

GUIDE: USING MICROSOFT TEAMS

Introduction

As the coronavirus outbreak spread worldwide, we become reliant on our household internet connections and video meeting application to able to work from home. Additionally, in diabetes care we have had to embrace these new systems as it has been necessary for you to stay at home rather than come to a hospital clinic or local GP surgery. We hope this guide will help you in accessing the support you need for your diabetes care via the video platform Microsoft Teams or 'Teams'.

Accessing Teams

Getting access to Teams is easy, you can access from your own computer browser or download the app to your smartphone or tablet. You don't have a Teams of Office 365 account you can join easily as a guest.

> VIA COMPUTER

- Open the Google Chrome browser (or download [here](#))



> VIA SMARTPHONE

- Go to the App Store if on an Apple device or the Google Play Store if on Android
- Search for Microsoft Teams and the download the app. The icon is displayed here:



How to join your first Teams meeting

You'll usually receive a link in an email or calendar invite from the meeting host. It will look like this:

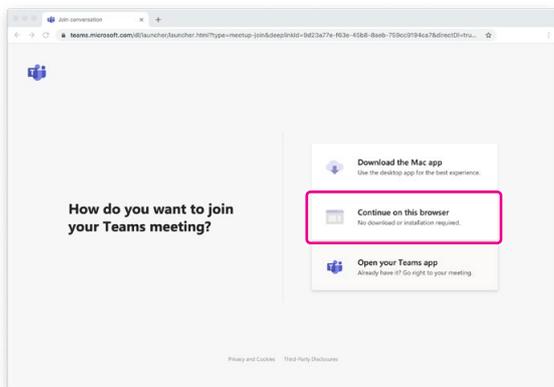
If you click on the Join Microsoft Teams Meeting link either your browser will open or if you are on a smartphone then the app will open.

[Join Microsoft Teams Meeting](#)

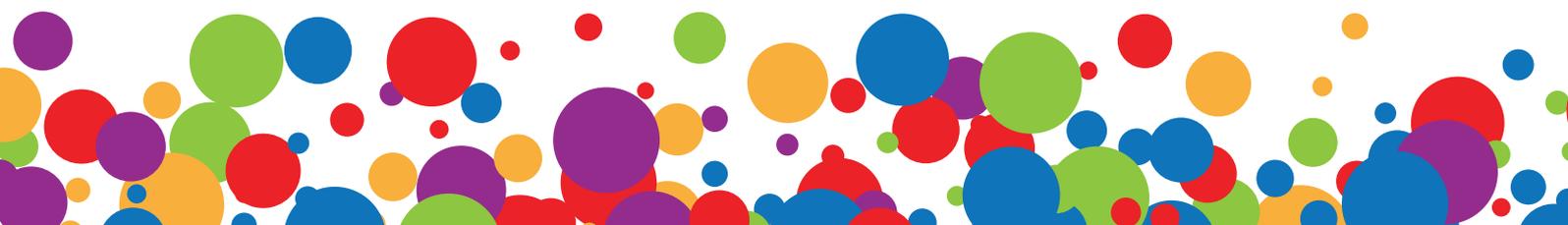
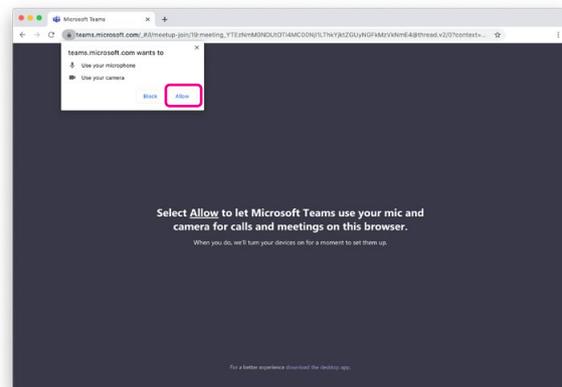
[Learn more about Teams](#) | [Meeting options](#)

> VIA COMPUTER

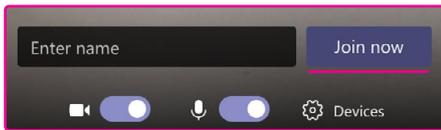
1. On the Teams home screen and click **Continue on this browser**



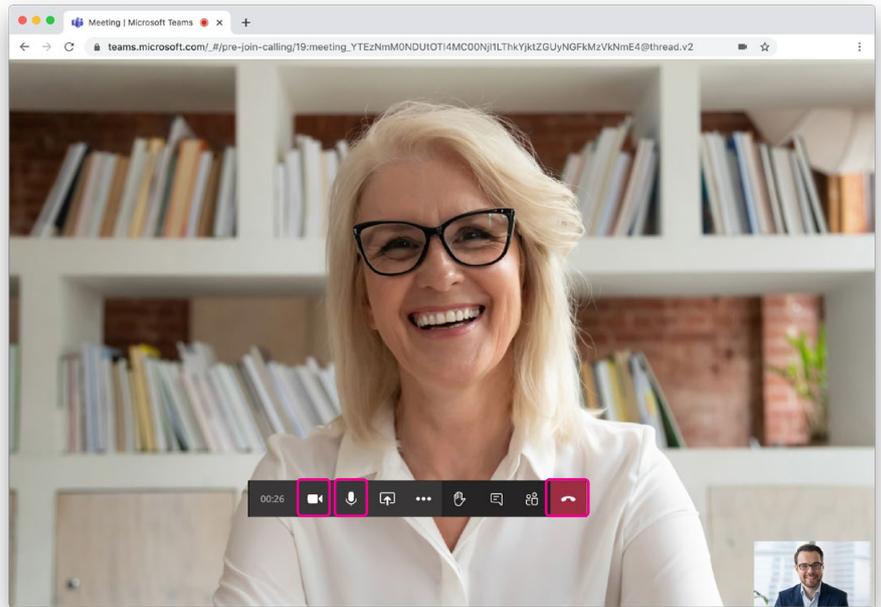
2. Select **Allow** to let teams use your microphone and camera



3. **Enter your name** and then click **Join now** to enter the Meeting

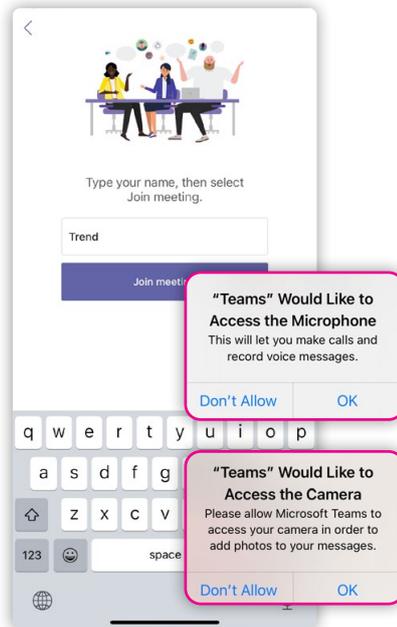
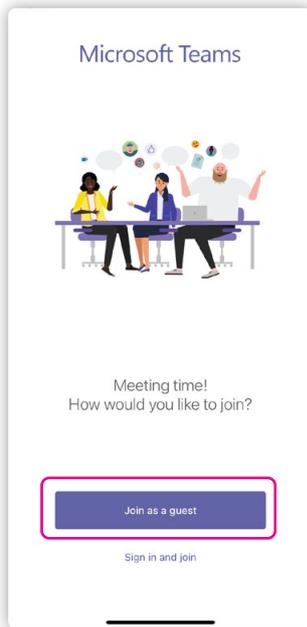
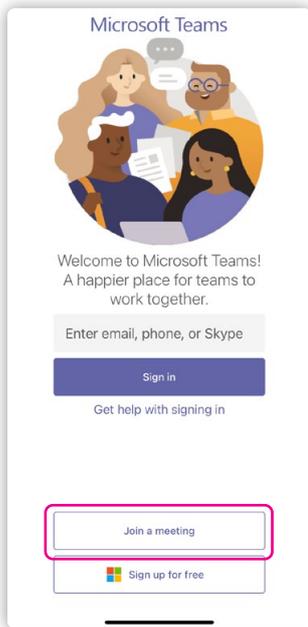


4. Once in the meeting room the host will allow you access. You will see them in the main screen and your own camera in the bottom right. The **menu** will be displayed centrally.
5. If the host is unable to see or hear you check that your camera and microphone are un-muted and playing by **clicking at the left of the menu**
6. Once the meeting is over click the red **Phone Icon** at the right of menu



➤ VIA SMARTPHONE

Once you've downloaded the app and clicked on the link the instructions for using the app are similar to above



1. On the Teams home screen and click **Join a meeting**
2. Click **Join as a guest**
3. Enter your name and **allow** access to camera and microphone
4. You will now see the meeting host. Check camera and microphone are un-muted and playing by **clicking at the bottom left of the screen**

