

How to use Microsoft Teams for a virtual meeting? – using a mobile device



Microsoft Teams is a software which allows virtual meetings. Microsoft Teams can be accessed via internet using your computer or mobile device. It is also possible to access a meeting using your phone. In this case you will only hear the audio of the meeting. The organiser will be able to send you a phone number (they will need to have PSTN conferencing activated in their Teams account to enable the option of dial-in to meetings). It is free to use Microsoft Teams as a meeting participant, though you might have to pay for your internet/ phone usage, depending on your contracts. Ensure to discuss reimbursement of these costs with the organisers of the meeting.

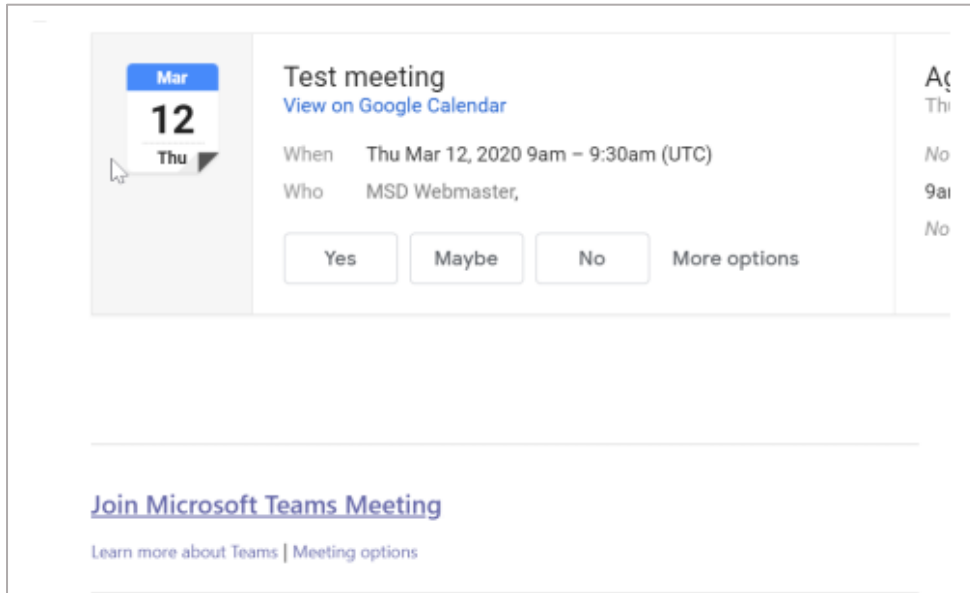
This guide will help you to understand how to work with Microsoft Teams when making use of an android (i.e. Samsung, Motorola, Lenovo) tablet or smartphone. For convenience, the guide will constantly refer to a mobile device, but it should be the same for all of them. The guide makes use of screenshots, which has been anonymised. You will sometimes see orange circles or arrows in the figures that will point out specific elements relevant for the functionality explained in a specific chapter. It could happen that some functionalities look different on your device than showed in this guide. Though it is aimed to keep this guide up to date, constant changes happen to the software which could impact what is seen. Meeting organiser can also decide to allow/ block certain functionalities in Microsoft Teams.

Contents

Accessing a meeting	2
Mute and unmute your microphone	5
Turning your video on/ off	6
Who else is in the meeting?	6
How to raise your hand	7
What will you see	9
How does the chat work?.....	11
How to share a screen.....	14

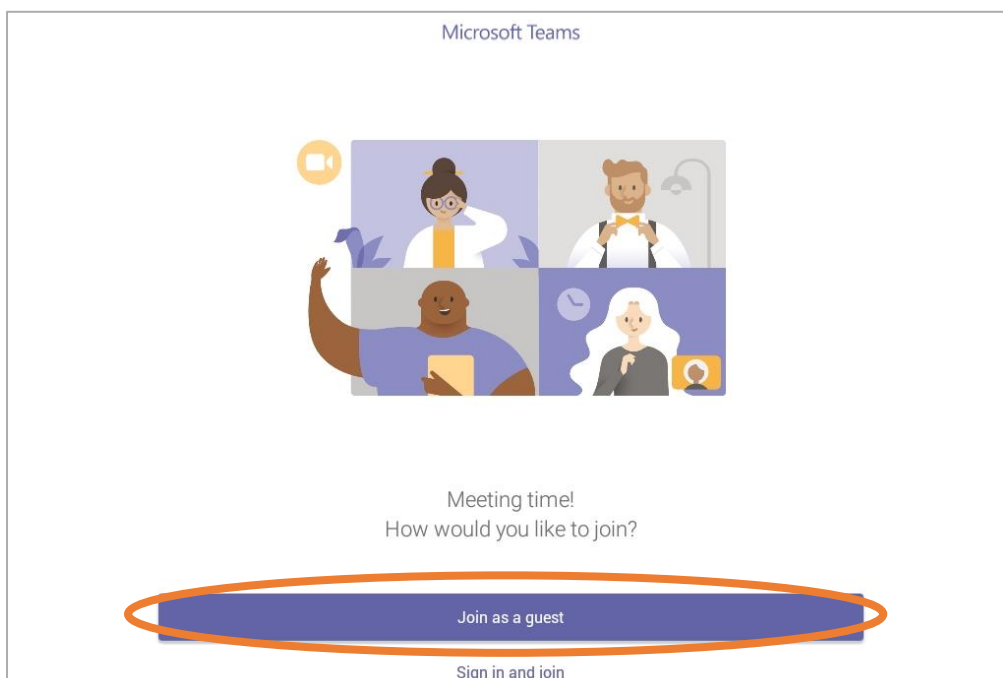
Accessing a meeting

To join a Microsoft Teams meeting, the person organising the meeting will send you an email with the joining details. This will usually look like a link and a calendar invite which will provide the meeting's details (date and time). It might look like this (it depends on your email provider how the calendar invite is shown).



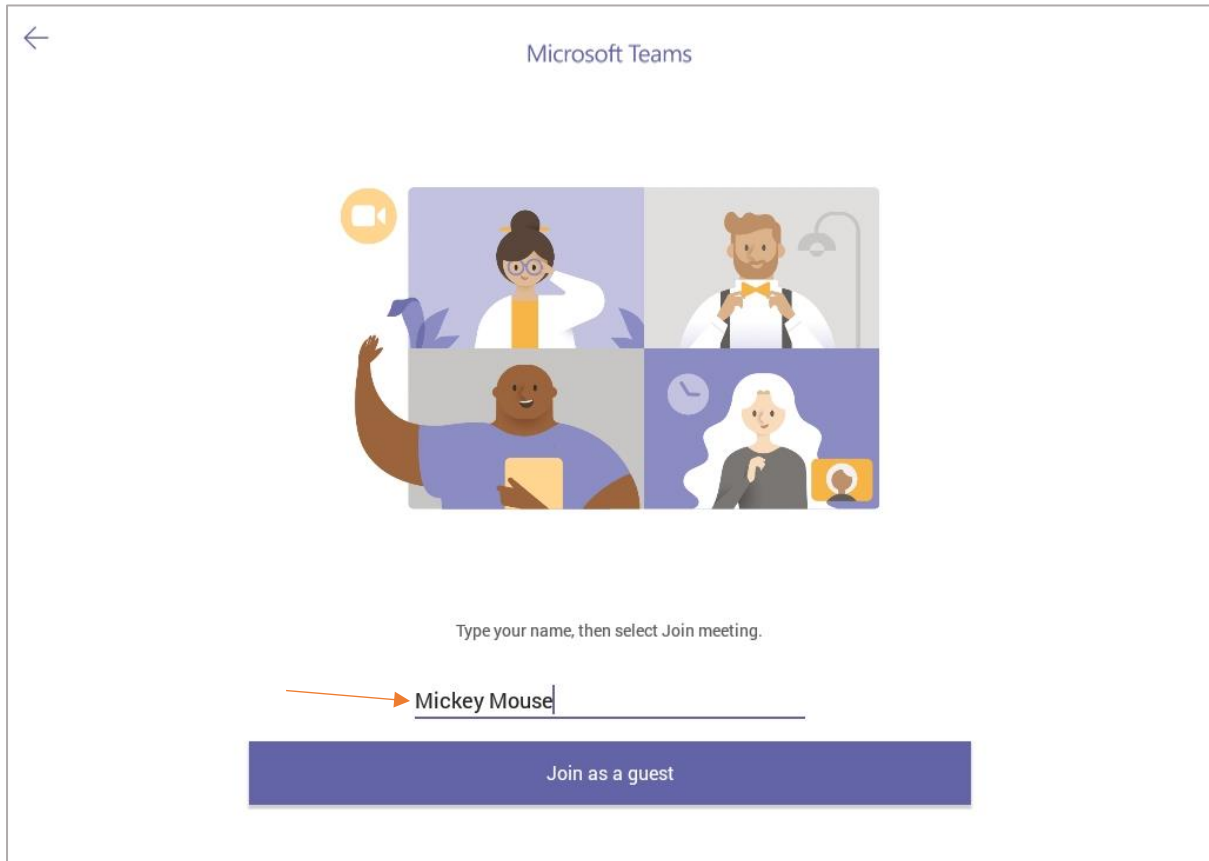
When accessing a Teams meeting via a mobile device, you are required to download their [app](#), which can be found in the Google Play Store and is called "Microsoft Teams". The app is free and should be secure to download onto your device. It is recommended to download the app well before the start of your meeting so you won't be joining the meeting late.

Once you downloaded the app, it will automatically open on your device when you click on the meeting link send to you.

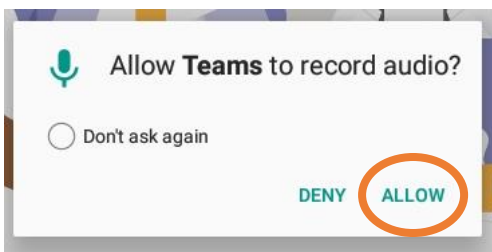


You will have the option to join as guest or register. You do not have to register for a teams meeting or have an account and can join as a guest.

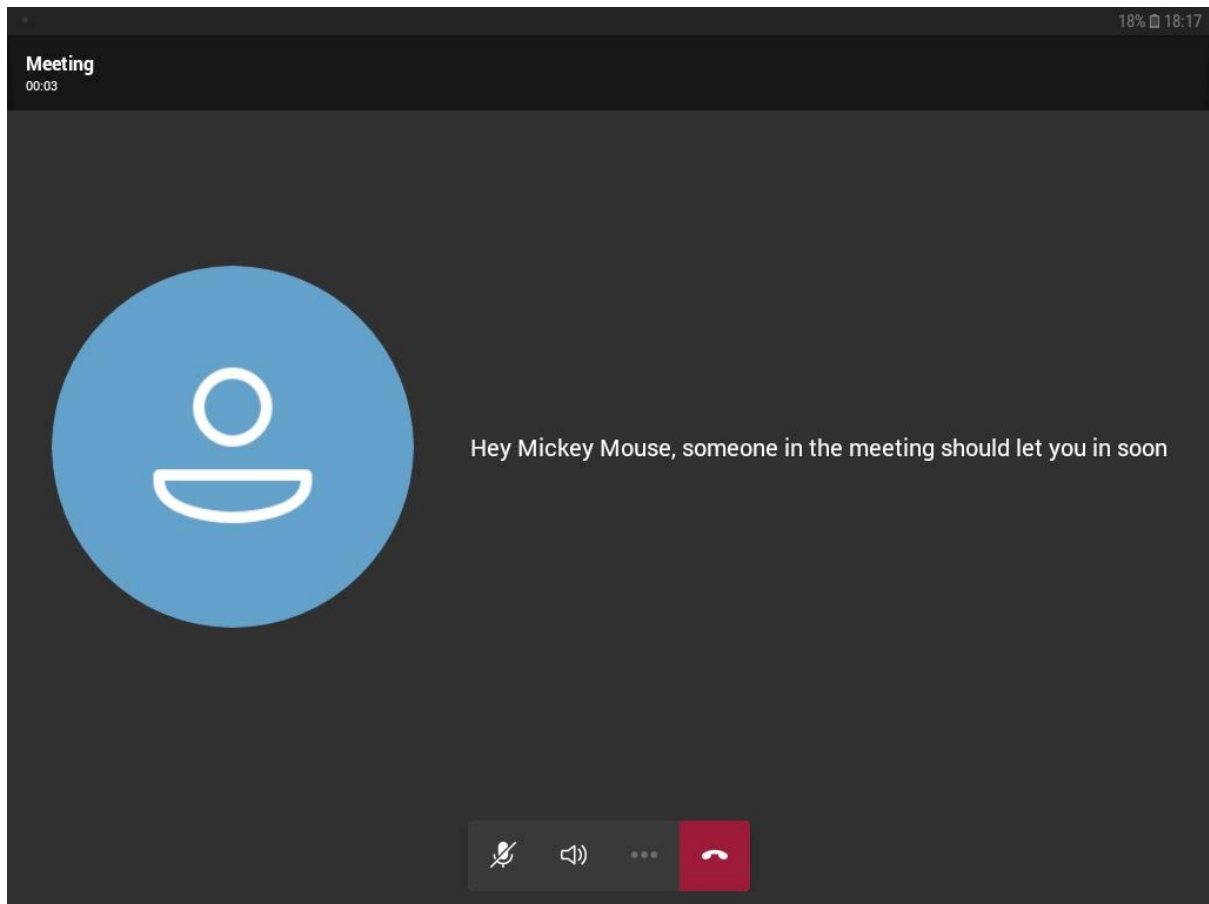
You are then redirected to a new screen. Here you are asked to enter your name. Please, where possible, use your real name so the meeting organiser knows who would like to enter the meeting.



Unless approved earlier, you will receive a pop-up asking you to allow the app to make use of your audio/ video. In order to use the app, you are required to provide the app permission for this.



You might be placed in a virtual lobby, until the meeting organiser has granted you access to join the meeting. This is a security measure in place to avoid uninvited guests disturbing a meeting. If this happens, the screen below will be showed.

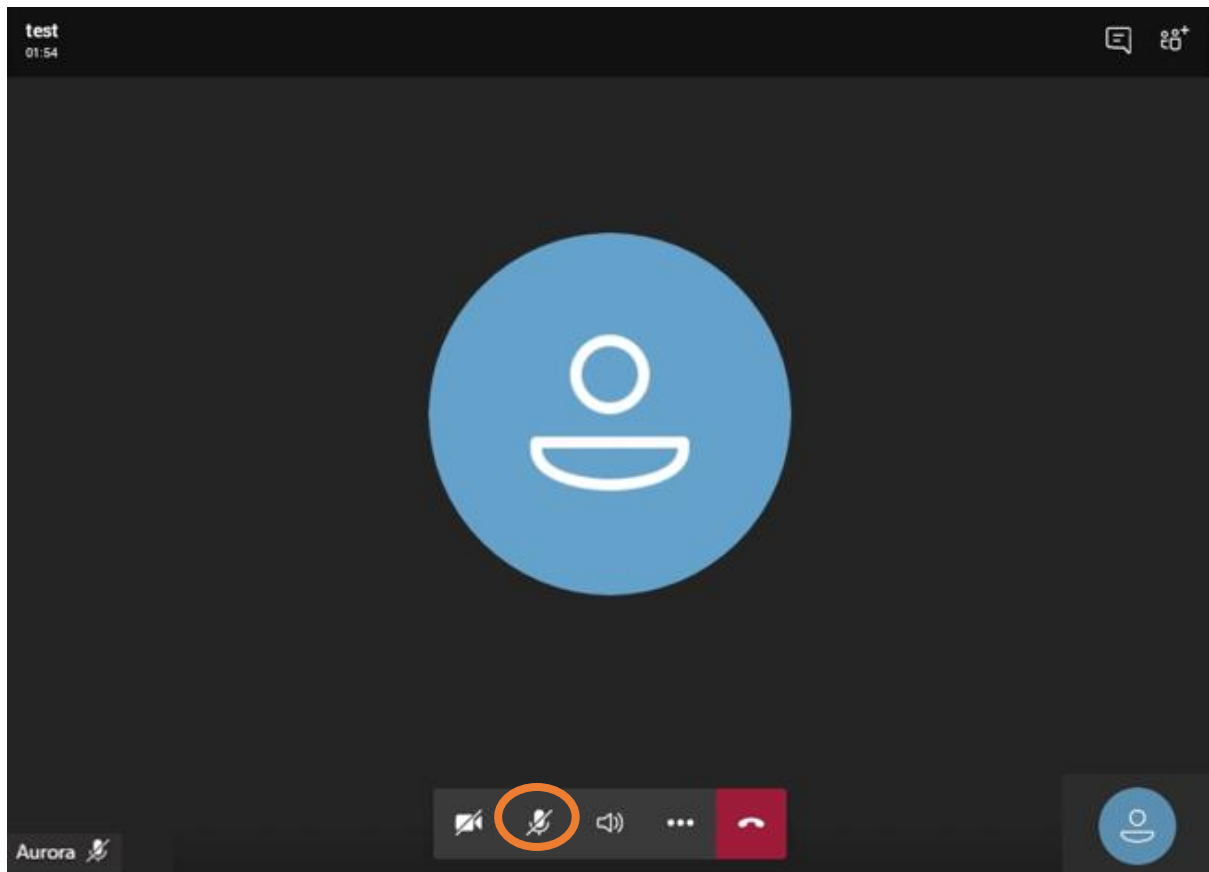


This window will disappear once the organiser has accepted you as a participant and you will be able to join the meeting.

Mute and unmute your microphone

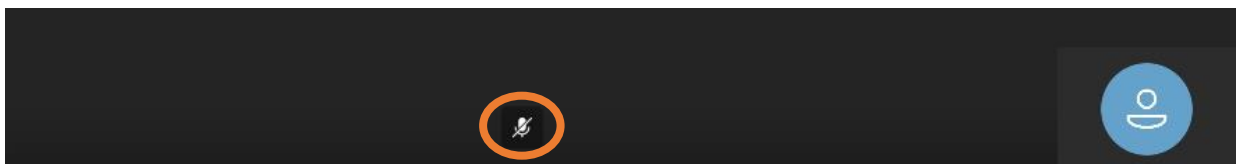
It is important to mute your microphone when you are not talking to avoid disturbances and background noises during the meeting. Remember to unmute yourself before you start talking. Make sure to mute yourself again once you finish talking.

To mute/ unmute yourself, press on the microphone icon in bar at the bottom of your screen.



The meeting organizer can also mute, or unmute, your account.

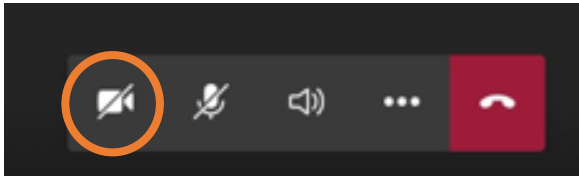
If you are muted, a muted microphone icon will appear at the bottom of your screen.



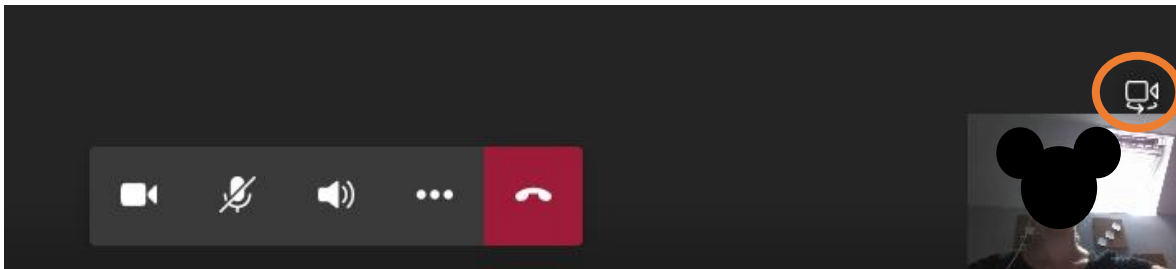
Turning your video on/ off

You might want to be seen during the meeting by sharing your video, or be able to turn your video off. When participants turn their video on during meetings, they can feel more personal and the chair and other participants can pick-up visual communication cues.

To share your video, or stop sharing it, press on the microphone icon in bar at the bottom of your screen.

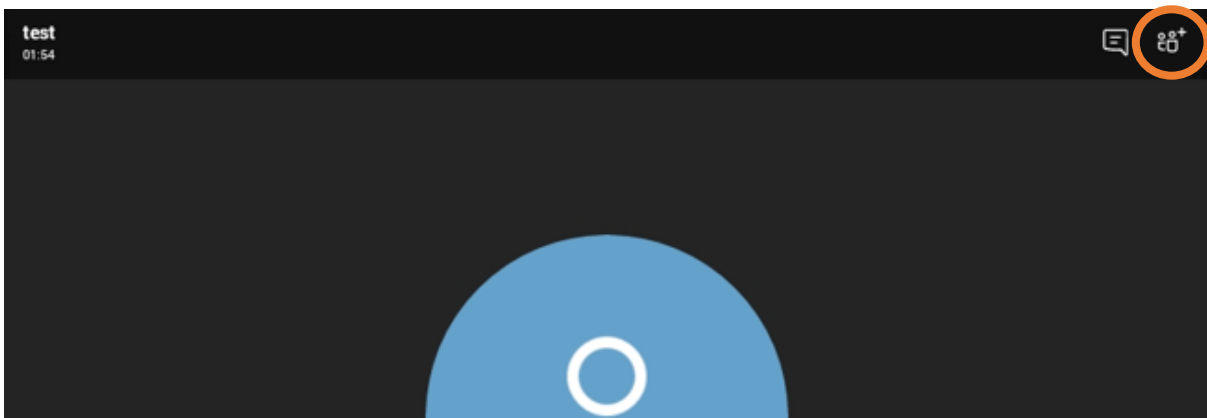


Teams will automatically use the front-facing camera of your device. You will see your video in the right-bottom corner of your screen. If you want to swap the camera used, you will have to press the camera-changing icon. This can be found just above your video window.

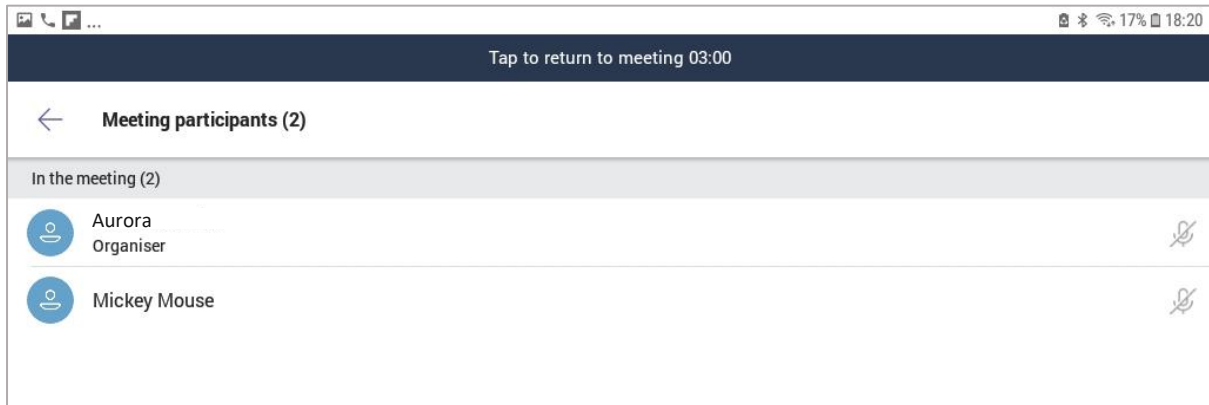


Who else is in the meeting?

To see everyone participating in the meeting, click on the icon showing two people in the top-right corner of your screen.



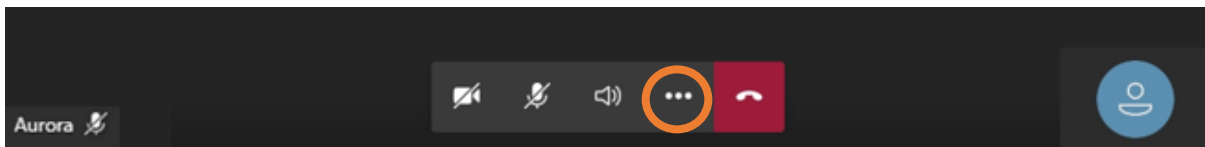
A new window will open which will show you all the participants in the meeting. The meeting organizer will have 'Organizer' below their name.



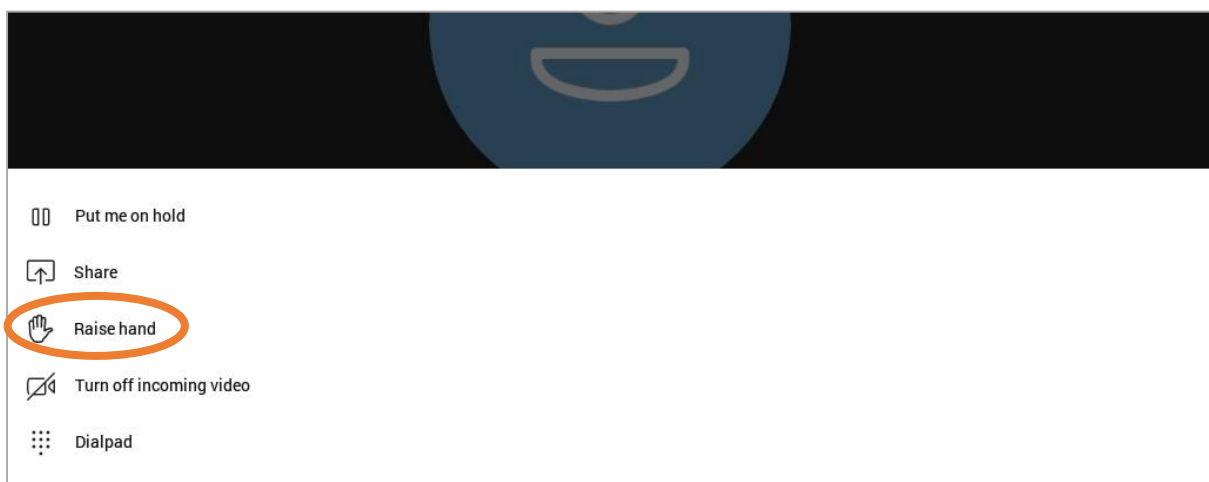
How to raise your hand

[This function is only available with 3 or more participants]. By raising your hand all participants, including the chair, will be able to see that you raised your hand and are keen to make a contribution to the discussion.

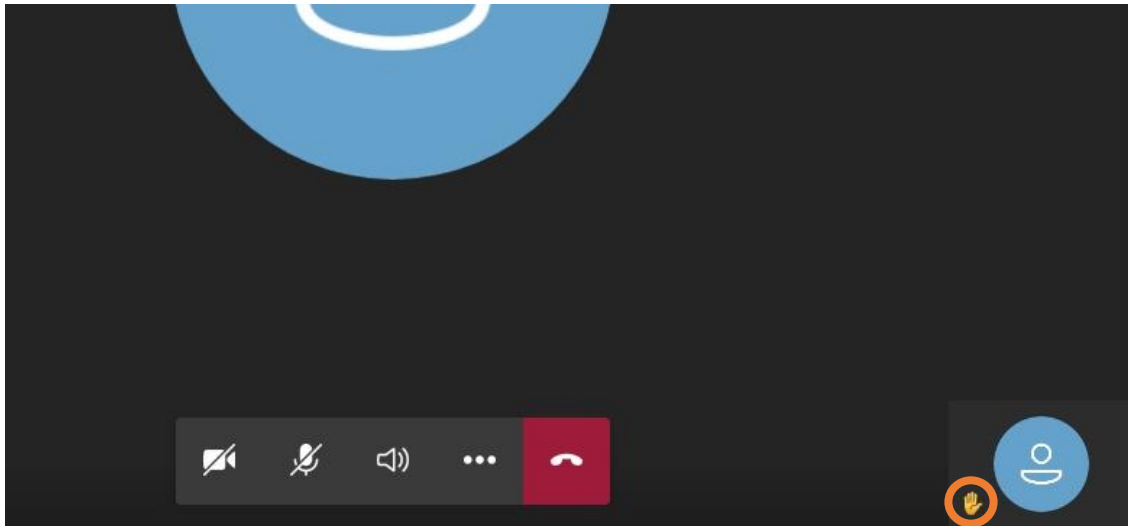
To raise your hand, click on the "..." button in the bar on the bottom of your screen.



Additional options will appear in the bottom of your screen and you can choose the option "Raise hand".



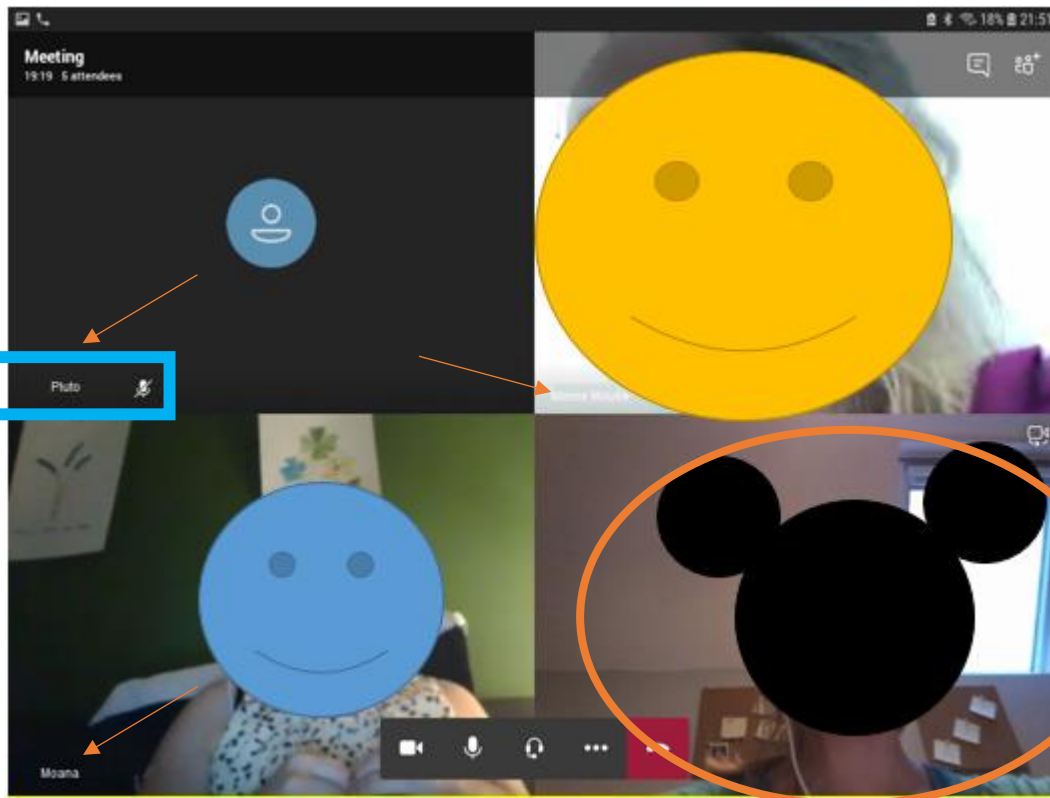
A small hand will appear next to your picture. This will signal to all that you have raised your hand.



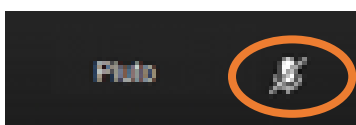
Don't forget to lower you hand again after making your contribution or when someone else has raised your point and you don't want to speak anymore.

What will you see

At any time, you can see a maximum of 4 people, including yourself, on your screen. You will see your video in the lower-right corner. All other participants will have their name in the left corner of their window.



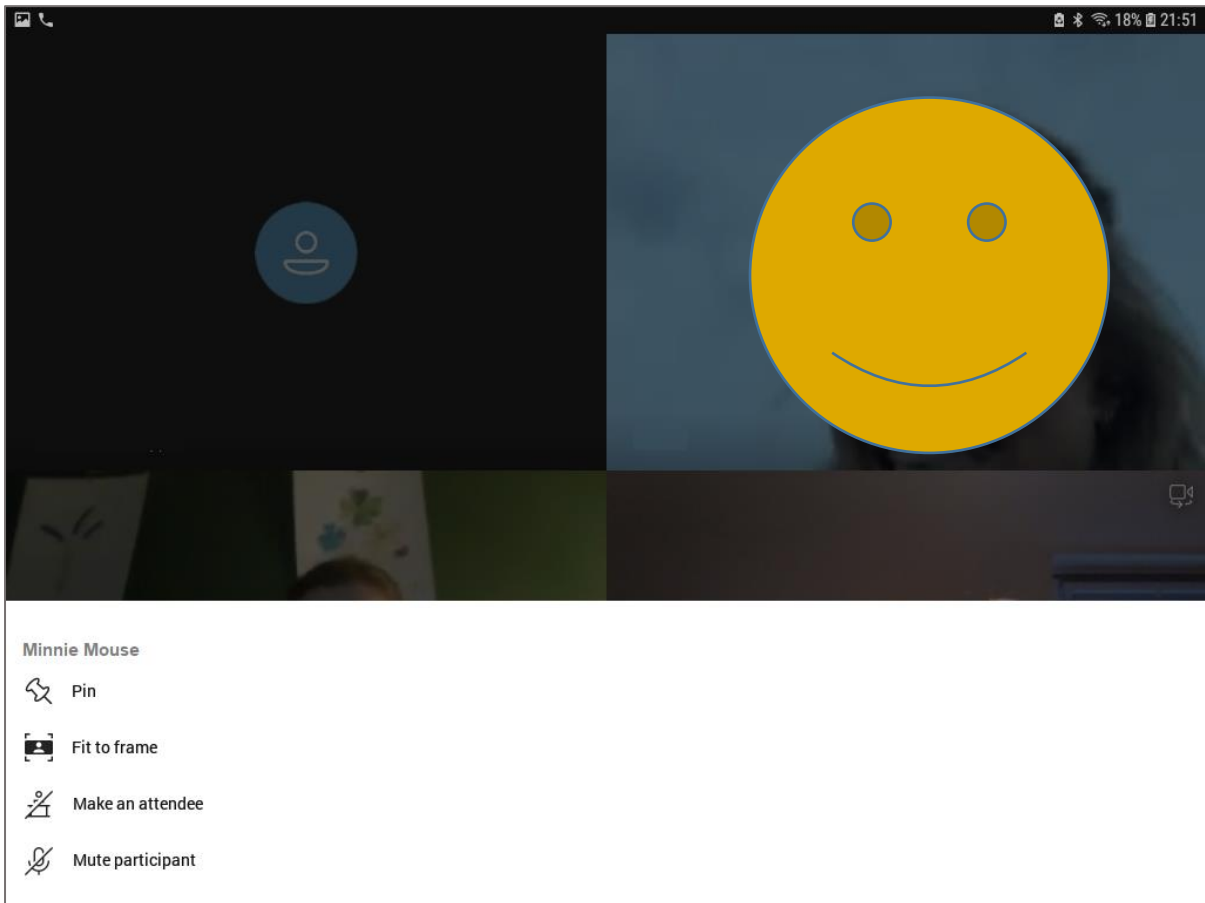
You are also able to see which participants have muted themselves. If they are muted, the crossed-through microphone icon will appear next to their name.



If you are unsure how many people are in your call, you will see the number of attendees on the left side of the bar at the top of your screen. You can always check the participants' overview to see the names of everyone participating in the meeting.



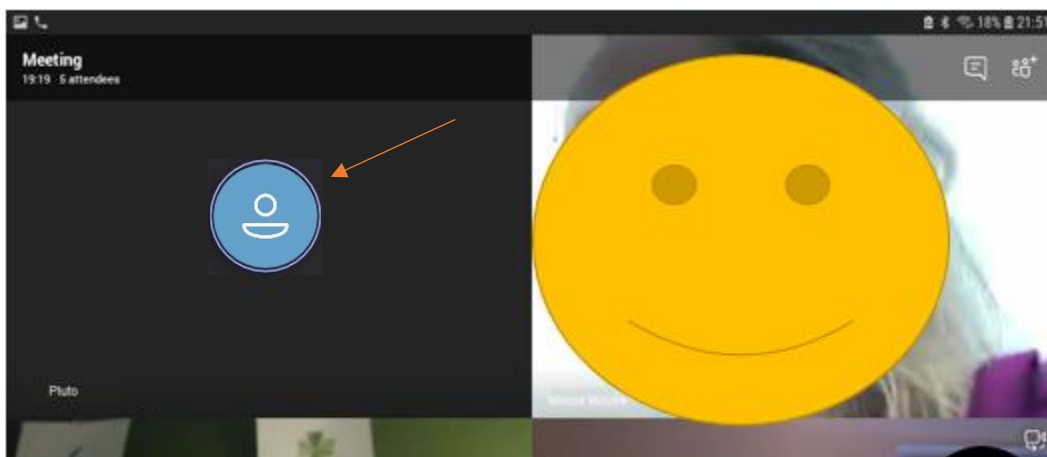
As Microsoft Teams allows you to only see the window of up to 4 participants, you won't see everyone at the same time if a meeting has more than 5 participants. If there are participants whose window you would definitely like to see, for example the meeting chair, you can pin their window down. To do so, click on the window you would like to freeze on your screen. A new bar at the bottom of your screen will pop-up.



You will see the name of the window you want to customise on the top of this new bar. By pressing “pin” you will ensure that their window will stay on your screen, as otherwise the participants will rotate and you might at some point not see their window. You also have the option “Fit to frame”, which will enlarge a single window and can be helpful if they will be the only one talking for a longer time.



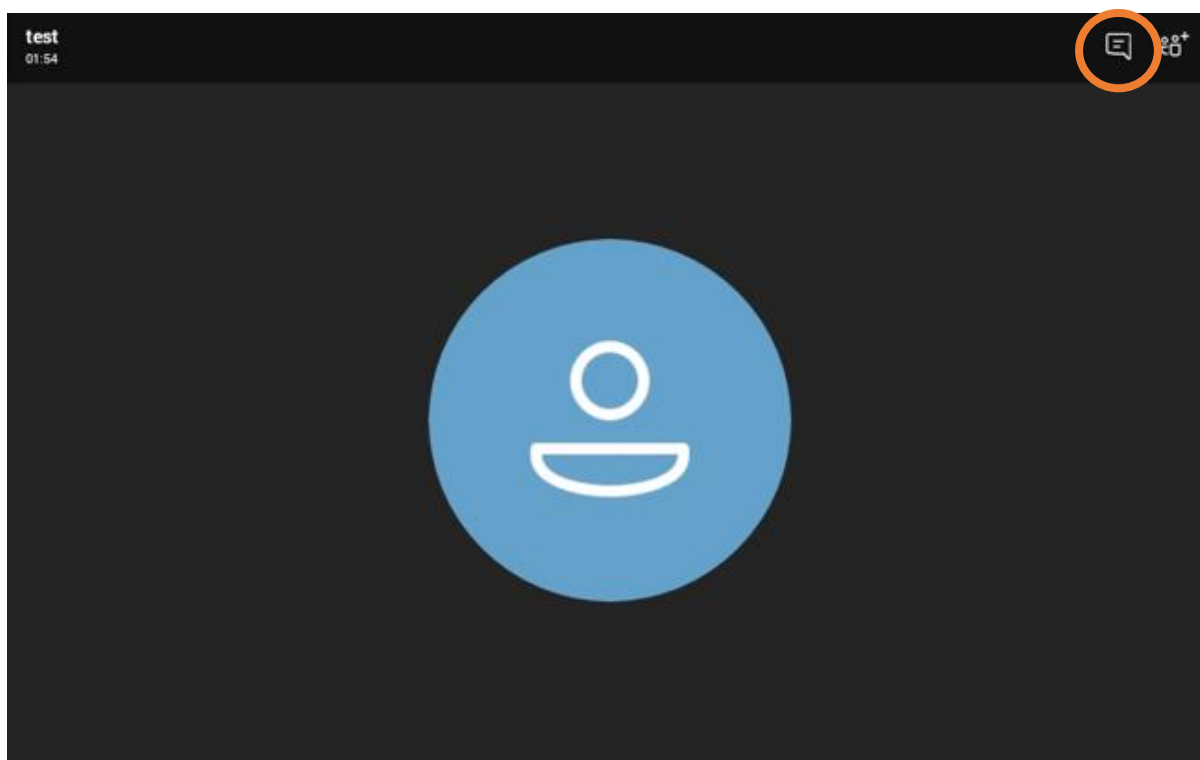
If participants are not showing their video, you will see a black screen, with their initials and their name on the left side of their screen. If someone who has their video off speaks, their icon will be highlighted with a blue ring.



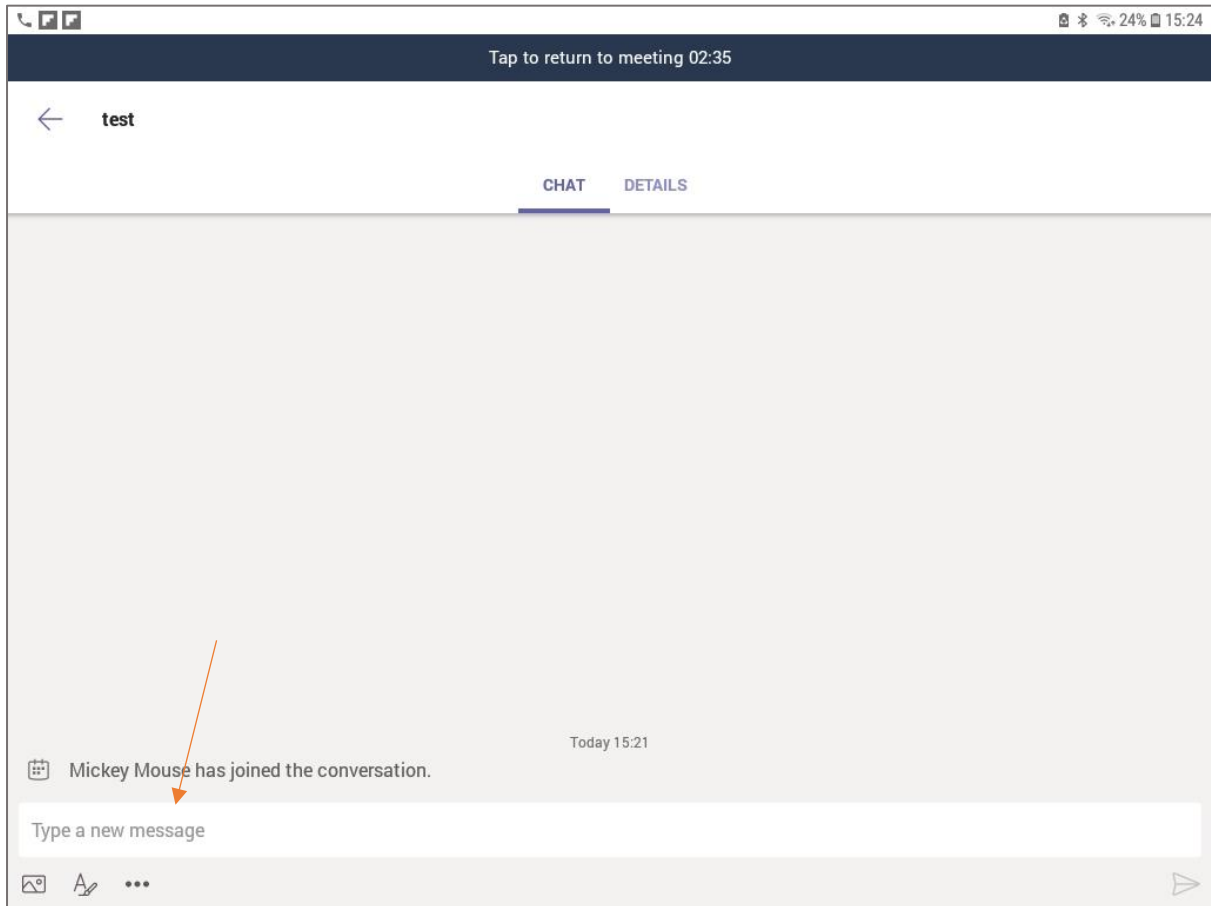
How does the chat work?

Apart from seeing and talking to all participants, it is also possible to write to each other making use of the 'chat' function. Your messages can be seen by all participants and will be saved automatically in the account of the meeting organiser after the meeting.

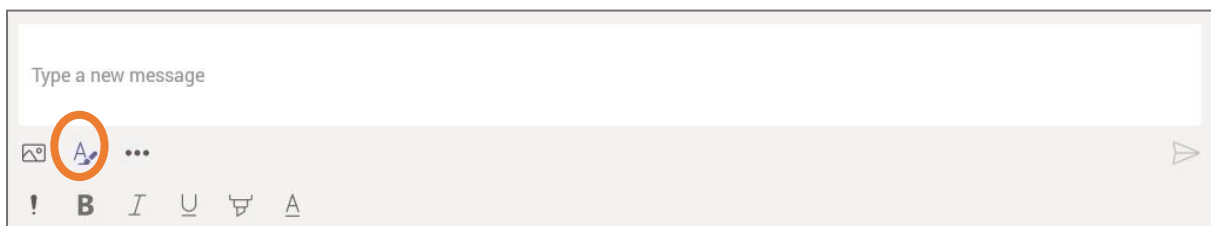
To see the chat, click on the conversation bubble icon in the bar in top right corner of your screen.



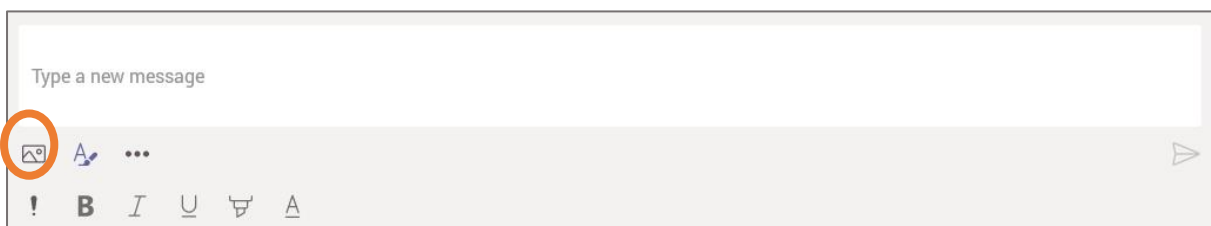
A chat new chat window will appear on your screen. You will be able to start typing messages to all participants in the bottom of the screen.



It is possible to format the text you are typing in various ways. To enable this function, press on the formatting icon (middle option) on the bottom of your screen.



You can also send images in the chat box by clicking on the image icon (left one) on the bottom of your screen.



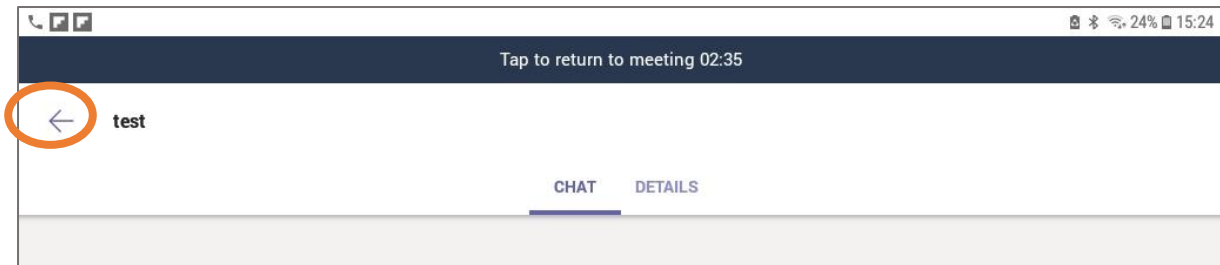
You can also send emojis in the chat. If you click on the “...” icon at the bottom of your screen, an option to share emojis will appear.



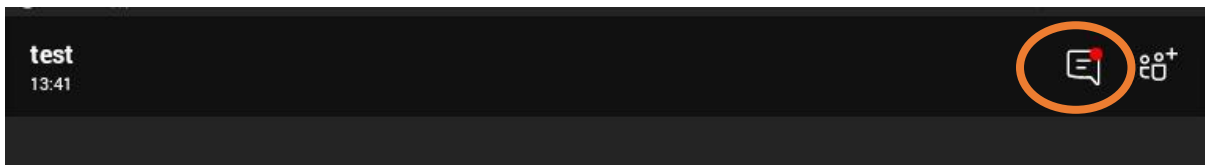
If you want to send a typed message, it isn't always sufficient to press “enter” on your keypad. You might have to press the triangular-shaped symbol in the right lower corner to get your message sent.



You can leave the chat window by pressing the left-facing arrow in your top-left corner. This will bring you back to the window showing all the video inputs.



If you receive a chat message, you will receive a notification from Teams on your device. A red dot will also appear on the chat icon.

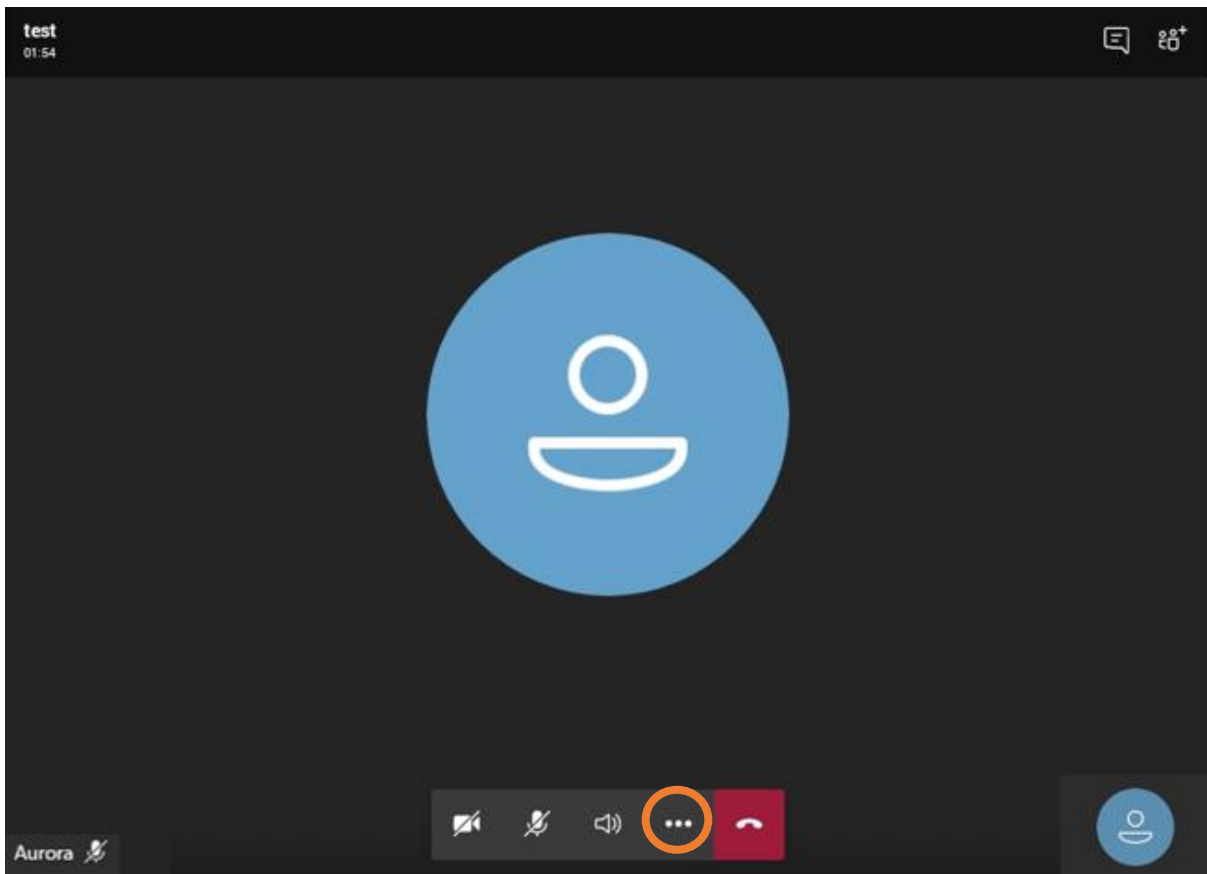


How to share a screen

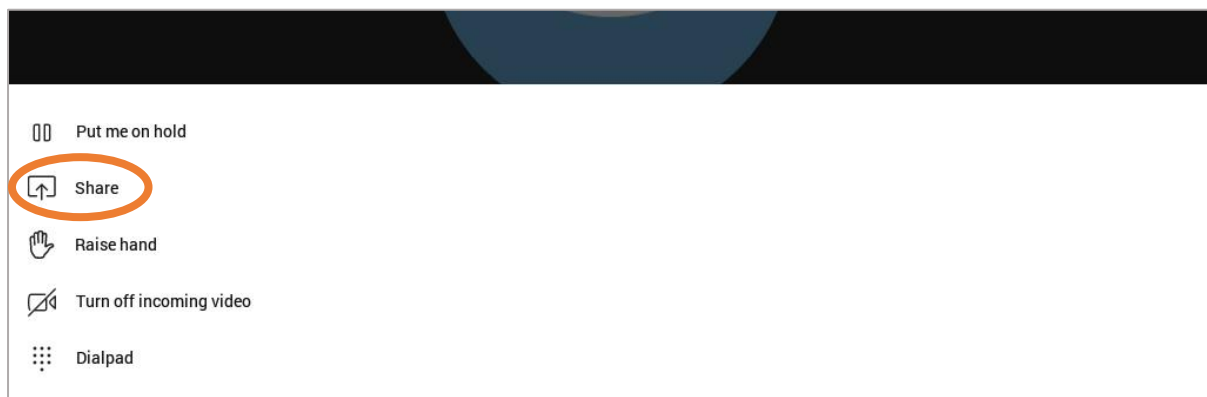
Participants in a meeting can share their screen with you. In this case, you won't see someone's video anymore but you will see their shared computer screen. This can be helpful, for example, to show you a presentation, document, table or graph.

It is also possible for you to share your screen or a document or picture. Be mindful that, if you do this, everyone in the meeting will be able to see what you share, so be sure to not show anything you wouldn't want to share with the whole group.

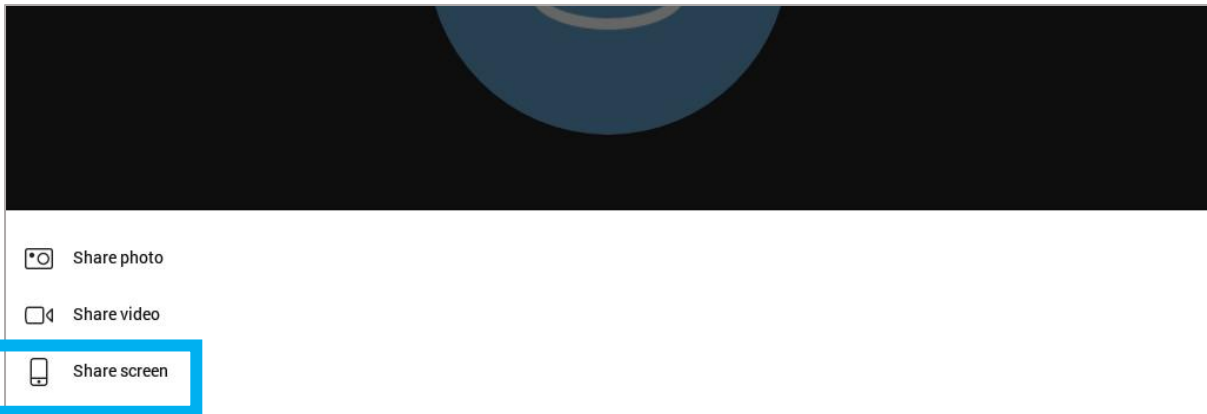
To share your screen, click on the "..."/> button in the bar on the bottom of your screen.



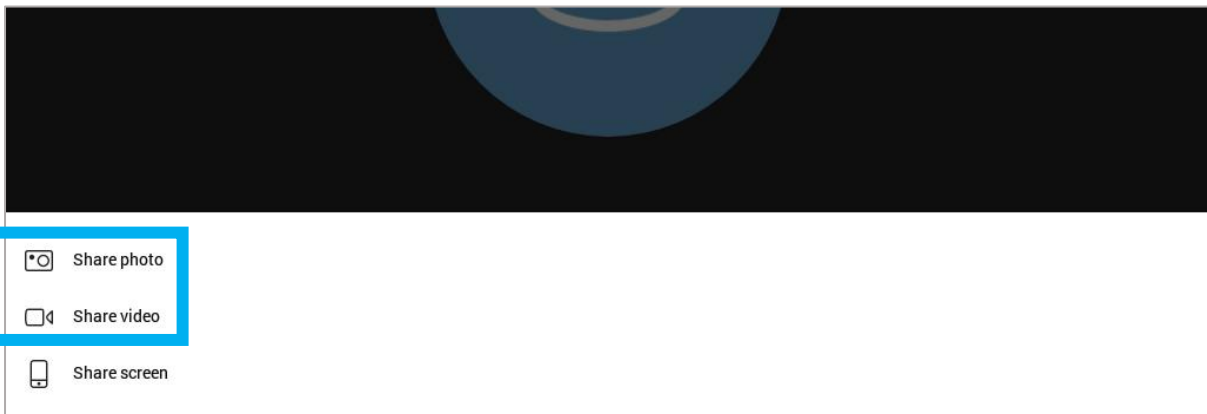
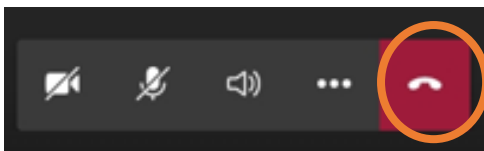
Additional options will appear in the bottom of your screen and you can choose the option "Share".



A new pop-up will appear in the bottom of your screen giving you options to share a photo, video or screen. It could happen that additional documents, such as powerpoint, are provided as an option. The available options to share depend on the software installed on your device.



→ If you are sharing your full screen, you will need to press the leave call button to stop sharing your screen once. You will not be leaving the meeting, but you will stop sharing.



→ If you are sharing a video of photo, the easiest way to stop sharing is by opening a different window on your screen. You can do this by opening the chat or participants list, found in the top-right corner of the top bar on your screen.

