

## GUIDE FOR USING MICROSOFT TEAMS-SOFTWARE

### TECHNICAL PREPARATION (Before the meeting)

Members of Centria staff have the Teams Desktop version (Microsoft Teams App) already installed on their computers on their work computers. Other users (Guests, teachers, staff personal computers) can download the Teams –software for free from the following links below:

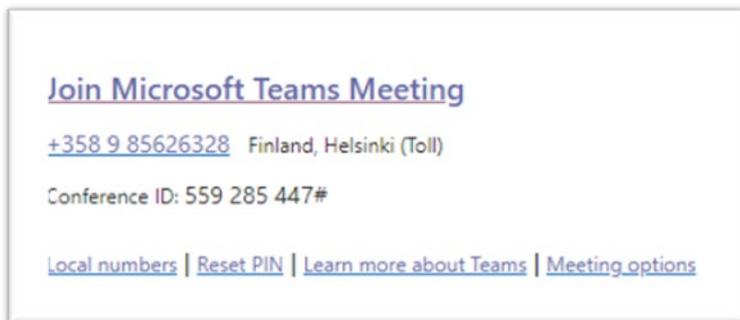
<https://products.office.com/fi-fi/microsoft-teams/download-app>

<https://products.office.com/en-us/microsoft-teams/download-app>

### JOINING TEAMS MEETING

If you are an user, with no Centria credentials, you can still join the Teams meeting by clicking on the “Join Teams Meeting” invitation link that has been sent to you. The link will direct you to join the Teams meeting with your Web browser or to install the Teams Application. After you have installed the Teams App, the meeting will be automatically opened.

(Note: Some web browsers don’t work)



Example of joining Teams Meeting Link.

The Teams meeting will automatically open in the Teams Desktop App. You set your guest name and click “Join Now” to join the meeting. If you run into issues with your Audio, click on the  icon on the Teams App and check that you are currently using the correct audio devices for the Teams meeting.

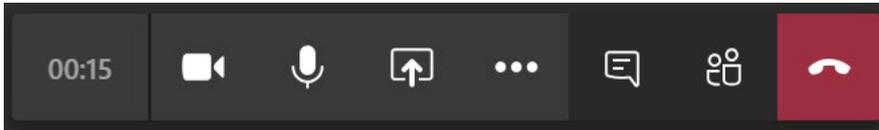


If you see this message on the Teams meeting, you must wait for the meeting organizer to admit you in the meeting.

**Someone in the meeting should let you in soon**

## INSIDE THE TEAMS MEETING

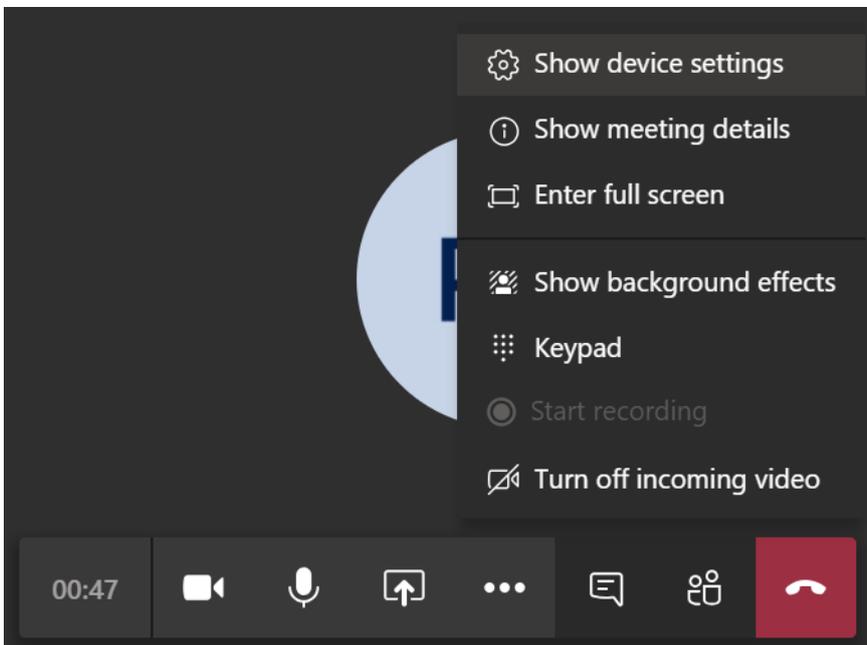
When you are in the Teams meeting, you will be able to see the other participants joined in the meeting, their camera feed and the material that they share from their computer. When moving your cursor on the screen, the toolbar will be displayed on the screen with the following options:



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

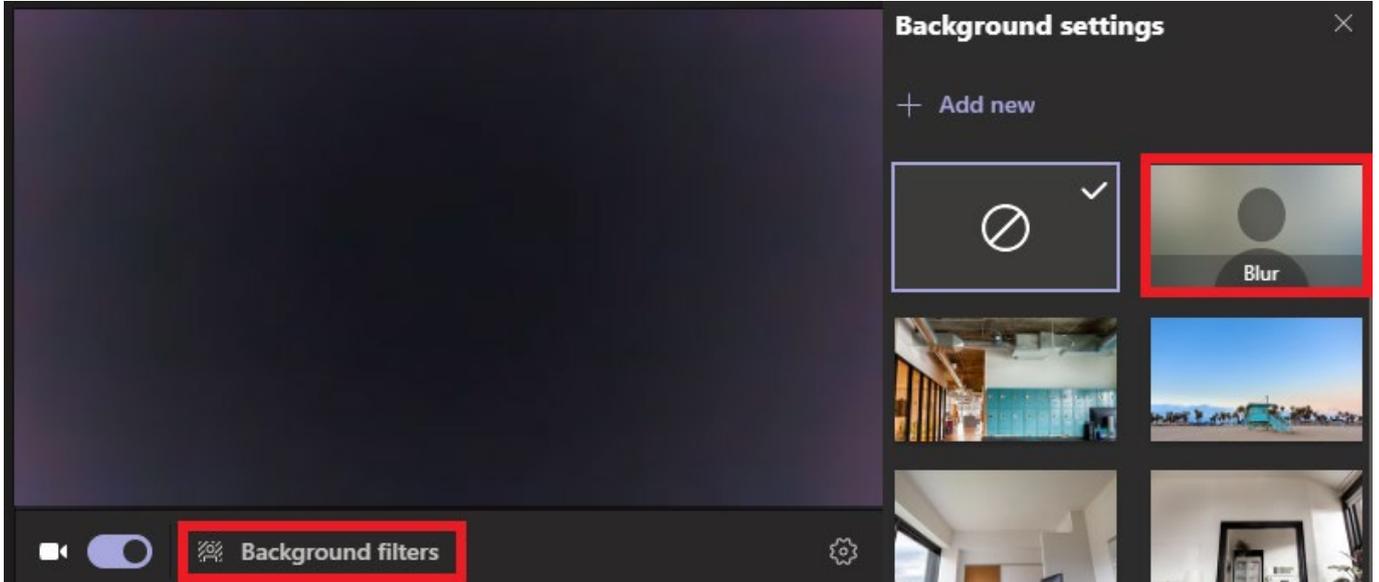
1. Duration of meeting
2. Camera on/off
3. Microphone on/off
4. Share tray to share material from your device.
5. More actions
6. Show conversation (teams meeting chat) on/off
7. Show participants on/off
8. Hang up the Teams meeting

When you select the More actions -icon, you can view your settings and change them. (See picture below)



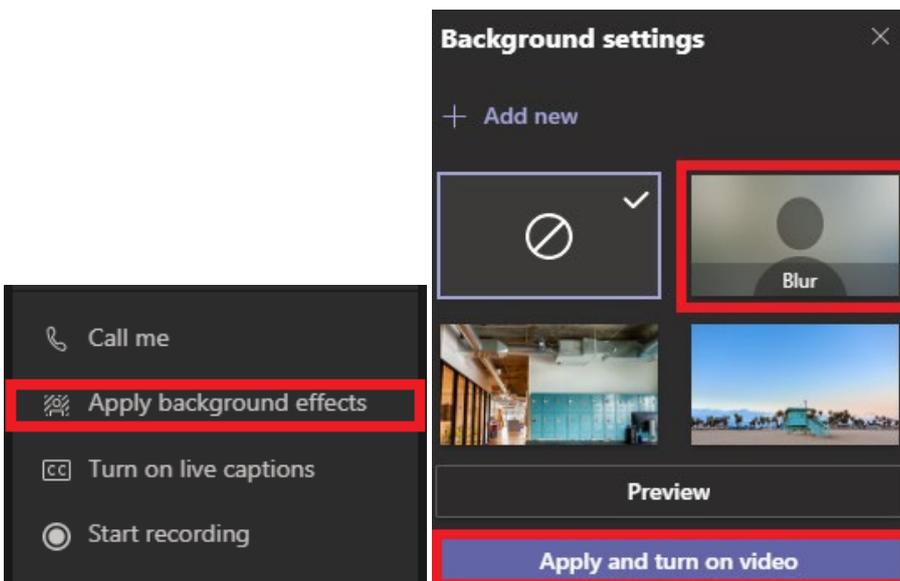
## CHANGING CAMERA BACKGROUND SETTINGS BEFORE TEAMS MEETING

When you are joining the meeting, select **Background filters** . It is displayed below the video. The background settings are displayed on the right. It is recommended to use the **Blur** -option.



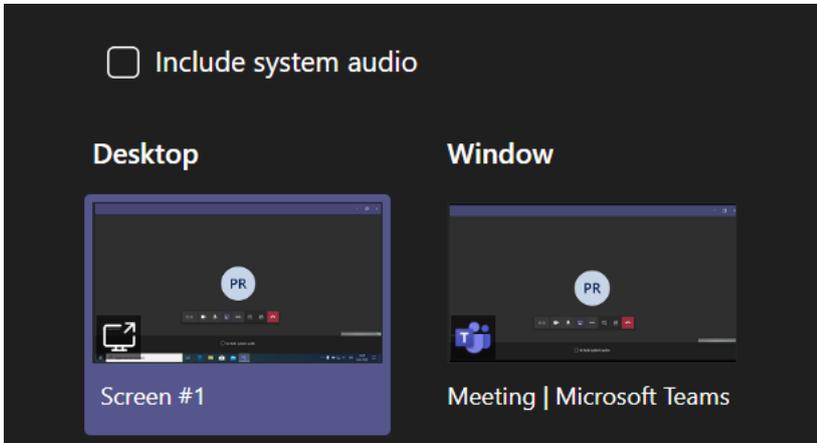
## CHANGING CAMERA BACKGROUND SETTINGS DURING TEAMS MEETING

You can enable blur the background of your camera by applying background effects. Click on the More actions -icon. Select **Apply background effects**. This will display different background filters for you to use. The recommendation is to use the effect **Blur**. After selecting background filter, click **Apply and turn on video**.



## SHARING MATERIALS

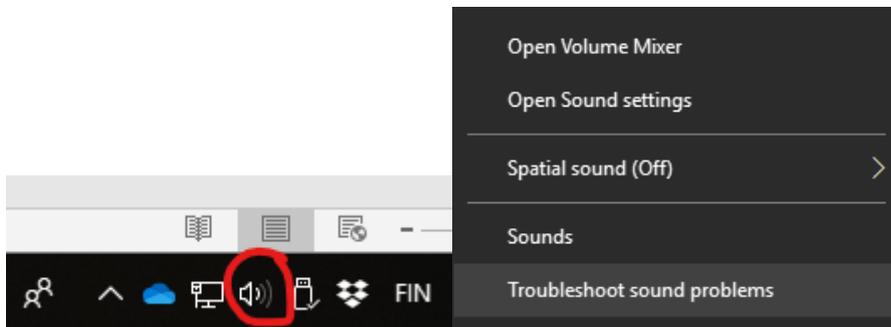
If you want to share material from your own device, click on the Share Tray -icon. You can share a specific window or your entire Desktop (Screen), which will share your entire screen to the Teams meeting. Be cautious when using this option, because the other participants will be able to view everything displayed on your screen.



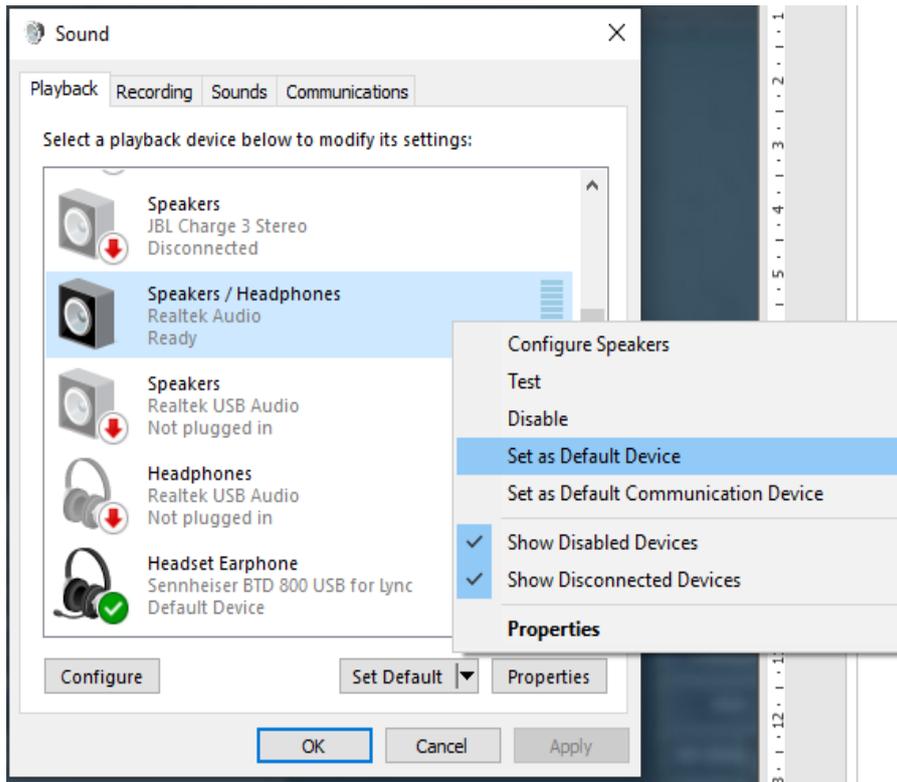
## ADJUSTING AUDIO AND VIDEO IF NEEDED

Before the start of your meeting, prepare the physical facility where you will host the meeting at least 30 minutes in advance. During this time you should make sure that the computer and audio devices are working properly.

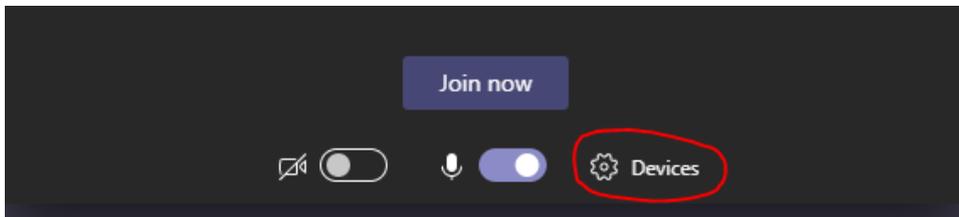
- Connect the Audio and camera devices to your computer BEFORE you launch the Teams App.



- Make sure that Windows displays the audio devices correctly. you can do it from the toolbar located on the bottom right corner of your screen. Selecting the speaker icon will display a menu. Select "Sounds".
- Check Playback (speaker) and Recording (microphone) settings that the right device is used.
- You can set the device connected as a default device. This setting will detect programs like Teams and automatically configure Teams to use this audio device.



After this, Windows will detect and use your connected audio devices. Teams app will use the default devices set on Windows sound device settings.



When joining the Teams meeting, you can select the Devices option, which will display the Device settings menu (Picture below) and select the correct audio devices. If the audio device that you wish to use is not displayed in this menu, make sure that the devices are correctly plugged in your computer and restart Teams. You can also make a Test call to Teams and make sure that your microphone and camera is working accordingly.

