

Tips for Using MS Teams

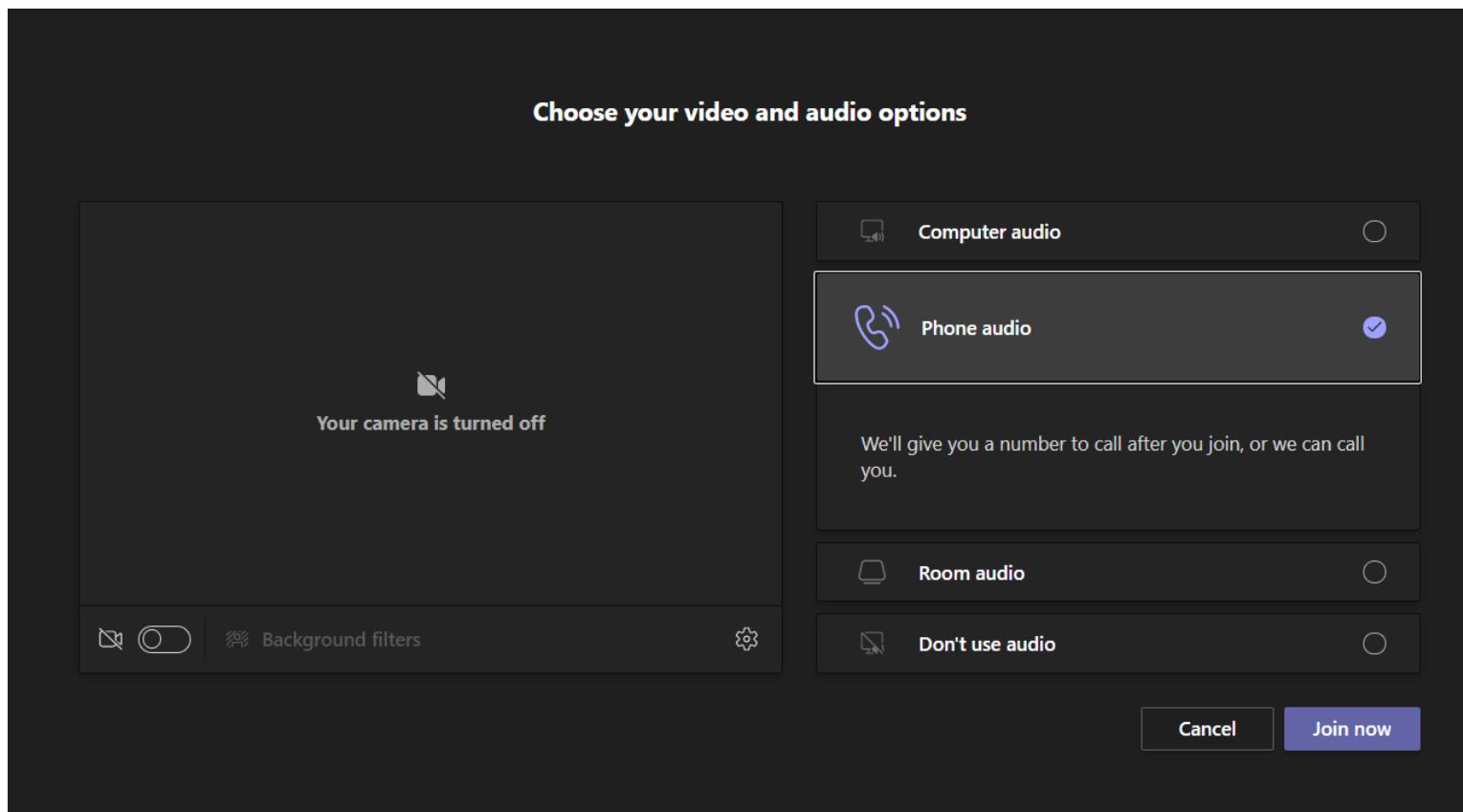
- When you click on the Join Meeting link that has been provided to you by your meeting coordinator, you will be taken to a browser webpage where you can choose to either join on the web or download the desktop app. If you already have the MS Teams app, the meeting will usually open in the app automatically. Some web browsers do not support MS Teams Meetings to be joined directly through the web. In this case you will be required to download the desktop app.
- In general, downloading the MS Teams app will provide a more stable meeting platform and allow access to features that are not available when using MS Teams in your web browser. (<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>).

The screenshot shows a light gray background with a central white area containing three options for joining a meeting:

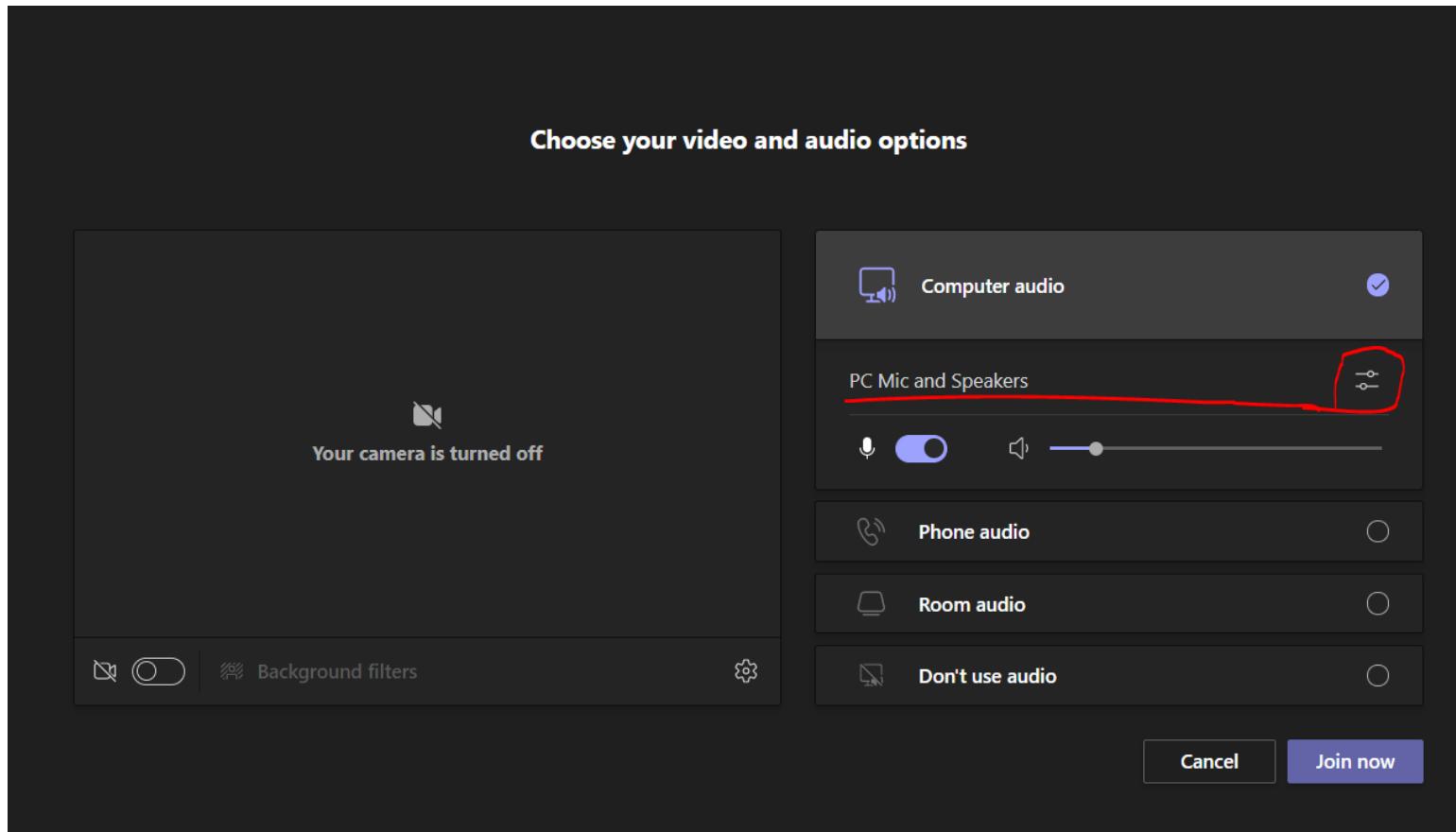
- Download the Windows app**: Includes a blue cloud icon with a downward arrow and the text "Use the desktop app for the best experience."
- Continue on this browser**: Includes a teal circular icon with a white 'C' and the text "No download or installation required."
- Open your Teams app**: Includes a purple icon with two white people and the text "Already have it? Go right to your meeting."

How do you want to join your Teams meeting?

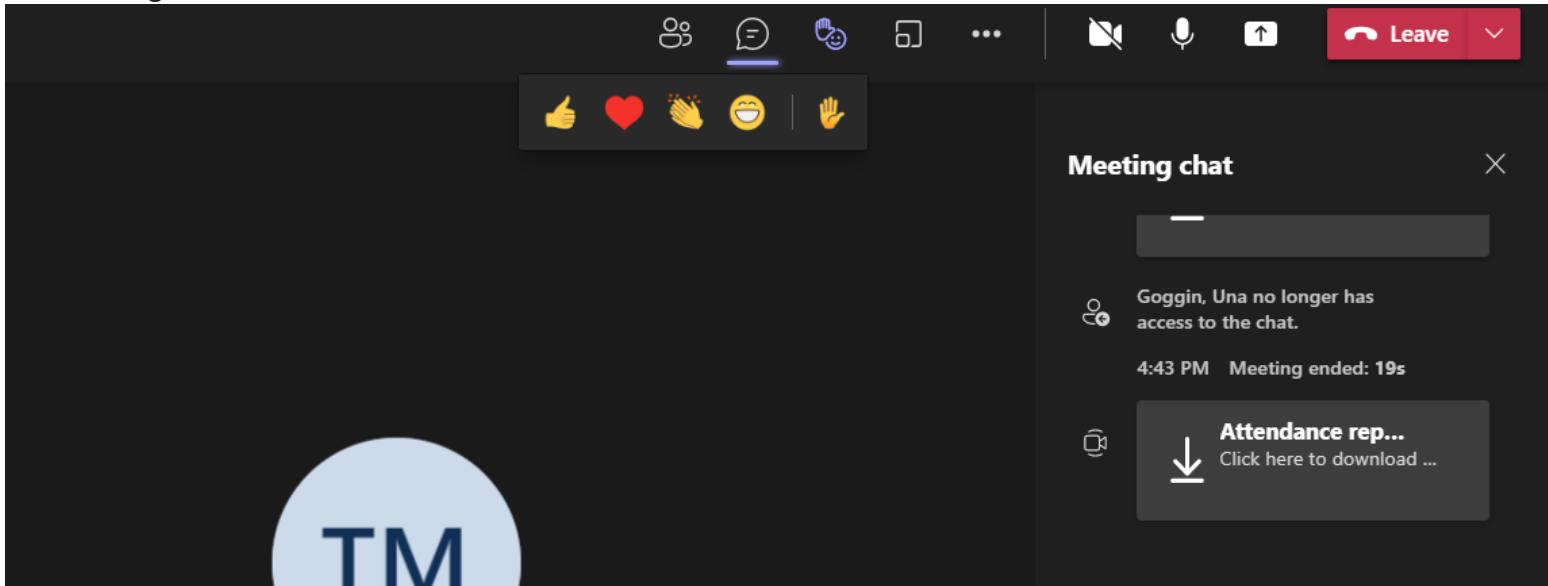
- When you click on the link and open the meeting in the MS Teams app, you will see the screen in the image below. Before clicking the Join now option you are able to select either computer or phone for audio. If you select the Phone audio option this will give you a chance to either dial a number to join the call on your phone or it will ask you to enter a number and MS Teams will call you. This will enable you to view the meeting on your computer and listen over your telephone. This is helpful if your computer does not have a good quality speaker/mic system.



- To participate fully via your computer choose the Computer audio option and join the meeting. The audio settings icon circled in red in the image below will allow you to modify your computer audio settings.
- PC Mic and Speakers is the default option. If you have a wired or bluetooth headset, you may have to click the audio settings icon to select that option from the list.
- Sound quality is typically improved if you use a headset.



- Along the top of your meeting window, as seen in the image below, you will find icons for various functions to be used during the meeting.



- Please keep your audio on Mute when not speaking. If you are using a phone for audio use *6 to toggle between mute/unmute.
- If possible, please turn ON your video when introducing yourself or when speaking; however, please keep your video turned OFF during the majority of the meeting for better quality audio/video streaming of the meeting presentations.
- Use the *Raise Your Hand* icon if you wish to ask a question.
- You can also use the Meeting Chat feature to indicate that you have a question, or to type out your question. We will review comments in the Meeting Chat at relevant points during the meeting.
- The order of hands raised will be maintained in the Participants list in the Teams window and we will add those who have indicated in the Meeting Chat that they have a question.
- Please do not have sidebar discussions in the Meeting Chat, as it is important to bring all issues related to the review to the attention of all participants. The presenters often cannot view the Meeting Chat window when they are sharing their screen for presentation.
- If you use a VPN for remote access to your work network, it is advised to turn this off during participation in the meeting via MS Teams to maintain the quality of your audio/video during the meeting.