

MS Teams – video calling and conferencing

Virtual educational sessions will be facilitated on **Microsoft Teams**. The Microsoft Teams App is free and can be downloaded on to any PC, laptop, tablet or mobile phone. (There is better functionality if you use the App rather than the web browser) Please ensure you have the most up to date version of the application on your chosen device.

The application can be downloaded here.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Please also be aware of any potential limitations of your chosen device. Make sure your device has a working camera and microphone so that you can get the best out of the session.

Please contact us at trainingandeducation.carehomes@nhslothian.scot.nhs.uk with the email address you plan to use on the day to join the session at least 24 hours prior to the session date and time and you will be added to a private channel on Microsoft Teams.

Please ensure you are logged on and everything is working (e.g. sound, camera etc.) at least 10 minutes before the session is due to start.

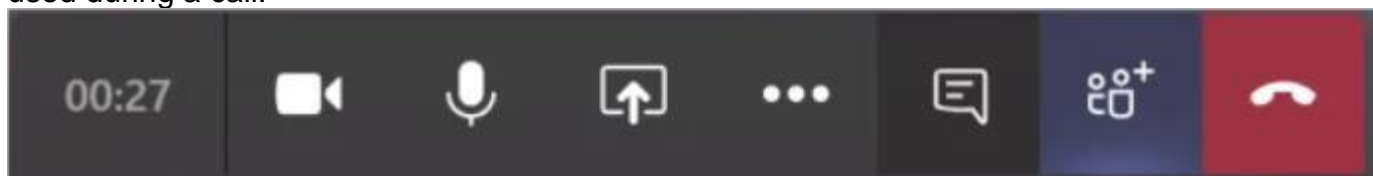
Joining a Teams Meeting

Join a Teams meeting by Link, as follows:

In your meeting invite, click **Join Microsoft Teams Meeting** to be taken to a page where you can choose to either join on the web or download the desktop app. The meeting will open automatically if you already have the Teams app.

On-screen toolbar

During an audio or video call, a toolbar will appear towards the bottom middle section or top right section of the screen and contains different options that can be used during a call:

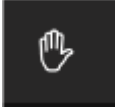


- Click the **video** icon to turn the camera on or off
- Click the **microphone** icon to mute or enable it, as required – your microphone should be muted unless you are speaking to avoid feedback noise
- Click the **chat** icon to show the message pane and display all typed messages
- Click the **people** icon to show a list of the participants in the call

Raise your hand

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During sessions you can raise a virtual hand to let people know you want to contribute without interrupting the conversation



Navigate to the onscreen toolbar, click **Raise your hand** - everyone in the session will see that you have your hand raised and the facilitator will give you an opportunity to ask your question/contribute.

The facilitator will go over some of the basic functions of Microsoft Teams at the start of the session for those who have not used it before.