

Members Guide using Microsoft Teams

What is Microsoft Teams?

Microsoft Teams is a powerful tool that you can use to communicate and collaborate even when you're working remotely. For anyone familiar with Zoom, it is very similar but looks a little different. Council meetings will either be held virtually or in a hybrid way, meaning if you were unable to attend in person you can join virtually via Teams.

Here's a guide to help you get started with using the Teams app on an iPad device. If you access Teams on a different device, the features are the exact same but may appear in a different way to suit the device you are accessing from.

If you feel you would benefit from some 1:1 coaching on how to use Teams, please email memberservices@eppingforestdc.gov.uk

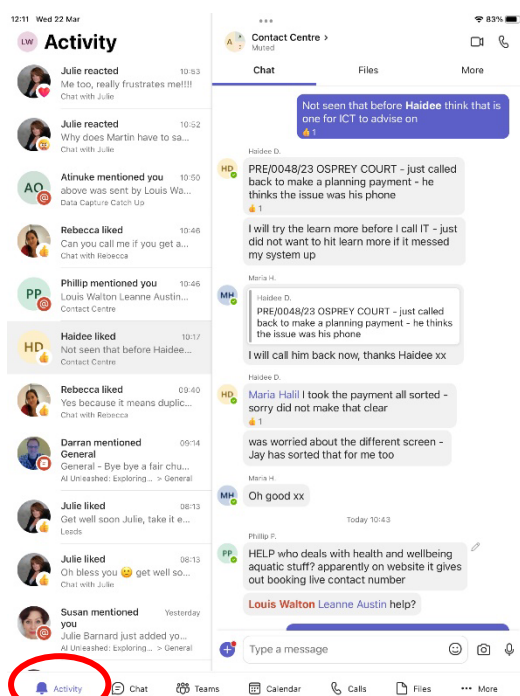
Below is the icon for Microsoft Teams. You should already have the Teams app on your device.



Teams can also be accessed via a web browser at: www.microsoft.com/en/microsoft-teams/log-in

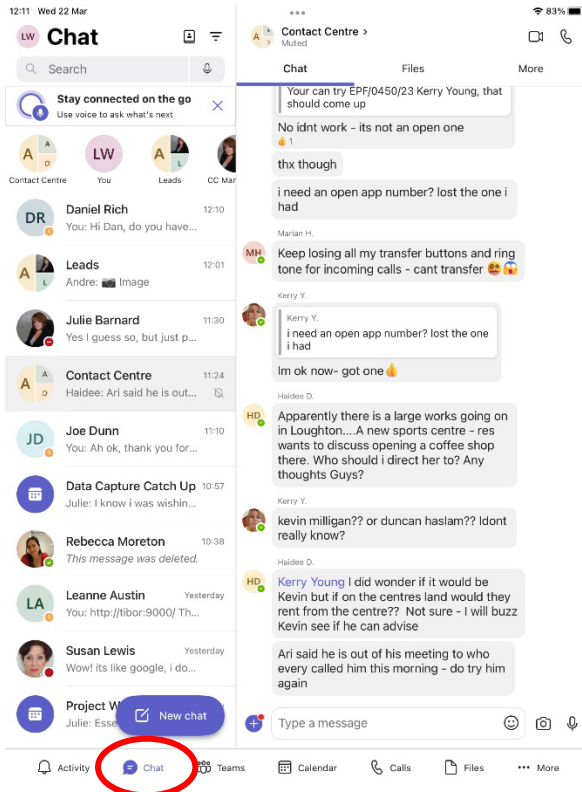
Activity

This shows you a list of notifications of any activity that has been happening since you last used Teams. For example, if someone has tagged you in a message or reacted to a message that you sent them.

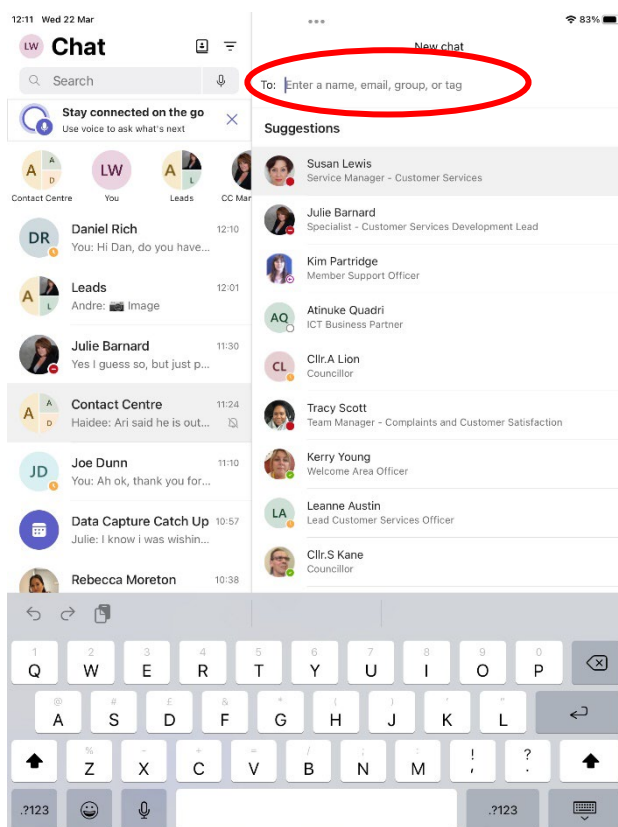


Chat

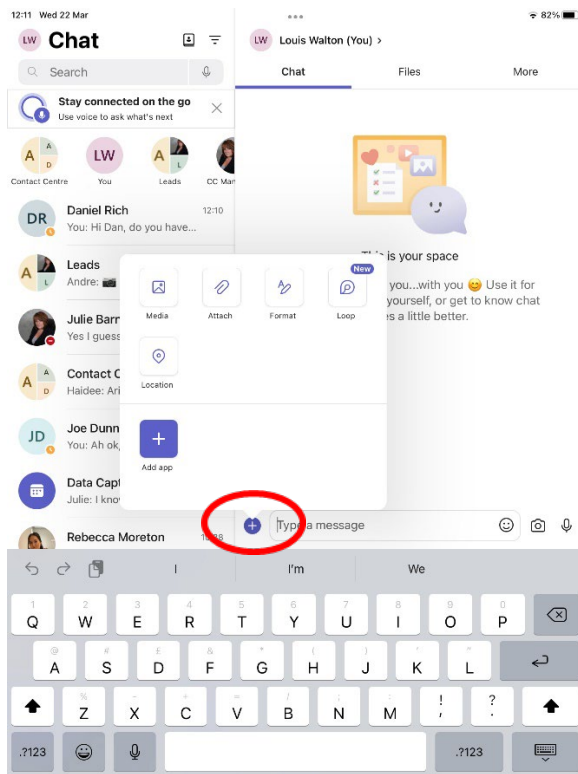
This is where you can chat to other Councillors or Officers who use Teams. On the left-hand side, you will see any chats you have going on with people. If you click on that chat, it will appear on the right-hand side. You can then send a message by typing where it says, 'type a message'. To start a new chat, you can click on the icon in blue at the bottom of the screen that says, 'new chat'.



When starting a new chat, you can type in the name of the Councillor or Officer you wish to contact and click on their name to begin a conversation.

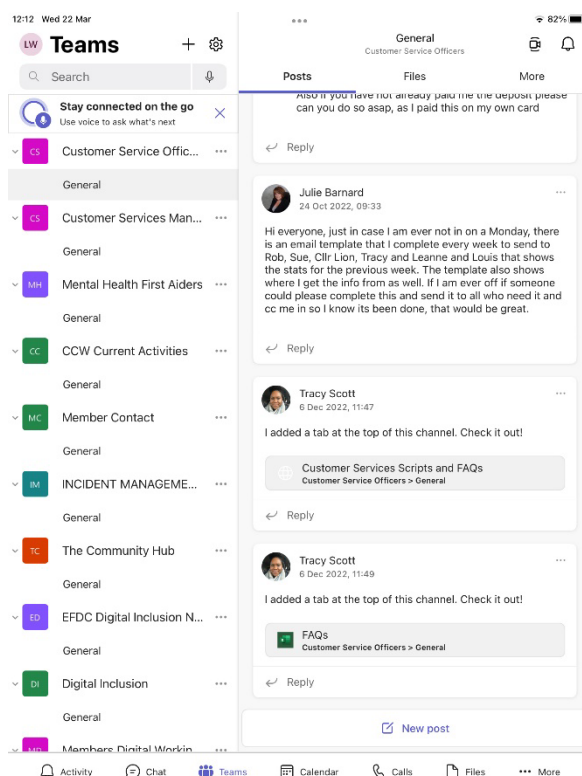


When you are in a chat, you can click the + icon next to where it says, 'type a message'. This allows you to send attachments or format the text in your message.



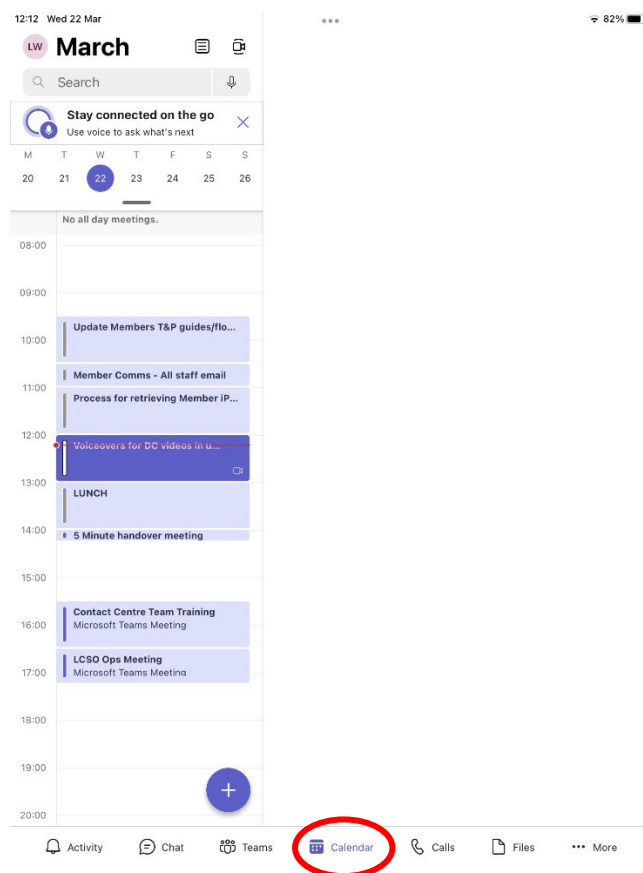
Teams Channels

You can create a group of people which is called a Teams Channel. By clicking 'Teams' as shown below, you can see any Teams Channels which you are a part of. You may also wish to create a Teams Channel of other ward councillors where you can keep in touch with local issues. It is a bit like a What's App group for anyone who may be familiar with this.



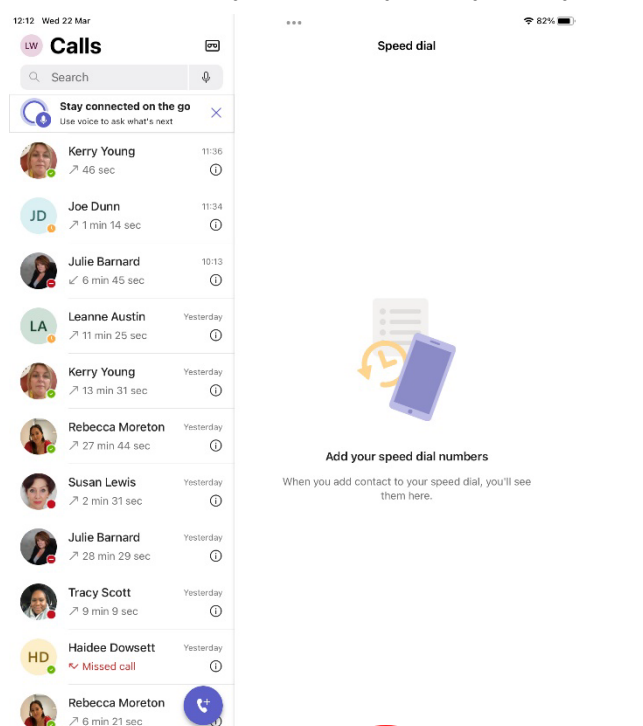
Calendar

This calendar links with your Outlook calendar and will show you any Teams meetings which you have been invited to. You can join the meetings from this area. Joining meetings is explained in further detail later in this guide. To add a new appointment, you can click the + icon and enter the meeting details. Should you wish to invite others you will have the option to do so when creating the meeting.



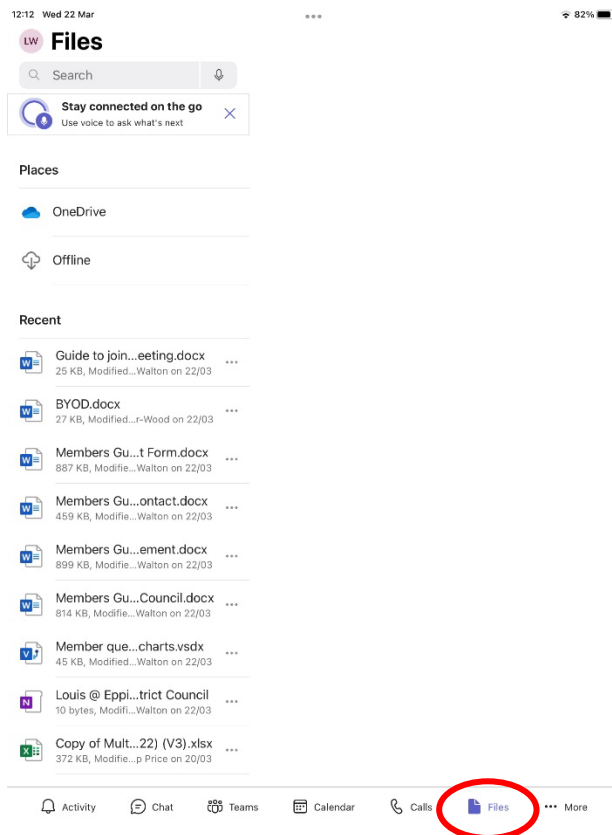
Calls

This area shows you a history of any calls you have made, missed, or taken part in.



Files

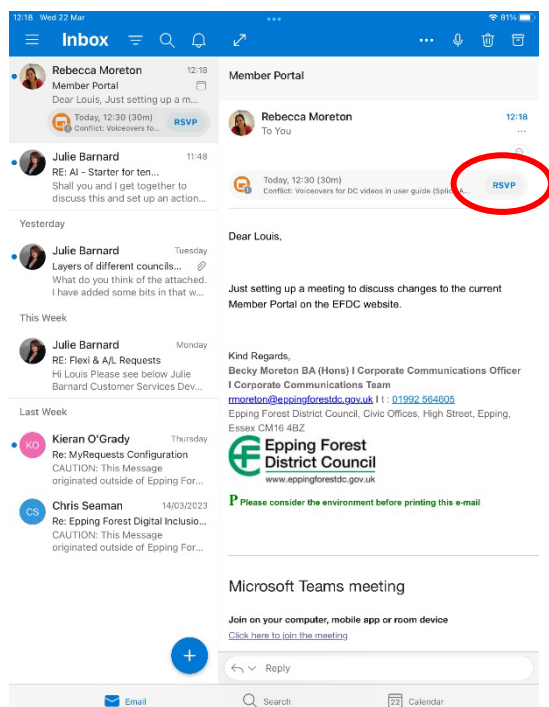
Any files you send using Teams will all be saved in the files section for future reference. This is the virtual way of keeping your files in one place, a bit like an old-fashioned ring binder.



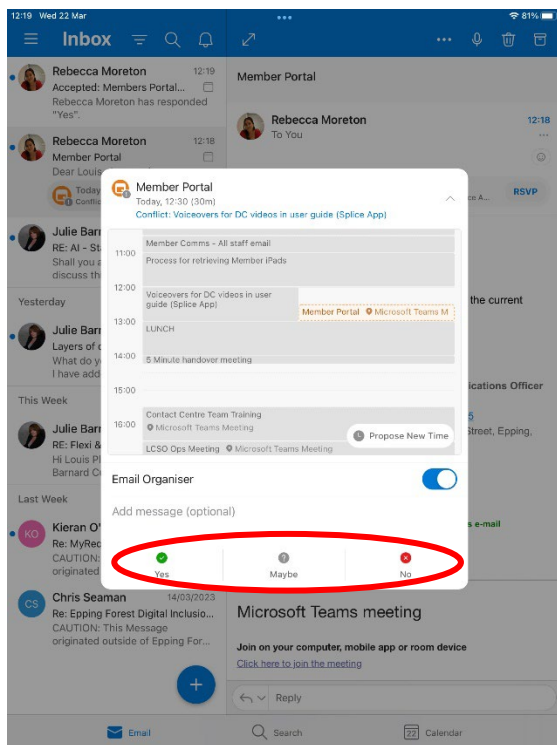
Meetings

As of 1st April 2023, all virtual Council meetings will be held on Teams. Follow the instructions below to confirm your attendance at a Teams meeting and learn how to join a call and interact in the meeting.

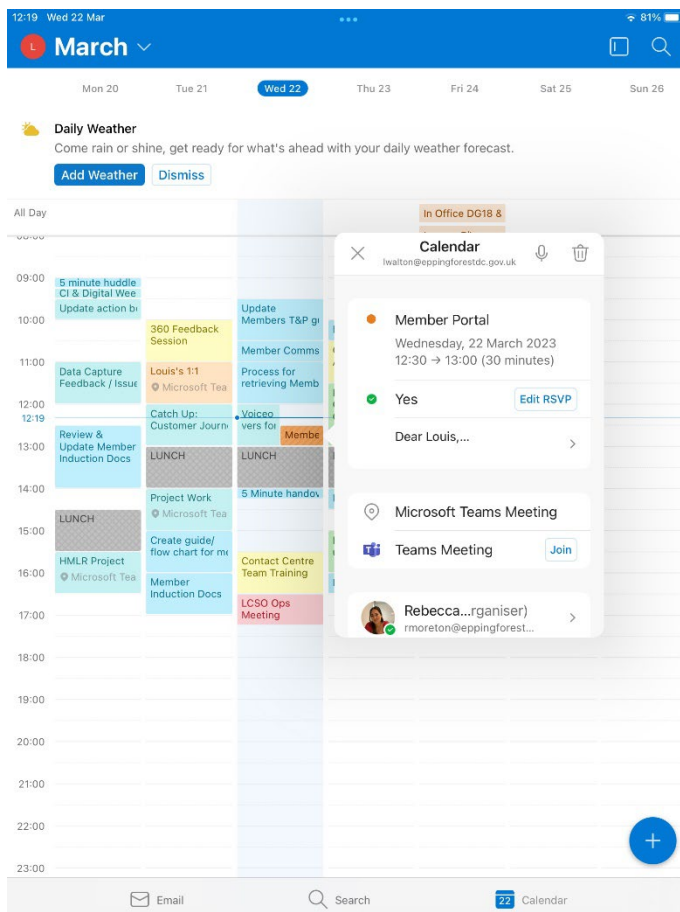
When you are invited to a Teams meeting, you will receive an email in your Outlook email as shown below.



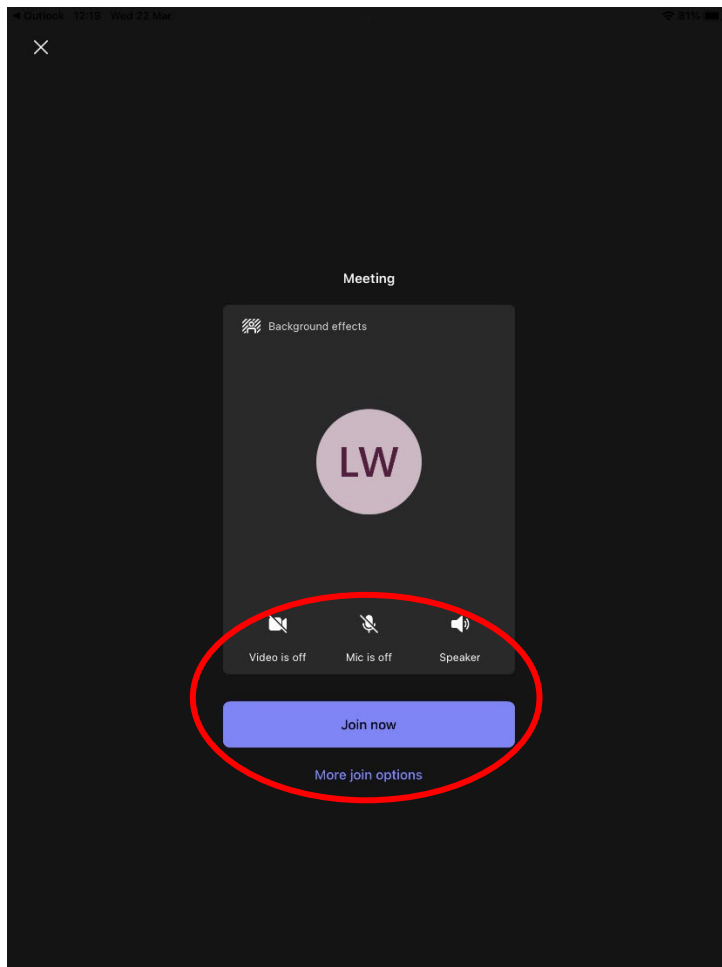
If you click RSVP, you can then confirm if you will be attending the meeting or not.



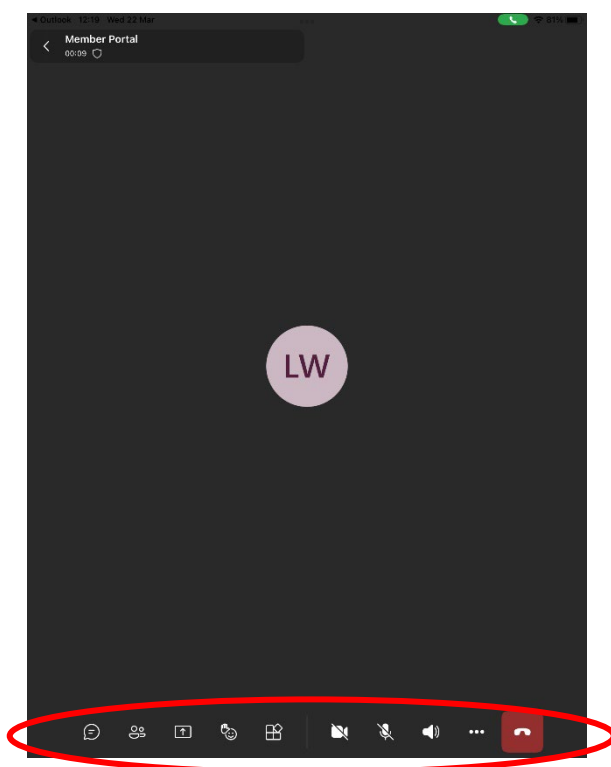
If you say 'Yes' to confirm your attendance at the meeting, it will be the meeting details as an appointment in your Outlook Calendar and your Teams Calendar (they are both in sync).



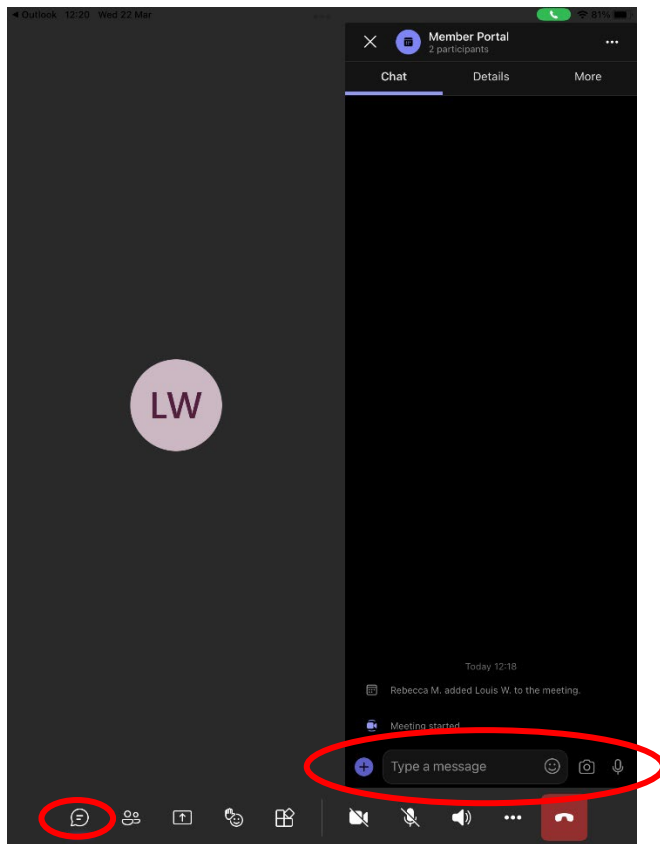
When you join a Teams meeting, you have the option to turn your camera on or off, microphone on or off, and adjust the volume settings. You can do this by clicking on the icons below to turn them on and off. When you have adjusted your settings, click 'join now'.



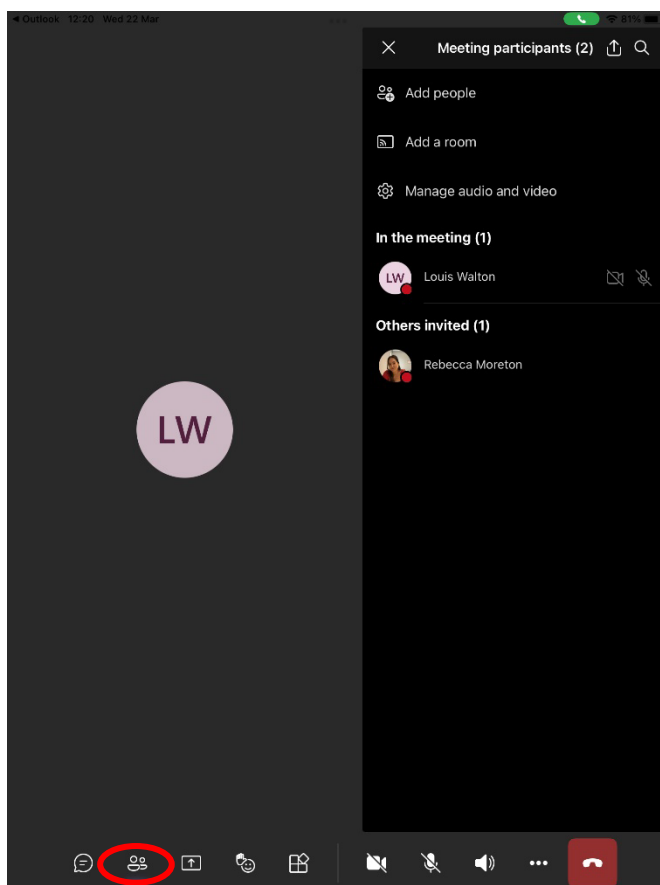
When you are in the meeting, you will see a toolbar at the bottom of the screen with different options. If the toolbar has not appeared, click once anywhere on the screen to make the toolbar appear.



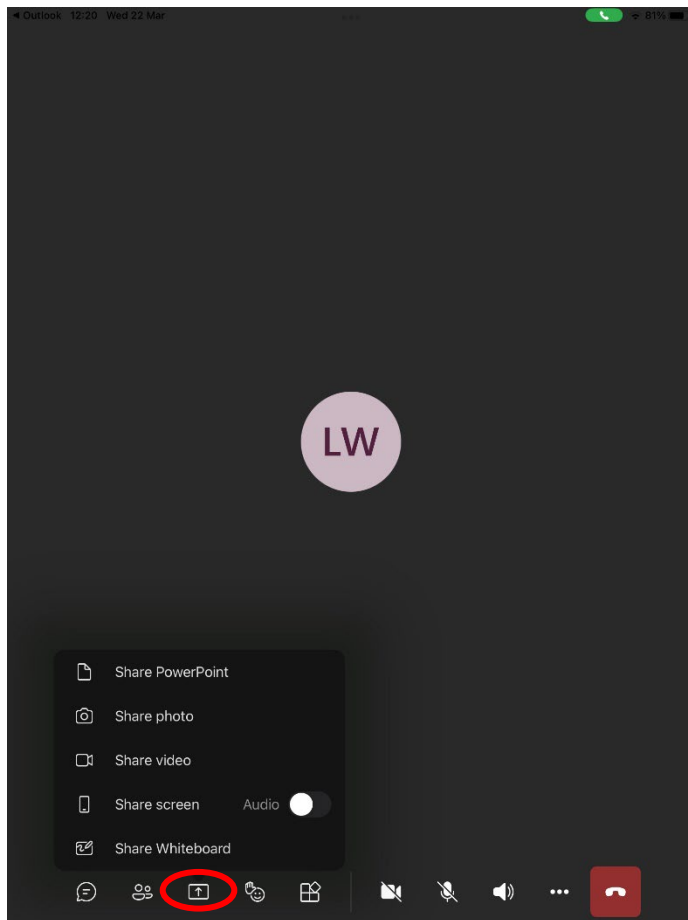
This is the chat icon which will open a chat window on the right side of your screen. This is where you can type messages to others in the meeting with you.



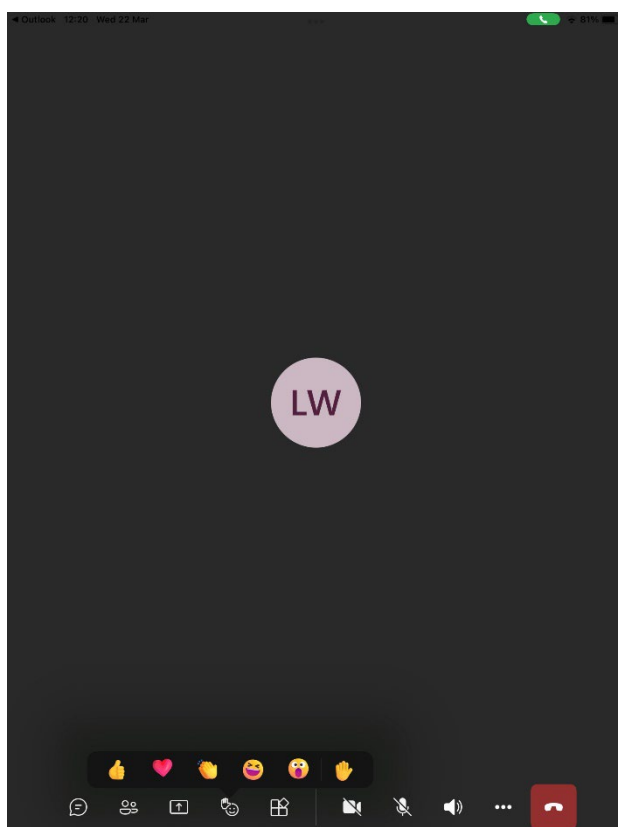
This option allows you to see who is in the meeting, and invite other participants if you wish.



This option allows you to share your screen so others in the meeting will be able to see what you can see on your screen. You may want to demonstrate something to others, and this tool allows you to do so.



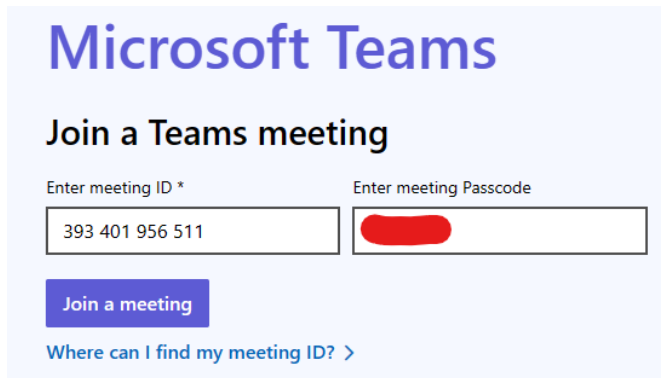
This is where you can react in the meeting. You can click an emoji which will pop up on the screen for others to see.



Joining a meeting from a web browser on any device

You can access a Teams meeting from any device that has a web browser.

1. Visit the website <https://www.microsoft.com/en-gb/microsoft-teams/join-a-meeting>
2. Enter the details of the meeting (this is the meeting ID and meeting passcode which would have been emailed to you when the teams meeting was booked).



Microsoft Teams

Join a Teams meeting

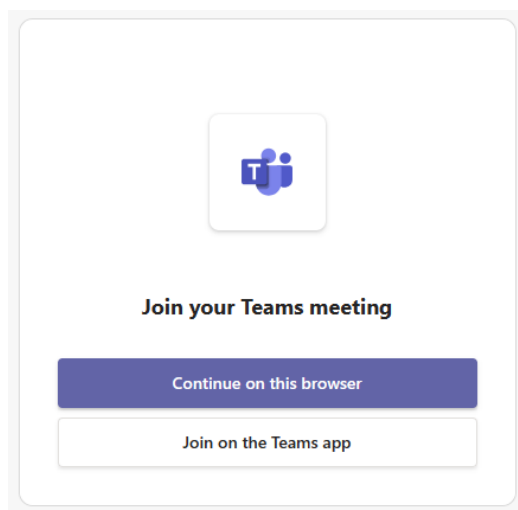
Enter meeting ID * Enter meeting Passcode

393 401 956 511 [Redacted]

[Join a meeting](#)

[Where can I find my meeting ID? >](#)

3. If you have the Teams APP installed it will automatically open, but you do have the choice to continue in the browser as shown below. Click 'continue on this browser'.



Further support

If you feel you would benefit from 1:1 coaching on how to use Microsoft Teams, please email memberservices@eppingforestdc.gov.uk