

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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1. How to Join

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.

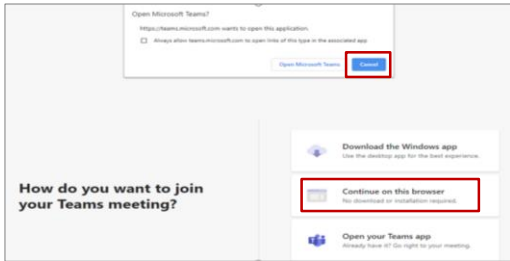
Microsoft Teams meeting

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

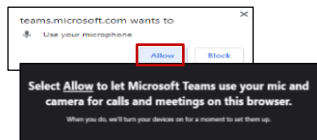
Join with a video conferencing device
unitevc@m.webex.com
Video Conference ID: 124 970 614 6
[Alternate VTC dialing instructions](#)

Web browser

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

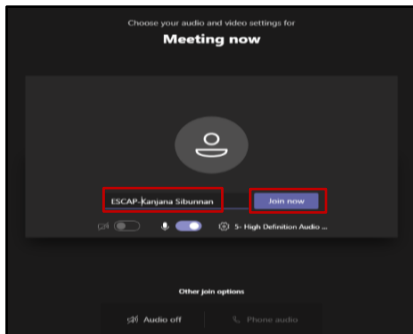


3. Click **Allow**.

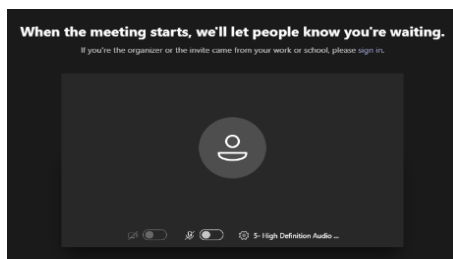


Enter your name [Organization-Full name, i.e ESCAP-Kanjana Sibunnan]

Click **Join now**.

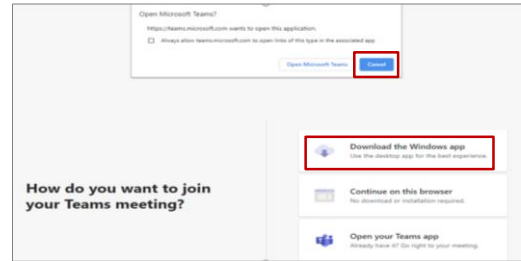


Meeting organizer will let you in.



Desktop app

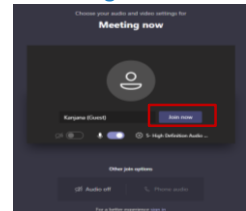
2. Click **Cancel** and select **Download the Windows app** to install it.



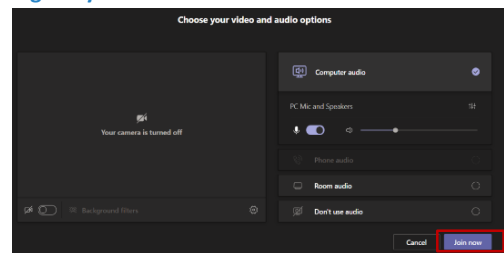
Click **Open Microsoft Teams** once you have Microsoft Teams Desktop App installed.

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

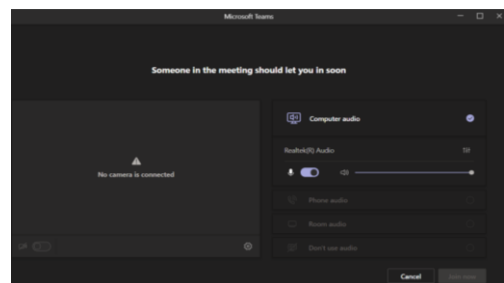
Join as a guest



Sign in your account



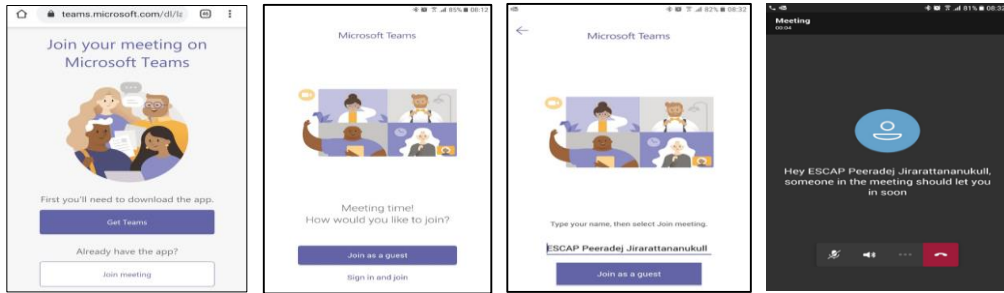
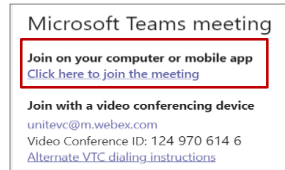
Meeting organizer will let you in.



1. How to Join

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



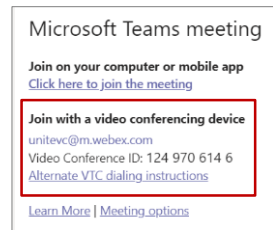
Join from VC endpoints

With Interactive Voice Response (IVR)

- ❑ Dial Session Initiation Protocol (SIP) address, unitevc@m.webex.com And enter the **VTC conference ID**, i.e. **1280725086 with #**. You will then connect to MS Teams meeting.

Without Interactive Voice Response (IVR)

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

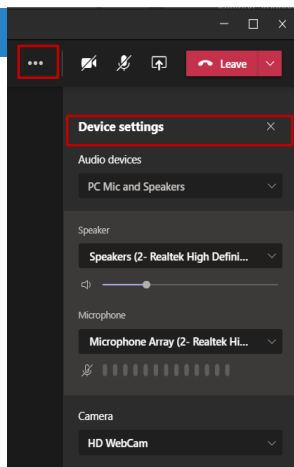


TIPS: Overlay is the default layout on the VC endpoint. To change the layout, **press 2 & 8 on the keypad to cycle through the options**. If the VC endpoint is muted on the MS Teams side, **press *6 on the keypad to unmute mic**.

2. Audio & Camera Settings

Audio

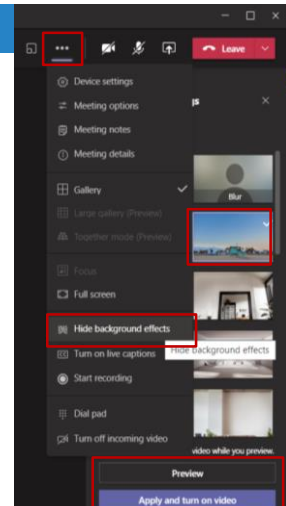
Select **More options** > **Device settings** and select your speaker, mic and camera options.



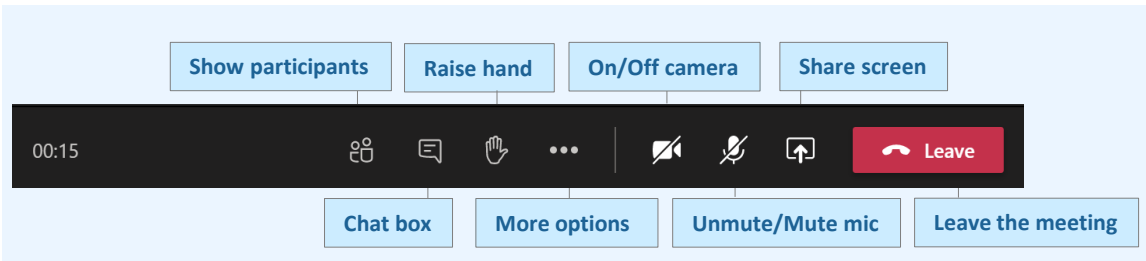
Camera

Select **More options** > **Show/Hide background effects**.

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




3. Functions on the Toolbar




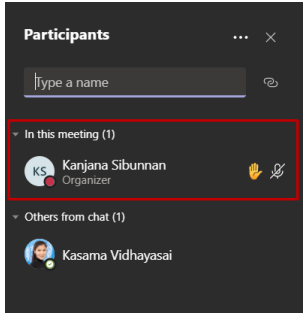
On/Off camera Turn camera on when you speak and off when you are done.

Unmute/Mute mic Unmute microphone to speak and mute it when not use.


Raise hand 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.

Show participants

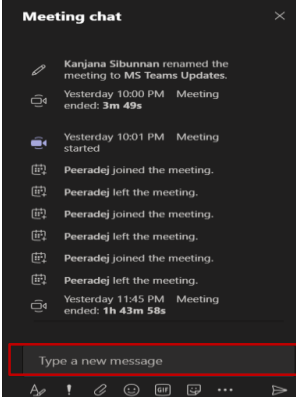
Select **Show participants**  to see list of participants.



Chat box

Use **Chat box**  to raise the questions or **report technical issue** you are facing - can't hear, etc.

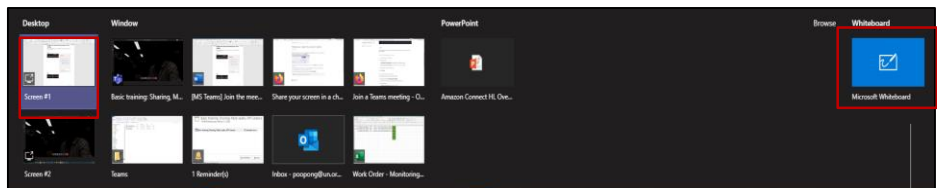
Our technician will contact you for further assistance.



Share screen


Share presentation files

Select **Share**  and choose **Desktop, Window or PowerPoint** to share your selected file on screen.




Share video/audio files

Click " **Include system audio**".



Share Microsoft Whiteboard

Select **Whiteboard** to work on a digital canvas. You can export it as a picture.

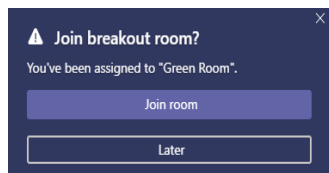


Note: For the hybrid meeting taking place at the UNCC, it is recommended that all presentation and video files shall be sent to ESCAP Secretariat in advance for testing and sharing from ESCAP Conference Room to ensure optimum display quality.

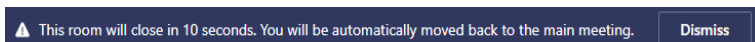
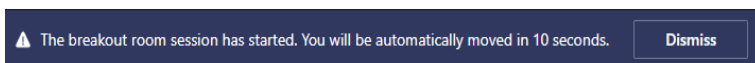
4. Enter/Exit a Breakout Room

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.



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/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>