

MS Teams Guide

1. Downloading MS Teams application

For full Teams call experience, we recommend downloading MS Teams desktop/mobile application, rather than using the website application which offers limited functionalities.

1.1. To download the desktop or mobile application please follow the guidance from Microsoft as per the following link - [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)

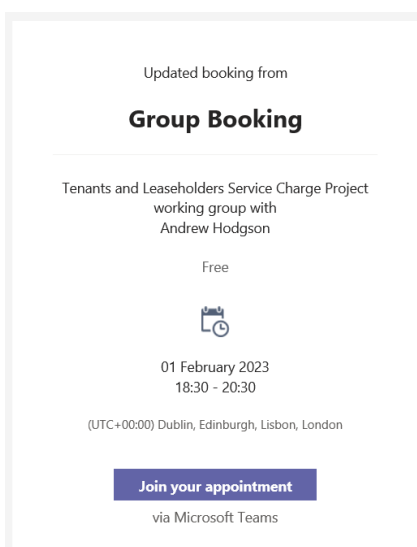
2. Using MS Teams application during meetings

2.1. Once you have requested to join the group, prior to the meeting you will receive an email invitation to the meeting as per the picture 1.

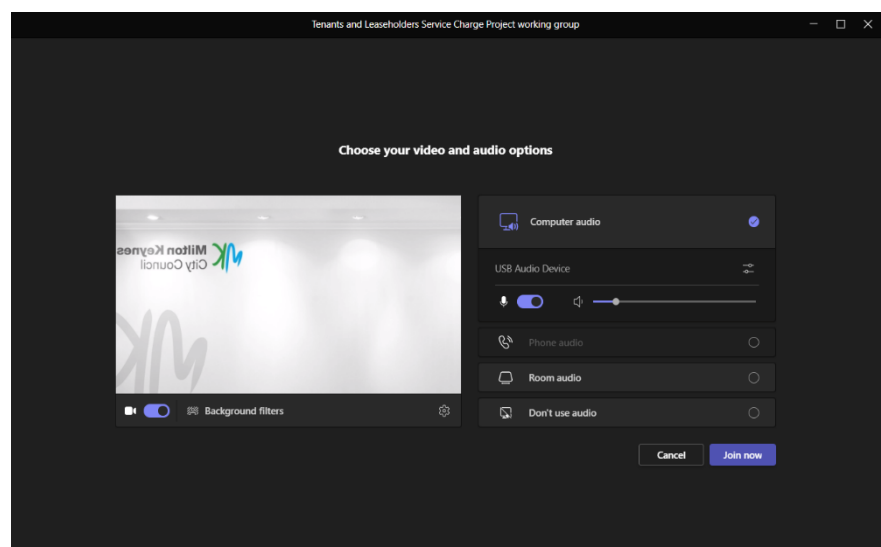
2.2. At the time of the meeting select 'Join your appointment' button, and this will open you MS Teams application as per the picture 2.

The window that will open is where you can turn on or off your camera, microphone, and audio, and you can also joining the meeting by selecting 'Join now' button.

Pic 1.



Pic 2.



2.3. Once you have joined the meeting the window that will open will show you all meeting participants, and the panel at the top will present you with a number of functionalities for you to use during the meeting. Some of them are as follows:

- **Chat** – if for any reason you are unable to speak, you can select 'chat' button to type in your message that will appear in the meeting chat box. Please note the chat will be seen by all participants.
- **People** – select to see the full list of participants.
- **Raise** – select a 'Raise' button if you would like ask a question or make a comment. Once you have raised the hand the chair will invite you to join the conversation as soon as possible. If more than one person raises the hand, the chair will see the order in which they appeared and will invite them accordingly.
- **View** – select to see a number of options to view other participants.
- **Camera** – select to turn on or off your camera.
- **Mic** – select to turn on or off your microphone.
- **Share** – select to share your screen with others if required.

Pic 3.



Further help

If you require further support with accessing or using MS Teams application please contact us on housingbi@milton-keynes.gov.uk