



Teams

Museum Development Yorkshire

How to use Microsoft Teams

Table of Contents

[What is Microsoft Teams?](#)

[Joining Microsoft Teams Meetings](#)

Cohorts

Eleveses

Museum Forums, Brew Ups, Workshops

[How to Participate in Meetings](#)

The Toolbar

Can you hear me? Your sound

Can you see me? Your video

What is the chat?

Raising your hand

In the desktop app

In the android or iOS mobile app

In your web browser

Who can I see? Changing your view settings

[Sharing Content](#)

Sharing content in the desktop app or web browser

Sharing a PowerPoint

In the desktop app or web browser

In the android or iOS mobile app

Sharing other content

In the desktop app

In your web browser

In the android or iOS mobile app

Sharing video

[Breakout Rooms](#)

What is Microsoft Teams?

Microsoft Teams is an online video conferencing platform, also known as MS Teams. MDY uses Microsoft Teams for most of its online meetings. It's free to use for participants.

You can use Microsoft Teams on any desktop computer, laptop, tablet, or smartphone that has internet access and the ability to stream video and audio.

If your device does not have a camera or microphone, or your internet speed is not up to supporting video conferencing, please let us know and we will enable you to call into the meeting from your phone and send you any PowerPoint slides.

If you would like to set up a test meeting to practise or test your connection, please contact Alice.Macpherson@ymt.org.uk

Joining Microsoft Teams Meetings

You will join Microsoft Teams meetings in different ways for different events. Please check the information for the event you wish to attend.

Cohorts

If you register to take part in a learning cohort, you will receive an email inviting you to join the Team on MS Teams. You must accept the invitation by selecting 'Open Microsoft Teams' in the email. If you don't have a Microsoft account associated with your email address, you'll be directed to create one for free.

You are now a part of the Team for that cohort. You will be able to join meetings, access files, and use the chat and messaging functions on Microsoft Teams. You will automatically be invited to meetings.

You can find more information about joining MS Teams Teams here: <https://docs.microsoft.com/en-us/MicrosoftTeams/guest-joins>

Elevenes

Our MDY Elevenes events are public. This means anyone can join by clicking the link to the meeting. You do not need to book. Links to all Elevenes can be found on our website: <https://www.museumdevelopmentyorkshire.org.uk/event-category/elevenes-with-mdy/>. You do not need a Microsoft account.

Museum Forums, Brew-ups, Workshops

For regular events like our Museum Forums and Industrial Collections Brew-ups, and for standalone training workshops, you need to book your place via Eventbrite. Before the session you will receive an email with a link to the meeting on Microsoft Teams. Click the link to join the meeting. You do not need a Microsoft account.

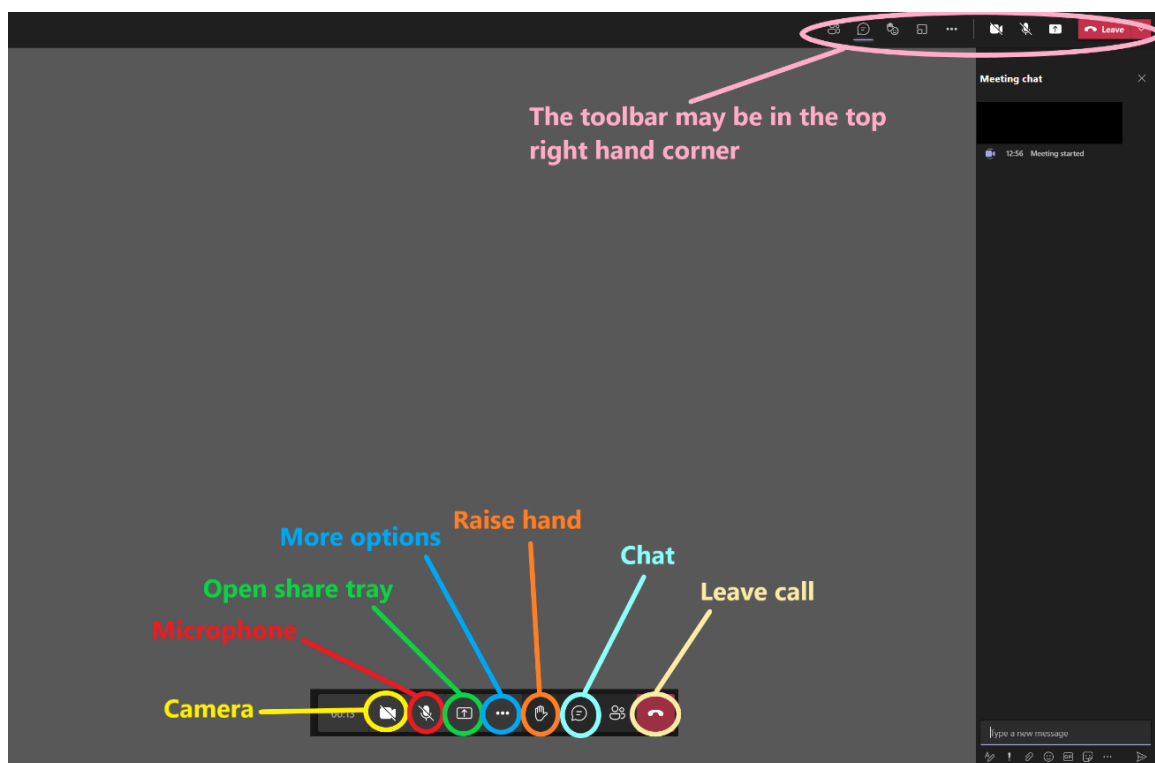
How to participate in meetings



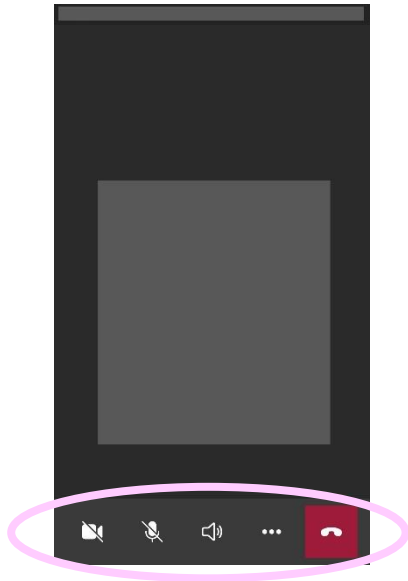
Choose your preferred options before joining the meeting. We recommend that you mute your microphone before you join so as not to disrupt the meeting.

The toolbar

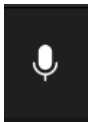
Once you have entered the meeting, you will see this toolbar (below). The toolbar is either on the top right-hand corner of your screen or at the bottom centre. You may have to move your cursor to see it. The symbols on the toolbar control how you participate.



In the mobile app, the toolbar is at the bottom of your screen and it has fewer symbols. It looks like this:



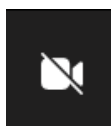
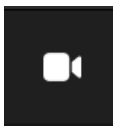
Can you hear me? Your sound



Click the **microphone symbol** to mute yourself and unmute yourself to speak.

We recommend that you stay muted while others are speaking, to avoid background noise and echo. Everyone forgets to unmute themselves sometimes when they start speaking!

Can you see me? Your video

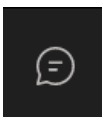


Click the **video camera symbol** to turn your camera on and off.

It's up to you whether to use the camera. If your internet connection is slow, turning your camera off may help.

You may prefer to switch off your camera while a speaker is giving a presentation.

What is the chat?

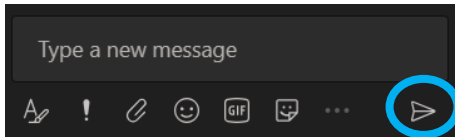


People in the meeting can also send messages, comments and questions to the group while others are speaking.

Click the **speech bubble symbol** on the toolbar to open and close the chat.

In the mobile app, the **speech bubble symbol** is at the top of the screen, on the right. You might need to tap your screen to make it appear.

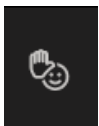
Once you have opened the chat, type your message in the box and click the arrow or press enter to send.



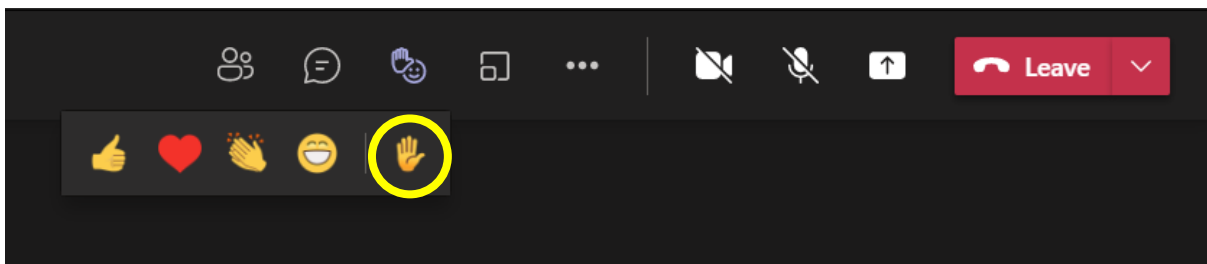
Raising your hand

If you want to ask a question or make a comment verbally, you can let the facilitator know by digitally raising your hand.

In the Microsoft Teams Desktop App



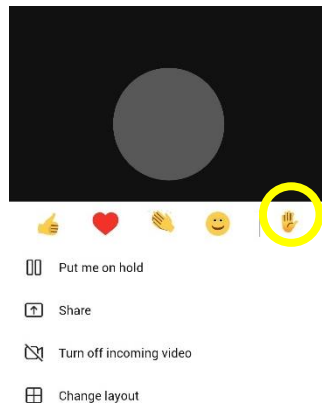
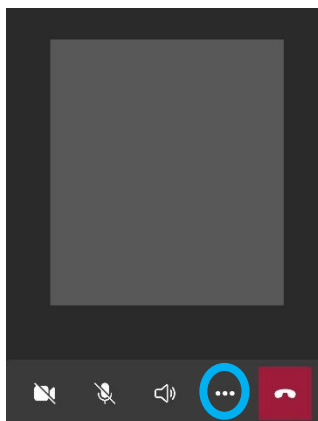
Hover over the **show reaction symbol** in the toolbar. This will open a range of reactions to choose from. Click **the hand symbol** on the right hand side. Click it again to lower your hand once you have spoken.



You can also click Like, Heart, Applause, or Laugh, to give feedback to the speaker. These reactions are currently only available in the Microsoft Teams desktop and mobile apps.

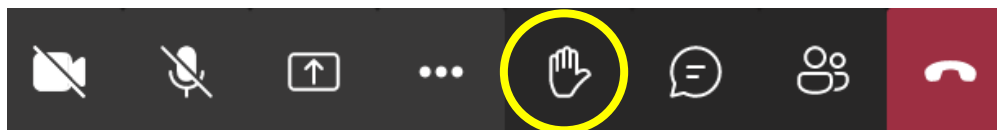
In the iOS or Android Mobile App

From the toolbar at the bottom of your screen, select the **more options symbol (three dots)**. You can now select the **hand symbol** to raise your hand, and do the same again to lower it. Or you can tap one of the other symbols to show a different reaction.



In your web browser

Live reactions are currently not available in the web browser version of Microsoft Teams but you can still raise your hand. Just click the hand symbol in the toolbar, and click again to lower it.



Who can I see? Adjusting your view

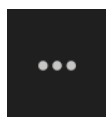
You can decide which and how many videos you want to see.

MS Teams automatically shows up to nine people on your screen at once. If you want to see more than nine, click **more actions (three dots)** and select **Large gallery**. This shows everyone in the meeting whose camera is turned on, up to 49 participants. To go back, click the **three dots again** and select **Gallery**. Please note this is a new feature and not yet available to everyone.

When someone's sharing a presentation, you can switch between viewing that content and watching the people in the room by simply clicking on the video you're interested in. Try this when there's a presentation taking place in a meeting room and you want to see who's talking and note their body language.

To focus on a particular video, right click and select **Pin**. The video will be pinned to your view regardless of who's talking. You can pin as many videos as will fit on your screen. If you change your mind, right click again and select **Unpin**.

Using live captions



Live captions can be useful to participants who are deaf or hard-of-hearing, have different levels of language proficiency, or are in loud places.

To turn on live captions, click the **more actions symbol (three dots)** and select **Turn on live captions**. Click again to turn off live captions. Please note this function is not available in web browser.

Sharing content

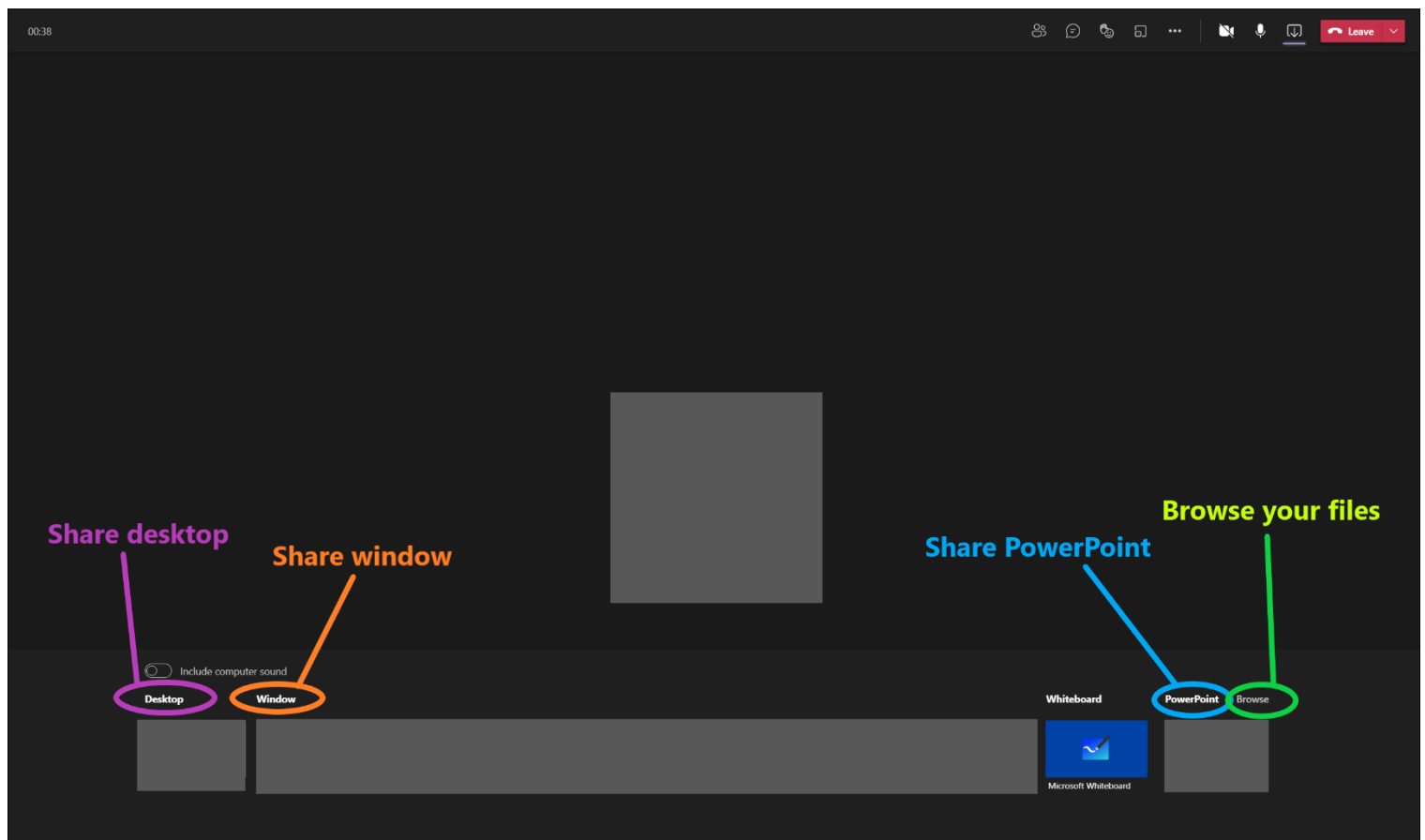
In the Desktop App or Web Browser



Click the **share content symbol** in the toolbar to open the share tray.

You can then select whether to share your Desktop, Window, or PowerPoint.

Please note that if you're using a Mac, you'll need to grant permission to Teams to record your computer's screen before you can share.

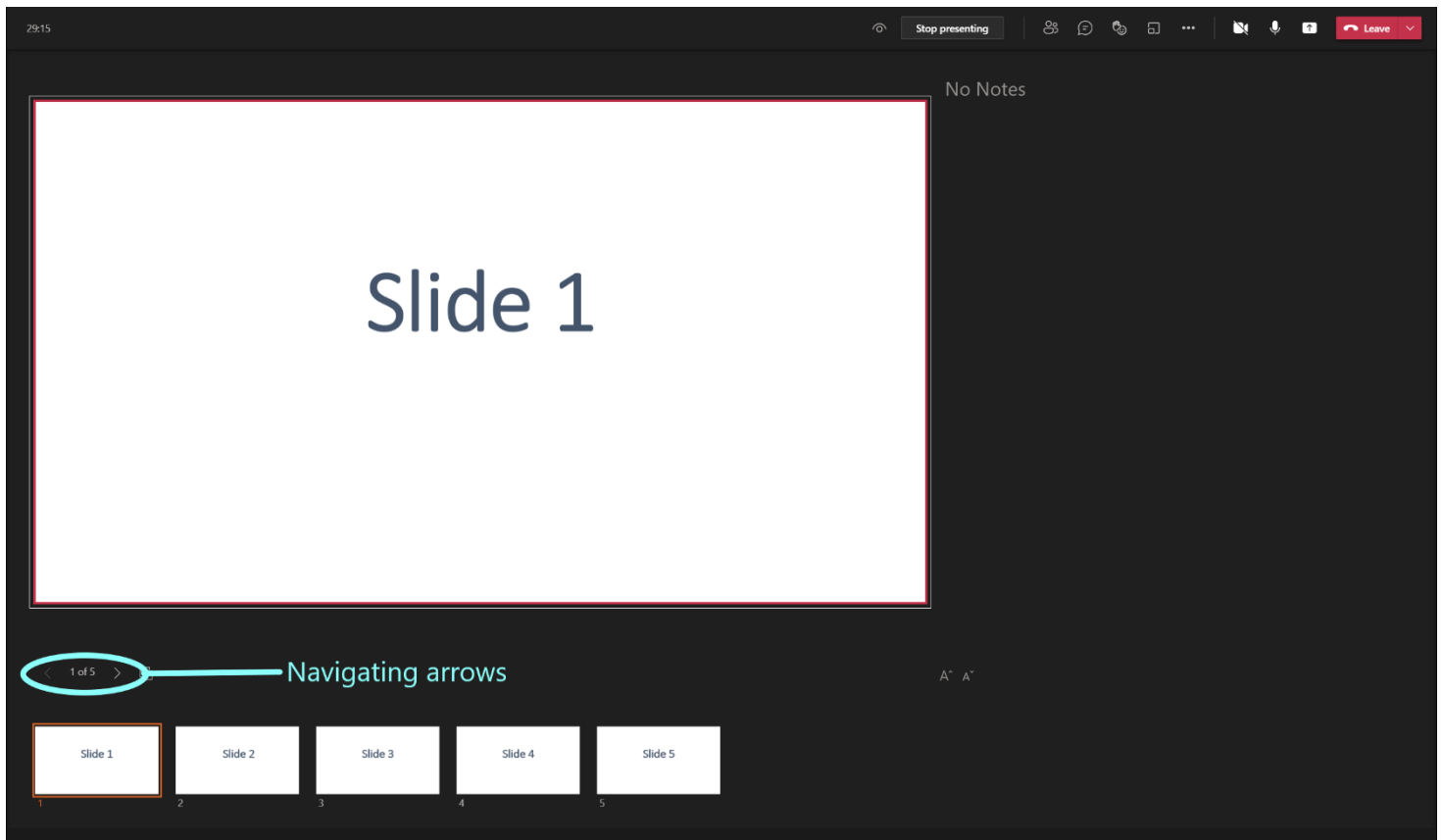


Sharing a PowerPoint Presentation

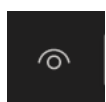
In the Desktop App or Web Browser

It is easiest to choose PowerPoint to share a presentation. Select your chosen presentation from the share tray under the **PowerPoint heading**. If you can't see the presentation you need, click **Browse** and find it in your folders.

Your presentation will appear on screen, starting from the first slide. It will look like this:



Use the **arrows** to navigate through your slides. You can also move forwards by clicking on the slide itself. Or you can skip to a specific slide by selecting it from the thumbnail strip below.



The **eye symbol** in the toolbar controls whether other participants can move through the presentation on their own. We recommend that you turn this setting off, by clicking the eye.

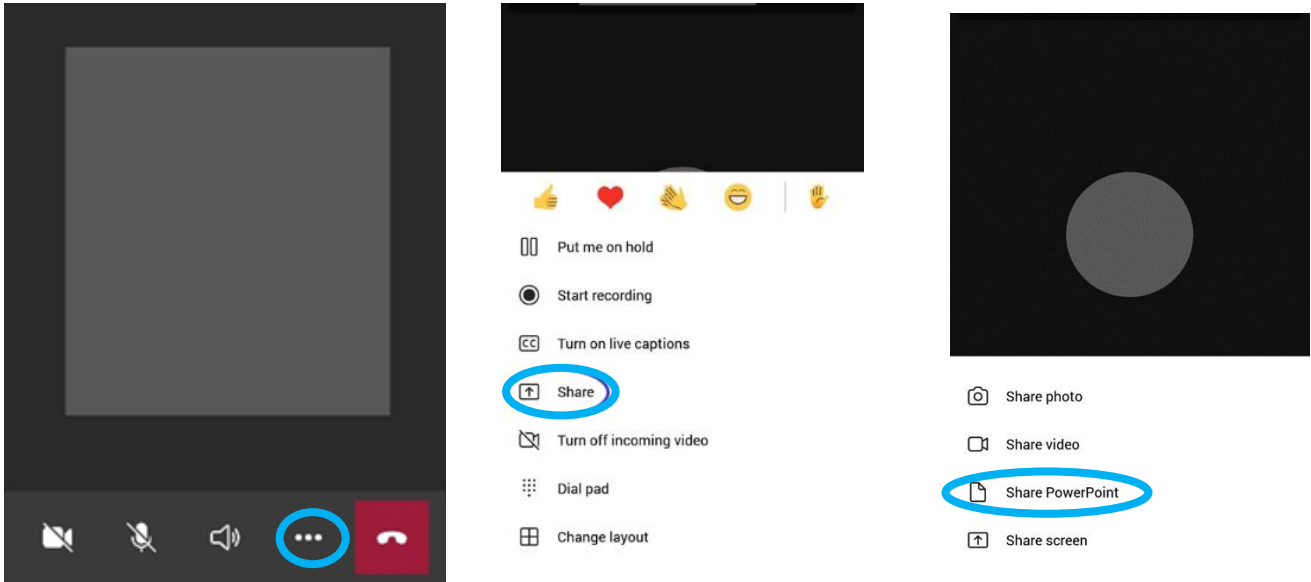
Click **Stop presenting** when you have finished.

Watch a short video demonstration: <https://support.microsoft.com/en-us/office/tip-show-powerpoint-slides-in-a-meeting-ddfc73dd-b957-4f2b-8e42-ce078f51873c>

If your computer slows down while presenting using this method, or it does not work, you may find it helpful to open PowerPoint online and share your Window instead. Please see advice below.

In the Android or iOS Mobile App

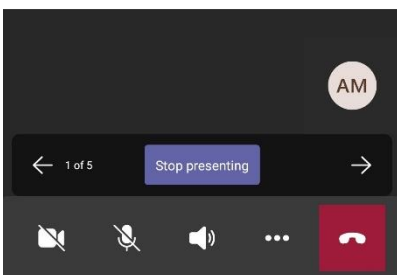
Select the **More options symbol (three dots)** from the tool bar. From the menu that appears, select **Share**. Then select **Share PowerPoint**.



Choose the PowerPoint you need and it will open at the first slide. Use the arrows to navigate through the slides, and tap **Stop presenting** when you have finished.



Slide 1

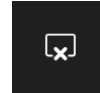


Sharing other content

In the Microsoft Teams Desktop App

You may want to share other content in a Microsoft Teams meeting, for example a document or web page. In this case, it's best to choose the **Window** option. Making sure that the chosen page is open on your desktop, open the share tray by clicking the **share content symbol** and select the page from under the Window heading. A red border surrounds what you're sharing.

When you have finished, select **Stop presenting** or click the stop sharing symbol.



We recommend choosing to share a **Window** because it keeps everything else open on your computer private. However, bear in mind that you cannot switch between apps or tabs when you use this option. You will have to stop presenting and then select a different window to share.

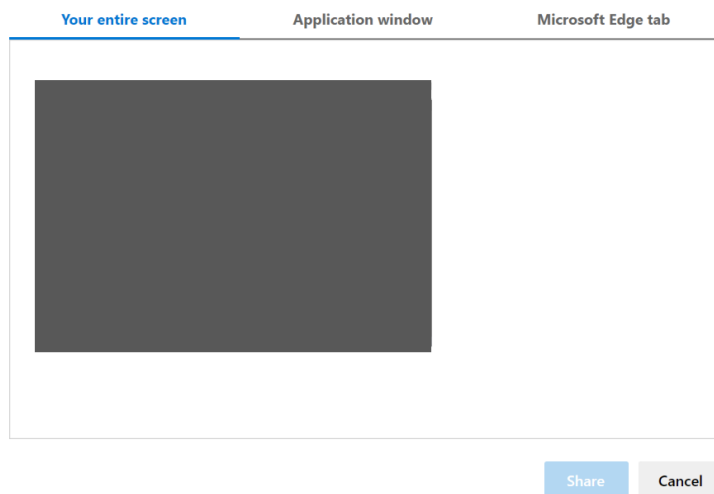
Watch a short video demonstration: <https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

In your Browser

Open the share tray and select **'Desktop/Window'** under the Screenshare heading.

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.



A window will appear (left) asking you to choose what you would like to share. We recommend choosing from the **Application window** or **Browser tab** options, to keep everything else open on your computer private. When you have selected what to share, click **Share**.

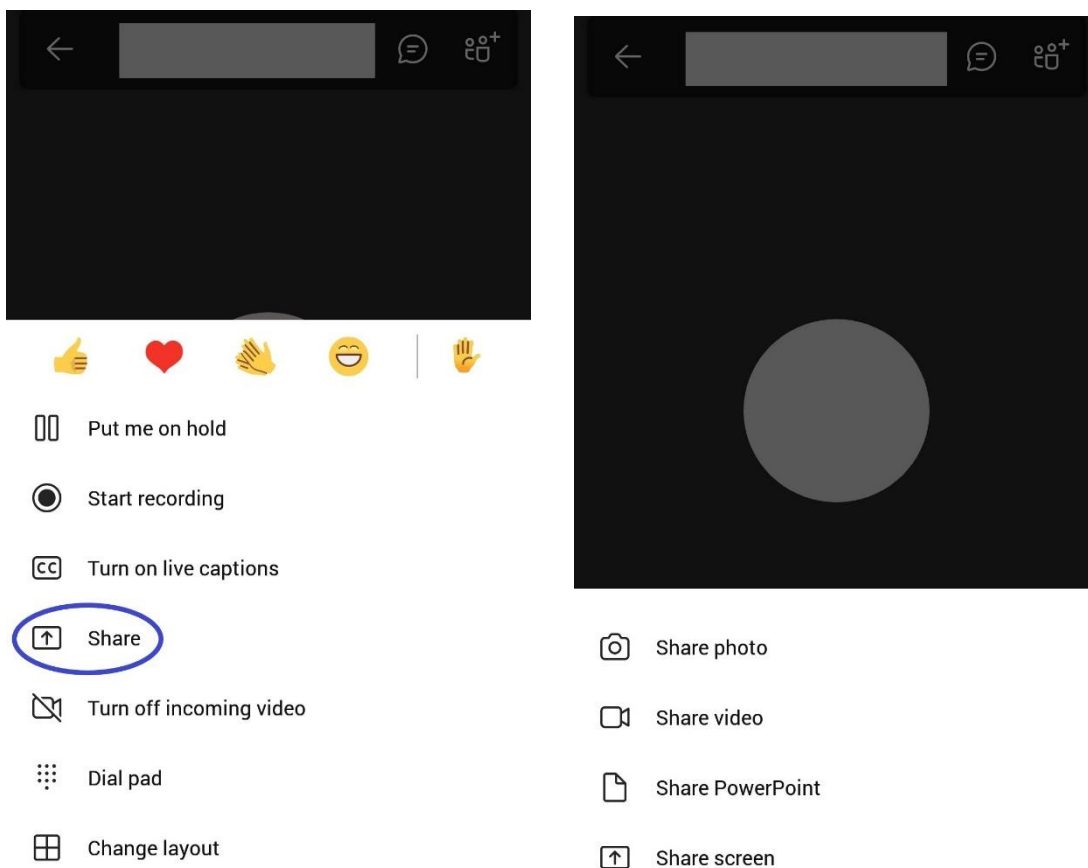
When you have finished, click **Stop sharing**.

Bear in mind that you cannot switch between applications or tabs when you use the Application window and Browser tab options. You will need to stop sharing and then share a different window.

In the Android or iOS Mobile App

Please note that you cannot share your window using the android operating system or iOS. You can share a photo, a video, a PowerPoint, or your whole screen.

First tap the **More options symbol (three dots)** and select **Share**. You can now choose what to share.



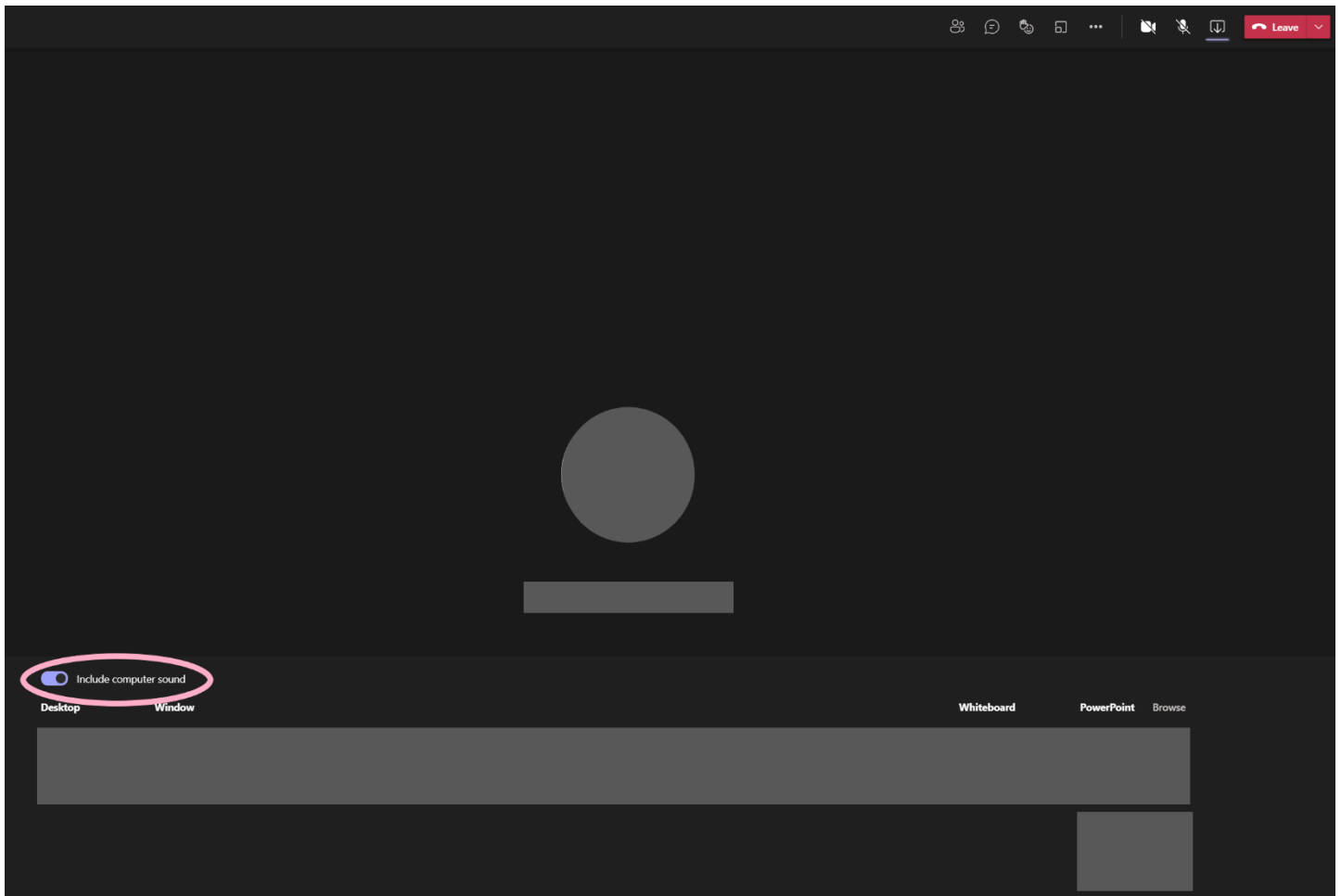
Select **Share photo** or **Share video**. Your device may ask you to give Teams permission to access your files.

Teams will automatically open the camera. You can take a photo and tap **Start presenting** to share it, or scroll through the thumbnails that appear and choose a recent photo or video to share. You can also record a video and then share it with the meeting.

Share screen lets you share your device's entire screen. If you use this option, remember to close any apps or tabs that you want to keep private.

Sharing video

It is easy to share video through Microsoft Teams. Just remember to turn on the **Include computer sound** toggle before you begin sharing, so that the sound works properly. It is on the left hand side of the share tray.



Now share your video through your chosen platform and press play.

Breakout Rooms

Some MDY sessions may use breakout rooms. This is where you will go into a smaller meeting to have a more in depth discussion or complete a group task.

If you receive a notice asking you to join a breakout room, select **Join room**. Alternatively, you may be moved to the breakout room automatically when the meeting organiser opens the room.

Each breakout room has its own chat. When the breakout room closes, the room chat ends and can't be continued. However, you'll still be able to view the chat history and any shared files.

If you are asked to return to the main meeting, select **Return**.