19:c06532b345564_62a81ba64b0bdc740b5@thread.tacv2&ctx=channel

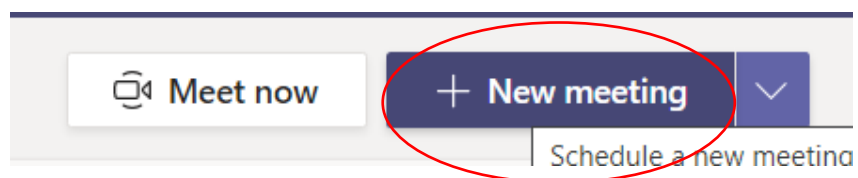
You should then get this screen, you can choose to either download the app or remain on the web version, either works well.



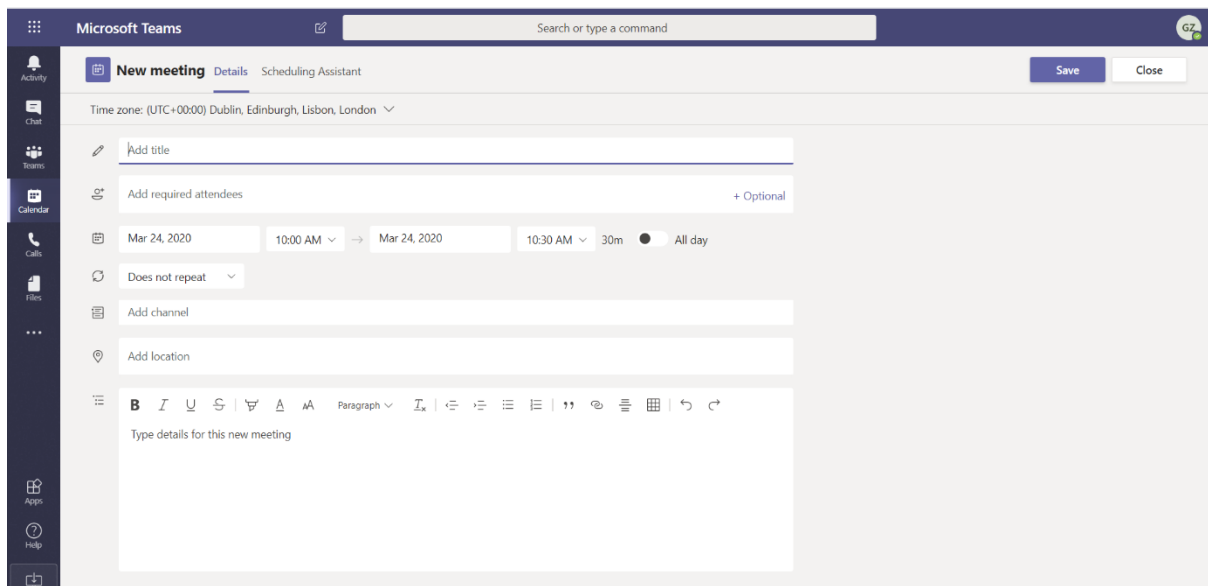
You should then be taken to the main page, which will be synced to your Outlook mail account, meaning all of your Outlook contacts will be available to begin interacting with.



To schedule a meeting: On the sidebar you should be able to click 'Calendar', once in your calendar you can schedule a new meeting by clicking '+ New meeting'.

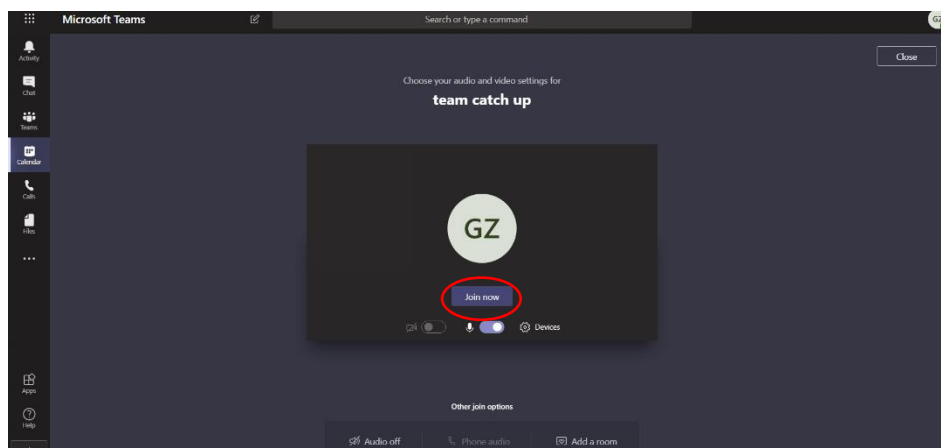
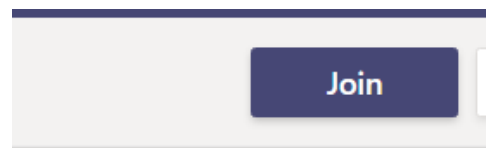


You can then schedule a meeting using the same format as you would in your Outlook mail calendar.

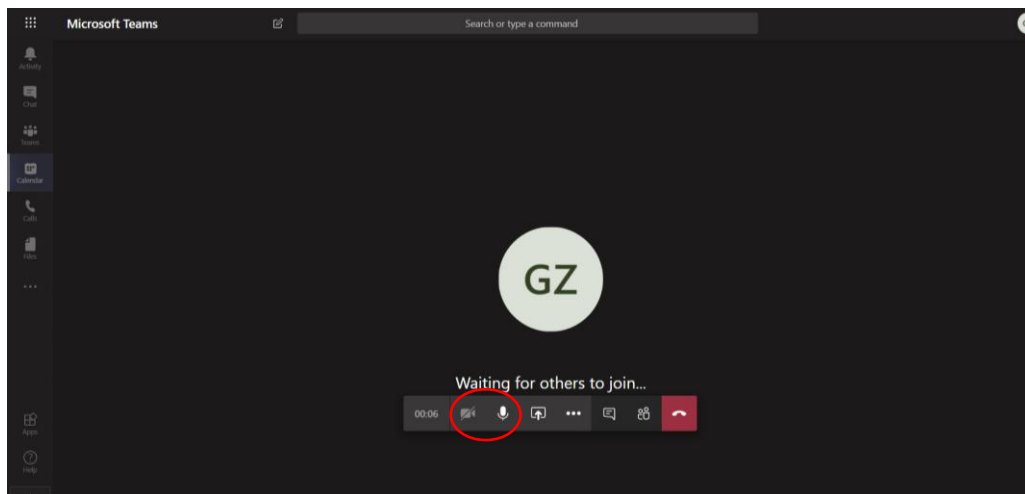


To join a meeting: Using your calendar on Teams you can go to the meeting you wish to join by clicking on it and then select 'Join'.

Then click 'Join now'.



Once in the meeting you should ensure both your camera and sound are on and then you can proceed with the meeting.



You can share your screen using the button next to the microphone, should you wish to share documents or other prompts.

To end a video call simply press the hang up button.

If you have any questions please do not hesitate to contact us at westberksiass@roseroad.org.uk