

Microsoft Teams Tutorial

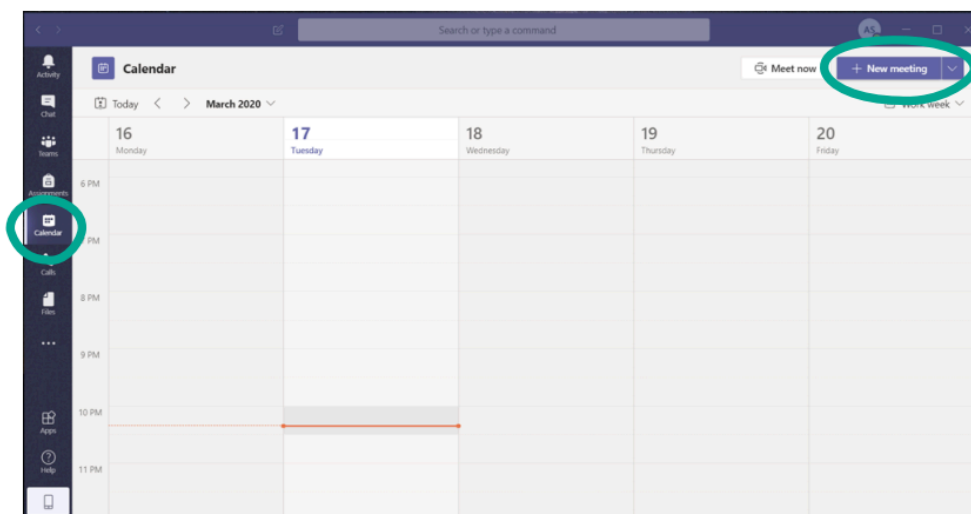


Teams is a similar application to Skype where you can communicate with people using video and audio conferencing. You can also share your screen so attendees can see PowerPoints etc. These video conferences can also be recorded for those who missed it.

Members can join on computers or through phones. They do not need an account to join: you can send out a link, and they simply type in their name and join. The presenter can control who joins.

Setting up a meeting

Access Teams from office.com, logging in with your firstname.lastname@northumberlandscouts.org.uk account. You can then download an app on your desktop, laptop or mobile. These instructions are for the desktop app. Click on the calendar tab, and press 'New meeting' to schedule a meeting, or 'Meet now' to start one now.



You can add your meeting information. Most important information here is the day, times and also the attendees.

To invite people to join, you can:

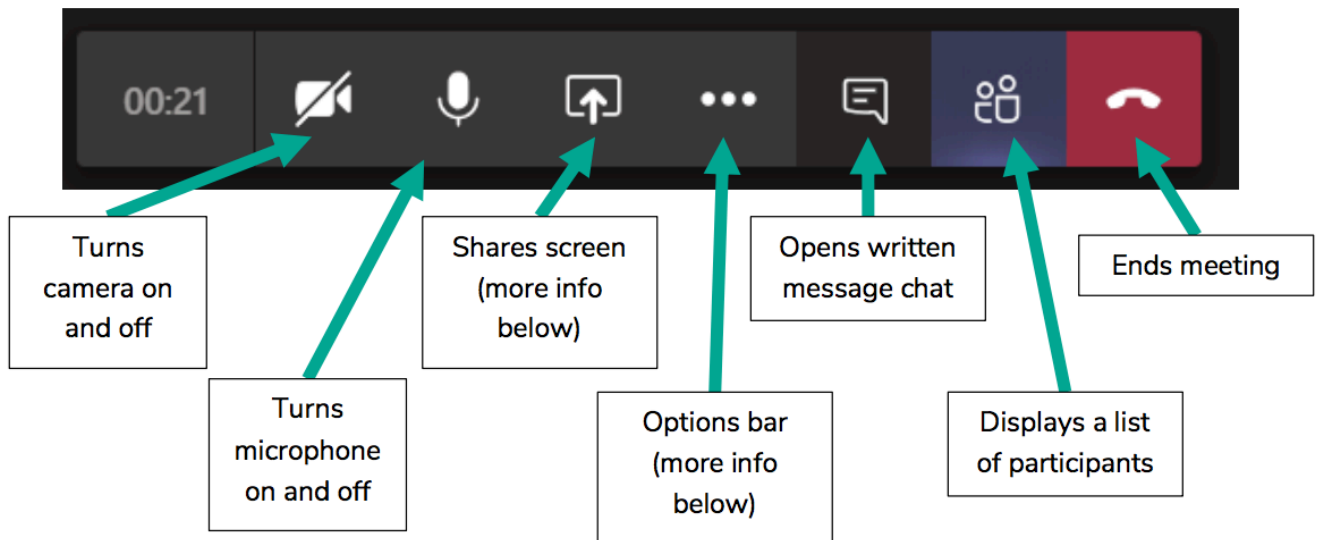
- Enter email addresses of attendees in this box - only do this if you have permission to share their email address (for example, they all have a northumberlandscouts.org.uk email address)
- If you use OSM you can put your section specific email address in the attendee box (found by going to OSM - Members – Email Mailing Lists), and it will send it to the parents will email addresses in OSM, without them seeing anyone else's email.
- Complete the process and a link will be created that you can circulate separately, for example via OSM or a BCC email.

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During the meeting

Once the meeting has started and throughout you have the following options available to you:



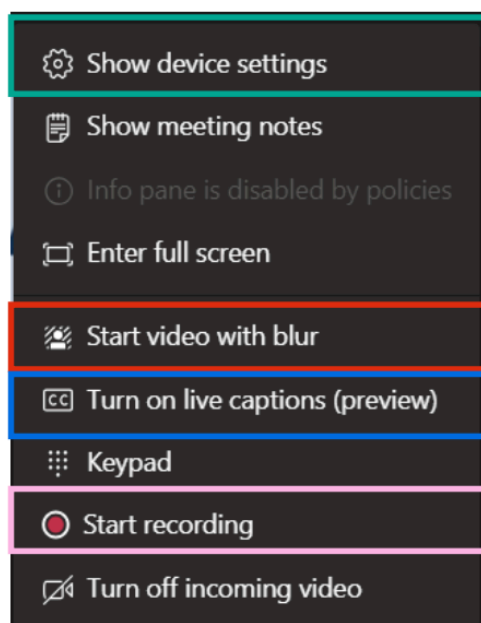
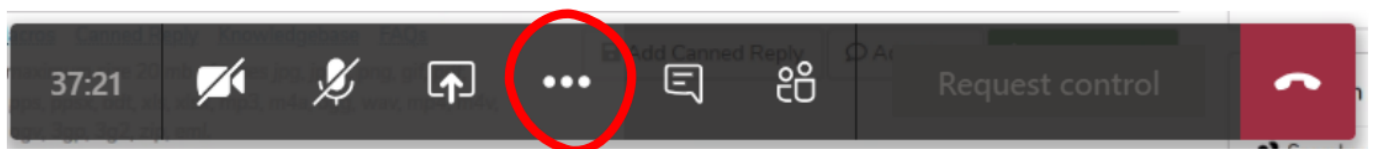
For a Section meeting, on the participants tab you can mute all participants.

Sharing your screen

To share your screen with participants, press the share screen button.

You can share the whole desktop or just a specific window: a specific window is recommended for your privacy.

More options



Click the ellipse on the options bar to access the following options:

- **Device settings** – to change your local settings on your device e.g. speaker, microphone and camera settings.
- **Video with blurred background** - when on a video conference it is possible to show your video with the background blurred.
- **Turn on live captions** – this will turn on automatic subtitles only on your device. They can be turned off from the same place.
- **Record your stream** - so that those who have missed the meeting can view it again later. Make sure you let those in the stream know that you are recording the stream before you start recording, especially if you are meeting with young people. Ensure the recording is stored securely and distributed only to those who need it. This should only be visible for the presenters

Tynemouth Scouts

We prepare young people with skills for life

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