



# How to join a Microsoft Teams call

Microsoft Teams is a video conferencing tool that can be used for attending health and wellbeing appointments.

*You do not need a Microsoft Teams account to join a call that you have been invited to.*

- 1** The person who has invited you to the call will have sent you an email.

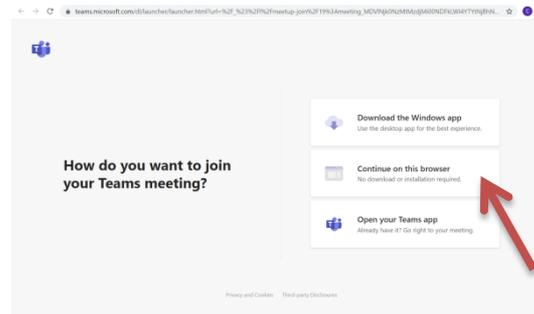
The email will say the date and time of the meeting and will include a large link that looks like this:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

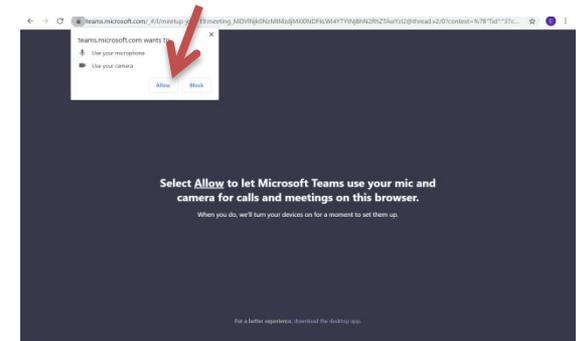
When it is the time of your call, click the large link and Microsoft Teams will open in a different window.

- 2** This link will automatically open a page in your internet browser as seen below:



If you do not have Teams downloaded onto your computer and you do not wish to download it, click the 'Continue on this browser' option.

- 3** This page will appear in your internet browser. Click 'Allow' to make sure the other people on the call can see and hear you when you join the call.



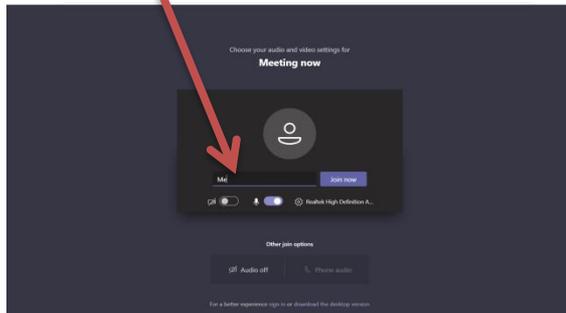
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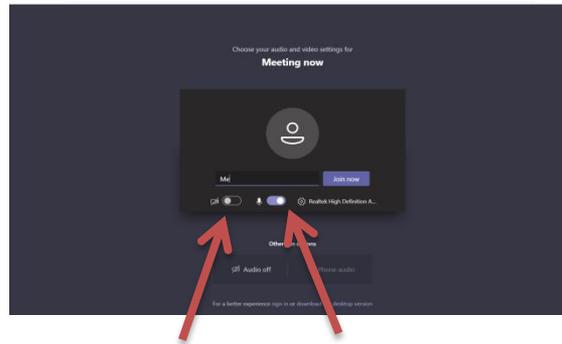
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- 4** This page will now appear. Type your name in the box.

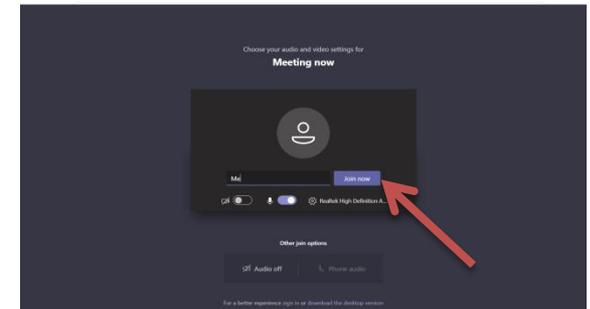


- 5** At this stage you can click on the picture of the camera and microphone to decide whether you want to enter the call with your camera and microphone turned on or off. If the picture has a line through it, that means you have turned it off. You can change this at any point within the meeting.



This image shows I am entering the meeting with my camera switched off, and my microphone switched on. So I can't be seen, but I can be heard.

- 6** When you are happy, click 'Join now' to enter the meeting.



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# How to download Microsoft Teams to your Desktop or Smart Device

Microsoft Teams is a video conferencing tool that can be used for attending health and wellbeing appointments.

*You do not need to download Microsoft Teams to join a call that you have been invited to.*

From your email invite

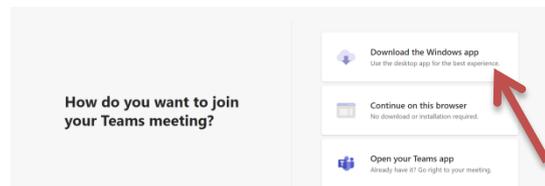
**1** The person who has invited you to the call will have sent you an email that contains a large link. Click on the large link.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

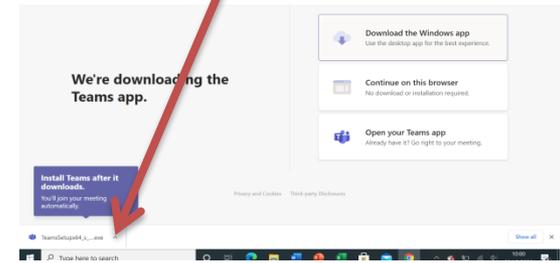


**2** This link will automatically open a page in your internet browser as seen below:



Click on 'Download the Windows app'.

**3** Teams will then download and this will show at the bottom of your screen. When it has finished, click on it and the programme will open.

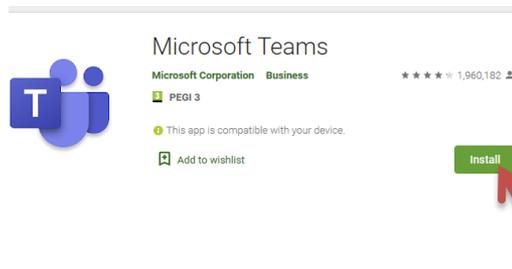


Smartphone or Tablet

**1** To download Microsoft Teams onto your smart phone or tablet, go to your App Store on iPhones or iPads or Play Store on your android device.



**2** Search for Microsoft Teams and select 'Install' or 'Get' to download the app.



**3** Once the download has completed, you will be able to find the app on you smart phone or tablet.



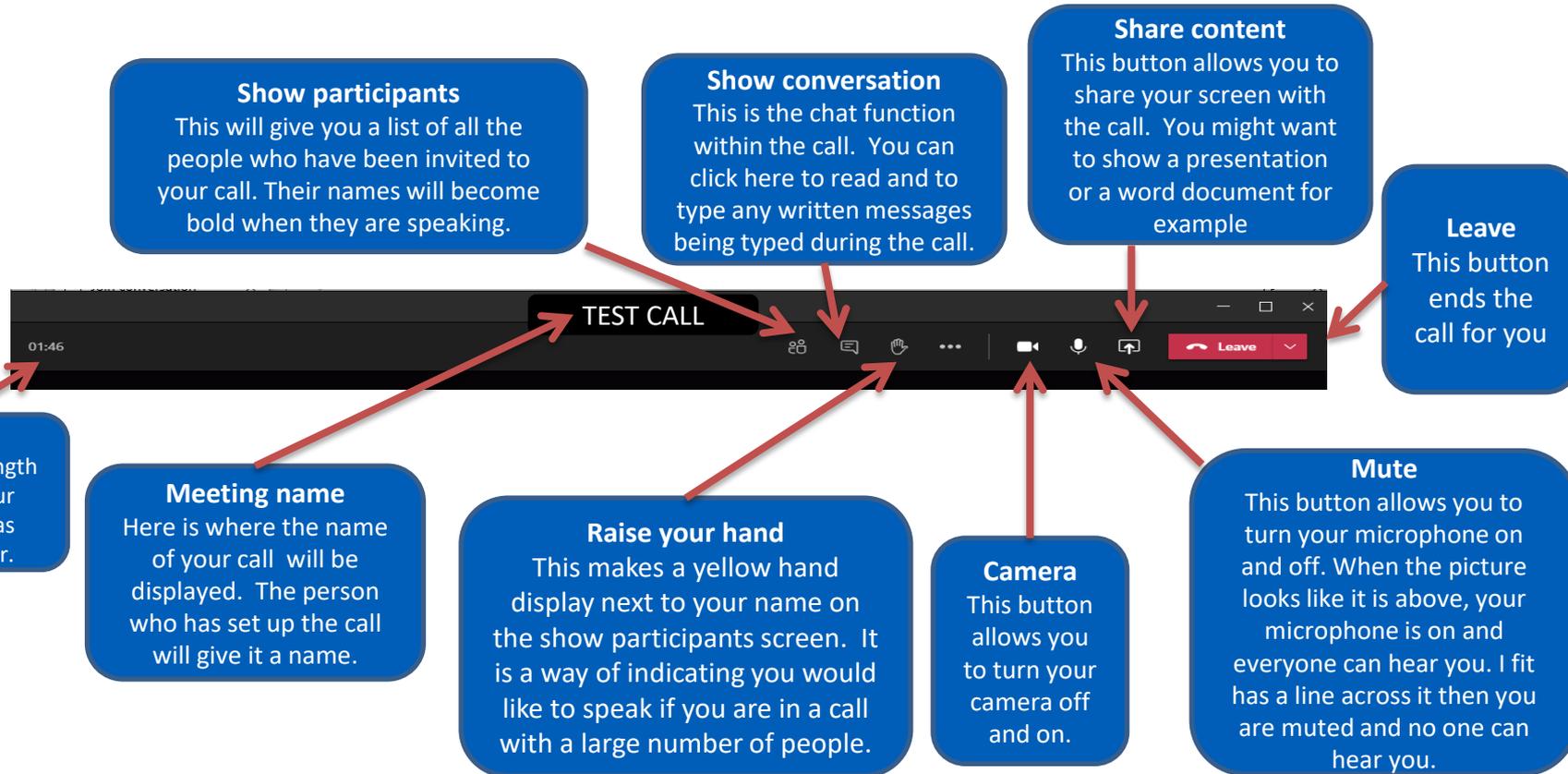
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# Microsoft Teams tools

Microsoft Teams is a video conferencing tool that can be used for attending health and wellbeing appointments.

This is what the top of your screen will look like when you open your Teams call:



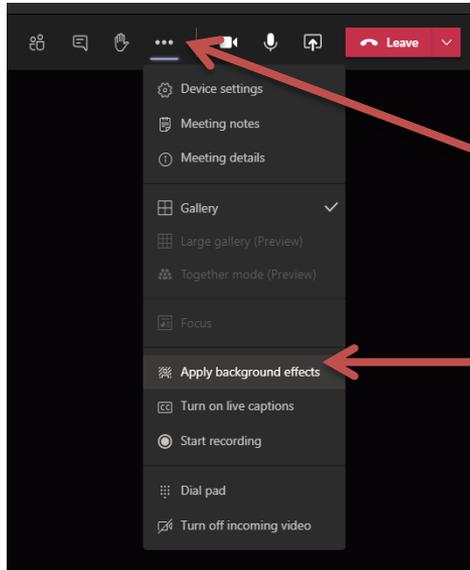
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# How to set up a virtual background in Microsoft Teams

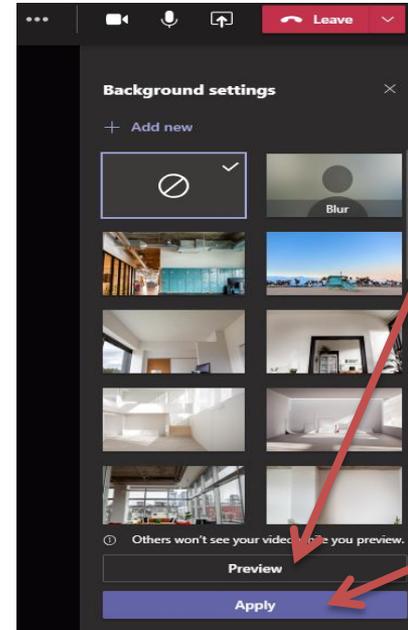
The virtual background feature allows you to display an image or video as your background during a Microsoft Teams Meeting. It works best with good uniform lighting so your camera can detect the difference between you and your background.

1



When the Teams call is open, you can click on the '...' symbol in the top right hand side of the screen and click 'Apply background effects'

2



This will open a window that looks like this. You can click 'Preview' to change the screen only on your computer in order to test out different backgrounds. When you are happy, click 'Apply' and your background will appear on the other call participants' screens too.

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# Microsoft Teams Security Hints and Tips

Privacy and security is a top priority for Microsoft Teams, all users can find resources and features on how they secure your data and protect your privacy. Here are just a few hints and tips to get you started.

## Pre-Meeting

There are some pre-meeting features you can use to secure your meeting before it even begins:

- **Waiting Rooms:** If you have been invited to a Teams meeting you may be held in a waiting room. Only those who are already in the meeting can admit you.

## In-Meeting

You can make sure your Microsoft Teams meeting is secure and disruption free through some simple controls:

- **Mute participants:** Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable “Mute Upon Entry” in your settings, which is a good option for large meetings.
- **Disable video:** Hosts can turn someone’s video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
- **Encryption:** Files are stored in SharePoint and are backed by SharePoint encryption

For more advice visit on how to keep your Teams meetings and gathering safe and secure visit -<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

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