MS Teams Instruction and Guidance
For Participants on Tablets

TECHNICAL ISSUES

If you are having technical issues joining the STEM Futures session, please contact the STEM Futures inbox (stemfutures@imperial.ac.uk) and let us know so we can try to assist.

BHAVIOUR AND ETIQUETTE EXPECTATIONS

- **Microphones should be on mute** when not talking in a meeting.
- **Type questions** into the meeting chat or mentor channel posts.
- **No photos, screen shots or recording of any part of the session**
- **No meetings should be started other than those via the designated links** on the general channel (everyone) and mentor channel breakouts (mentor group only)
- Social channel is for use <u>during</u> breaks to chat via Posts with participants in other mentor groups.
- You signed a behaviour and learning contract which still applies. Remember everyone sees what you type, be kind and considerate of others.

DOWNLOADING THE APP

To run MS Teams on a tablet you will need to download the APP. You can do this from your App Store or from this web page:

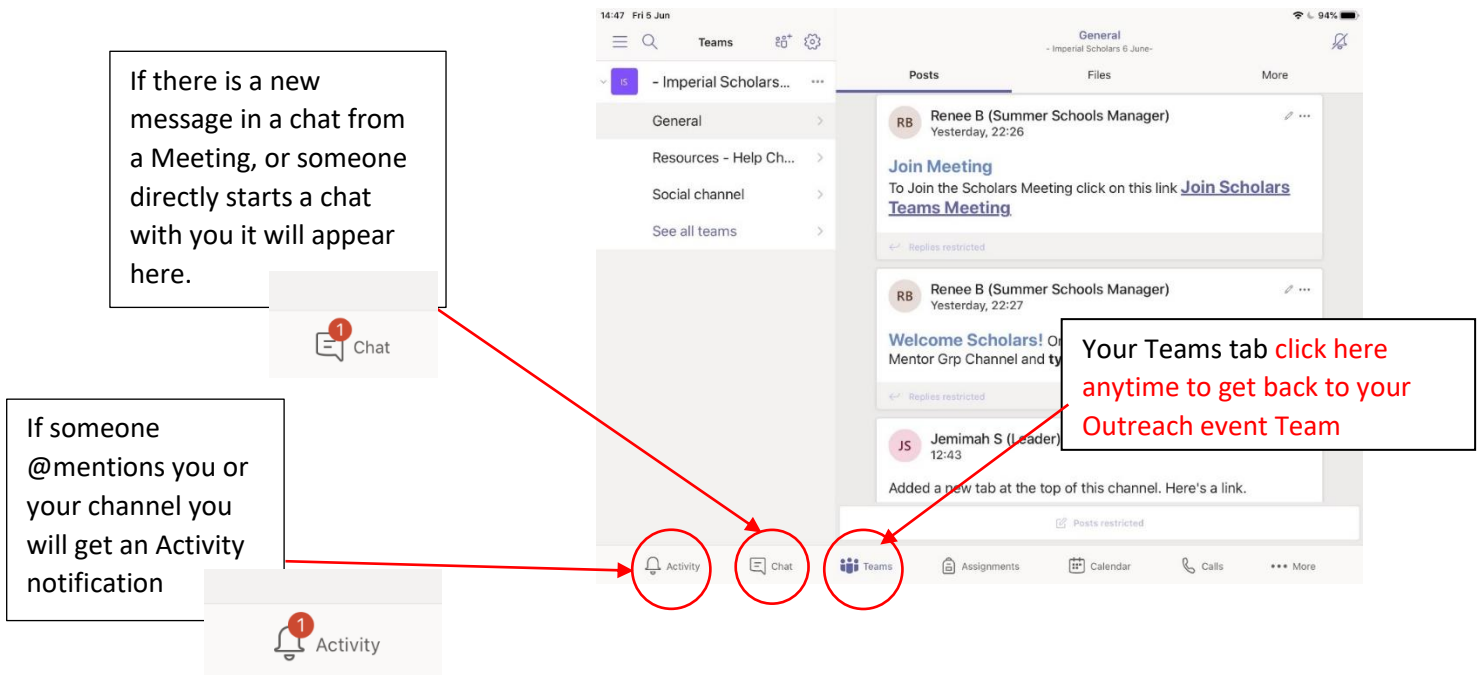https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app?SilentAuth=1

LOGIN AND STARTING TEAMS

On your first login it will ask you to create a new password. Please make a note of the password you set it to. You will NOT be able to reset your password if you forget it, you will need to contact us as per above in TECHNICAL ISSUES.

You need to use the Username (**email address** ending in @imperialoutreach.onmicrosoft.com) that we sent you. If you already use MS Teams you will not be able to access the Imperial programme from your own personal/school account. Please keep the account login we provided somewhere easily accessible as you will be required to use it at various times throughout the programme.
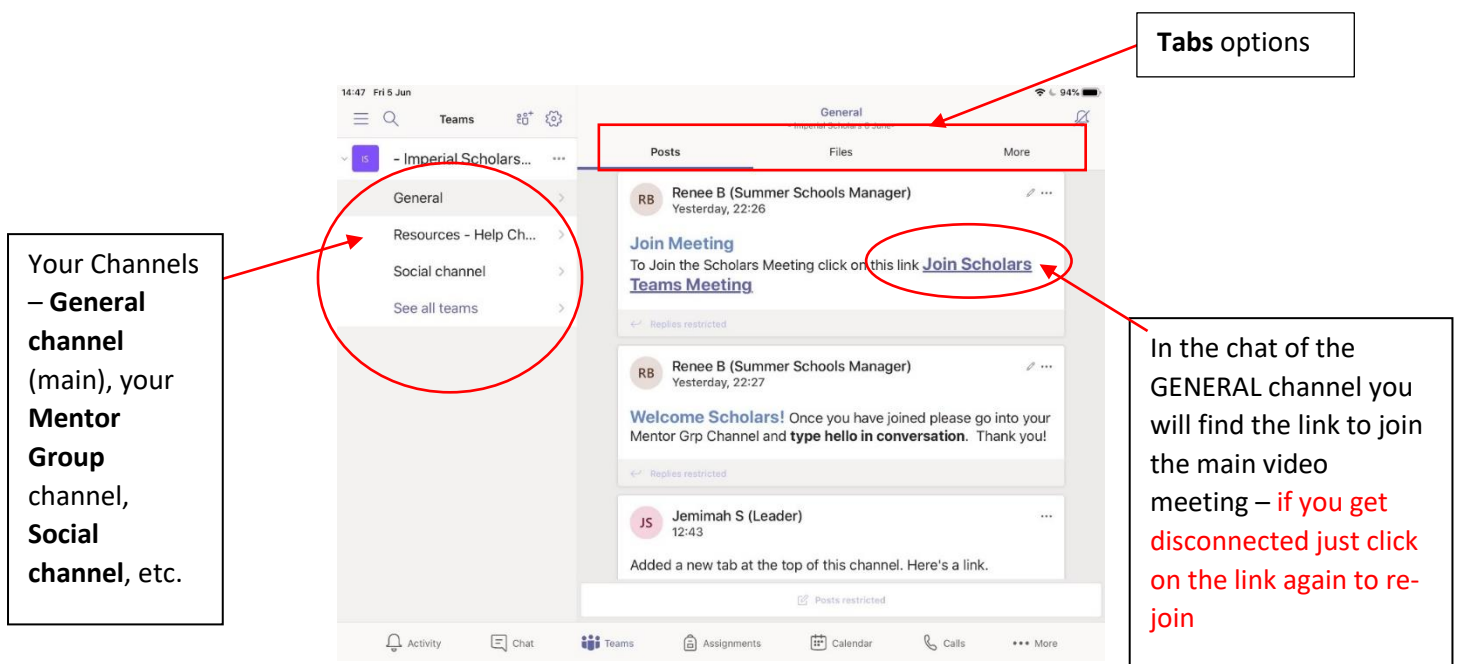
INTRODUCTION TO MICROSOFT TEAMS

Once you have successful opened MS Teams it should open you in your **Teams tab** on your first login.

If there is a new message in a chat from a Meeting, or someone directly starts a chat with you it will appear here.

If someone @mentions you or your channel you will get an Activity notification

Your Teams tab click here anytime to get back to your Outreach event Team

The **General channel** is where we will find the main information and full option of **Tabs** across the top.

Your **Mentor Group channel** is where you will have Breakout sessions and work in smaller groups. You can add to the conversation and communicate with the others in your mentor group here.

The **Social channel** is where you can interact with other participants in the Outreach event that are not part of you mentor group.

Tabs options

Your Channels – **General channel** (main), your **Mentor Group** channel, **Social channel**, etc.

In the chat of the GENERAL channel you will find the link to join the main video meeting – if you get disconnected just click on the link again to re-join
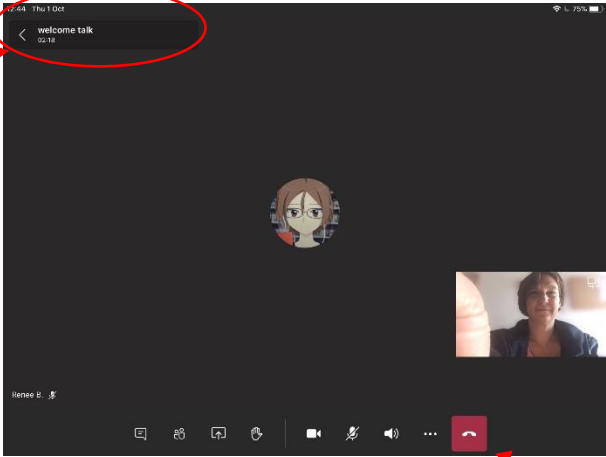
JOINING A MEETING (VIDEO CONFERENCE CALL)

To join the main Meeting (video call) you need to click on the **Join Teams Meeting** link in the **General channel** chat. It will open a video meeting and click the *Join now* button.
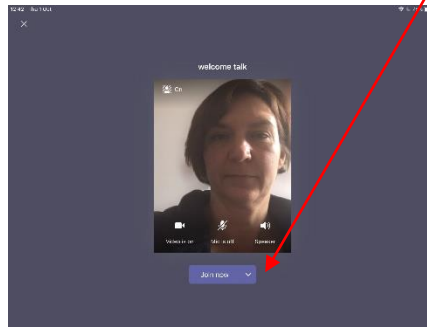
Once you have joined the meeting your screen should look similar to this - Remember to MUTE your microphone.

To embed the video into Teams so that you can see channel posts, open files, etc. hover over left corner until meeting and arrow appear. Click on the arrow.

To be able to see your Team content while in a meeting – hover over top left and the window with arrow should appear. **Click on the arrow.** You will still be able to hear the audio but the video will be very small

You will have a more engaging experience if you have your camera on but you can also update your icon with a picture or an avatar
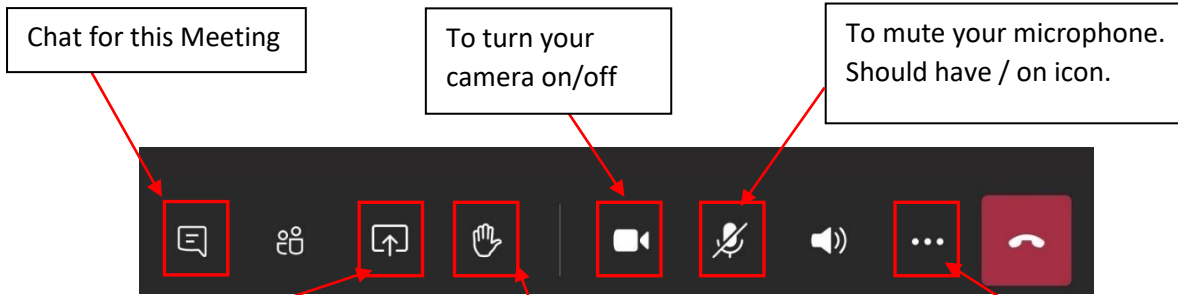

Control panel for meeting

View of Team while still on a meeting. When you get back to the Team you will see the **Video icon** – you can click on **video icon** if you want to make the video full screen again.

Video icon that shows you are in a meeting. Click on this to make the video full screen.
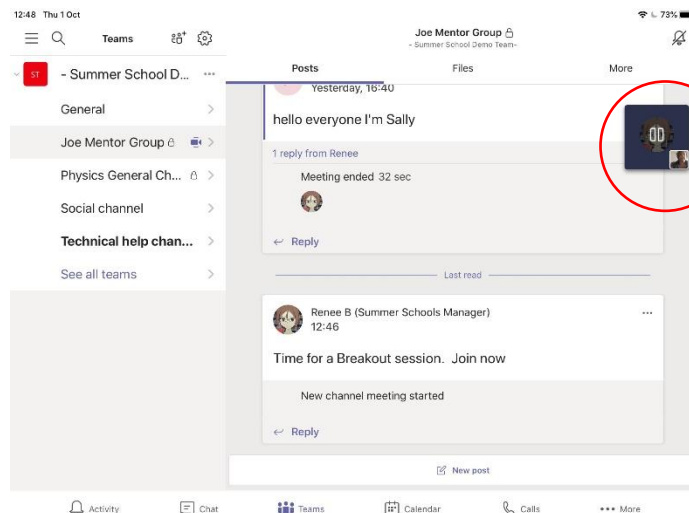
Any **Chat** in the meeting will show up here

Version 1 – 24.06.20

Meeting control panel
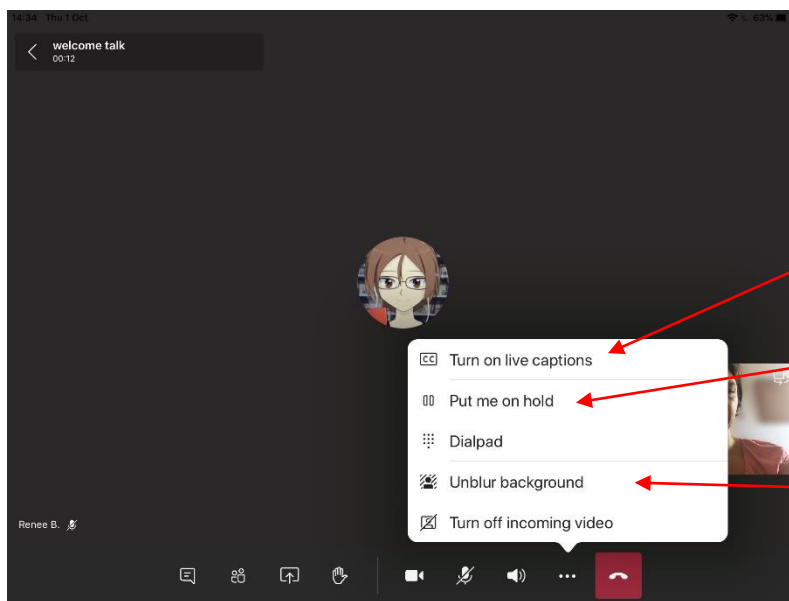
Chat for this Meeting

To turn your camera on/off

To mute your microphone. Should have / on icon.

Share your screen (you may not have been given this ability in all meetings)

Hands Up button – solid hand means your hand is up. Hand outline like this means it is down

Additional options. This is where you can *Turn on live captions* if your device supports this.

14:34 Thu 1 Oct

< welcome talk
  00:12

Renee B.

CC Turn on live captions

⏸ Put me on hold

⠿ Dialpad

🖼 Unblur background

⊿ Turn off incoming video

Under options "…" you will be able to do things like

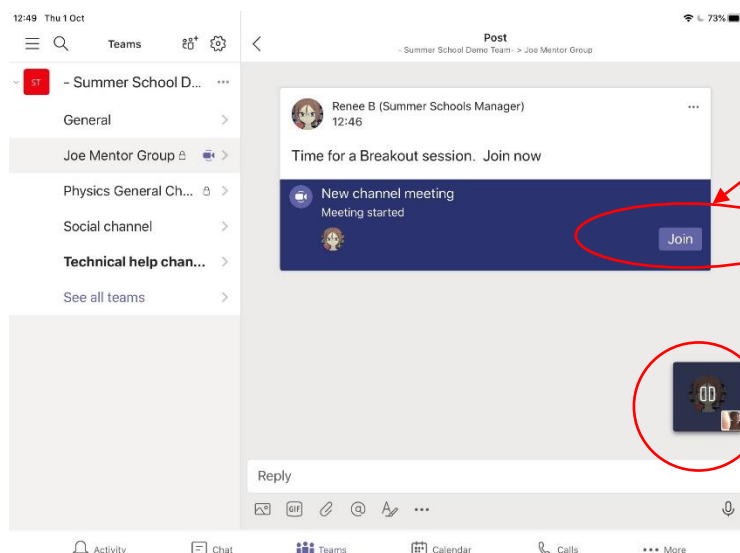*Turn on captions* if your device supports this.

Put me on hold important for changing between meetings

Blur background if your device supports

JOINING BREAKOUT CALLS

To join a Breakout call from a **General Channel** meeting you will first need to either *Put me on hold* in the options or *Leave* the main meeting using the hang up button

Go to your **Mentor Group channel** and click on the meeting started by your mentor

12:49 Thu 1 Oct

≡ Q   Teams   ⚙️   <   Post
                            – Summer School Demo Team - > Joe Mentor Group

ST – Summer School D... ...
    General   >
    Joe Mentor Group 🔒 📹 >
    Physics General Ch... 🔒 >
    Social channel   >
    Technical help chan... >
    See all teams   >

Renee B (Summer Schools Manager)
12:46

Time for a Breakout session. Join now

New channel meeting
Meeting started

Join

Reply

🖼 GIF 📎 @ A⃒ ...   🎤

🔔 Activity   💬 Chat   👥 Teams   📅 Calendar   📞 Calls   ••• More

To switch to the Breakout meeting – you need to Put me on hold or Leave the main meeting and click on the link in your **Mentor group** channel

Main meeting has been ***Put me on hold***

You will be able to see the **meeting that is on hold** when you are in the new meeting in full screen mode.
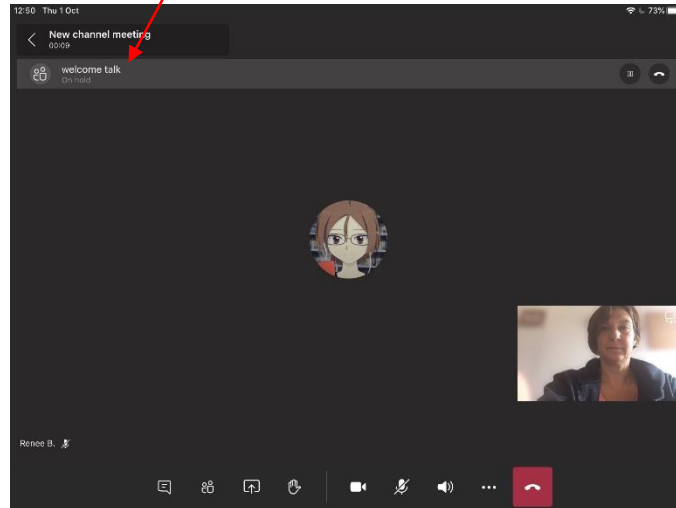
When the Breakout meeting is finished you will need to return to the General Channel meeting by clicking on the **Resume** button.
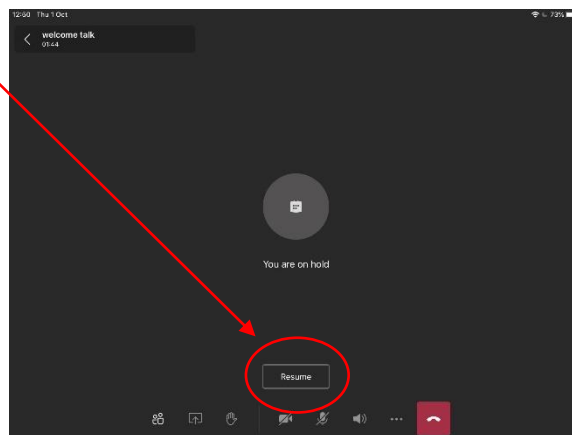

If you left (hung up) rather than put on hold, you can rejoin the **General channel** meeting by clicking on the original link you joined with in the **General channel**.
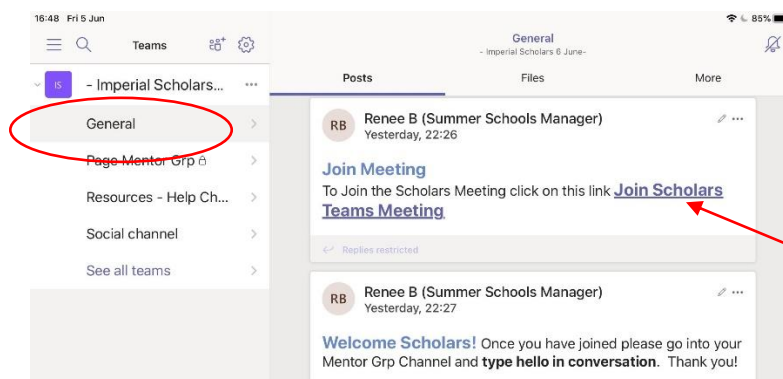
If you left rather than putting the main meeting on hold you can rejoin by clicking on the original link in the **General Channel**

General Channel Tabs

Across the top of the General Channel you will find a selection of **Tabs y**ou can find additional tabs under the **More tab**.
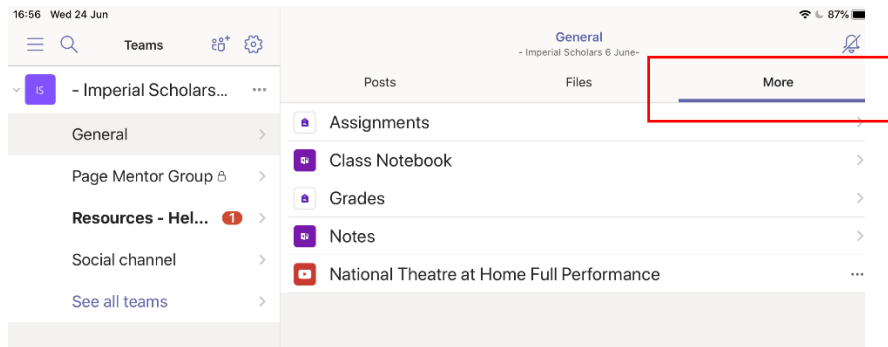
Posts – is the chat area for this channel. You will not be able to add to the conversation/chat in the **General channel**.   This is where Outreach staff will communicate information to everyone on the Outreach event. This is also where you will find links to join Meetings (conference calls) that involve everyone on the Outreach event.

Files – this is where you will be able to access a variety of files that are available to everyone on the Outreach event. Those in the Class Materials folder are read only.
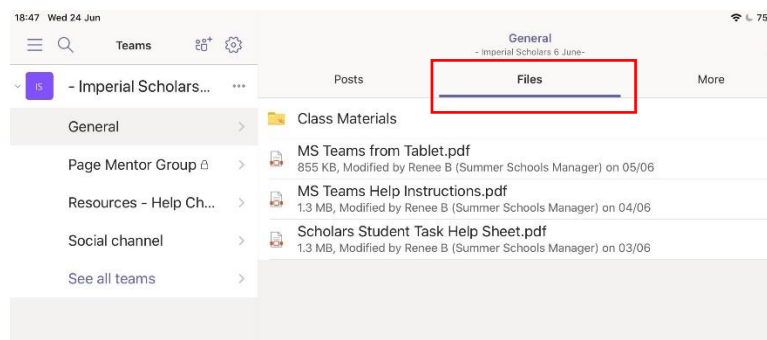
Class Notebook – This tab will give you access. Please see Class Notebook section below for more information. **You will need to download OneNote App**
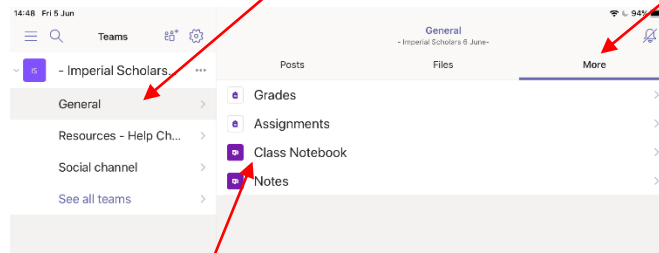
Assignments – not used by most Outreach events
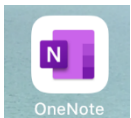
Grades – not used by most Outreach events

Additional Tabs – you will find additional tabs that contain links and information specific to your Outreach event.
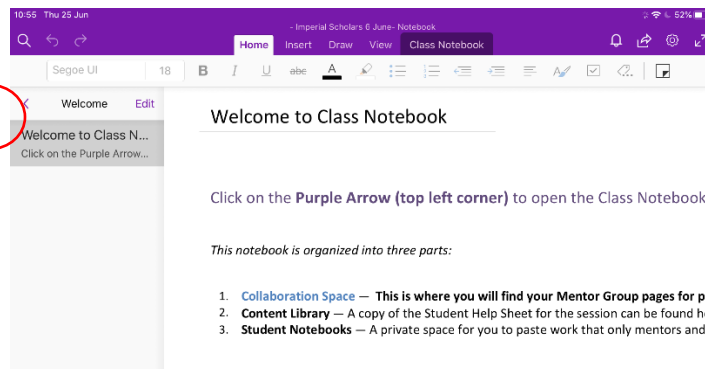
CLASS NOTEBOOK

To open Class Notebook you need to be in the **General channel** and go to the **More tab.**

The first time you try to open Class Notebook, it will ask you to download the OneNote App.
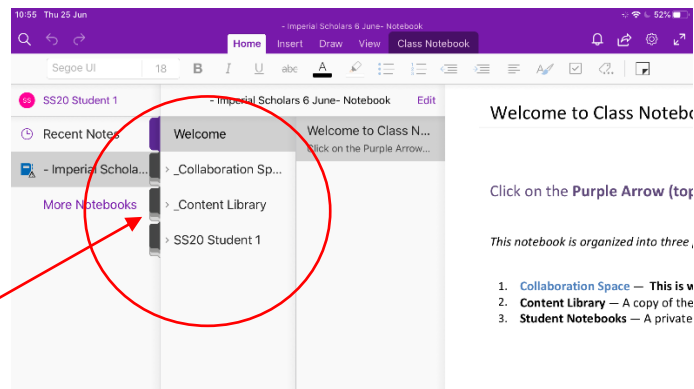

You will need to download **OneNote App** to see the **Class Notebook**. Once you do it should look like something like this and you can access the pages like those participants who are on laptops.

Click the Arrow < to see all the sections of the Class Notebook

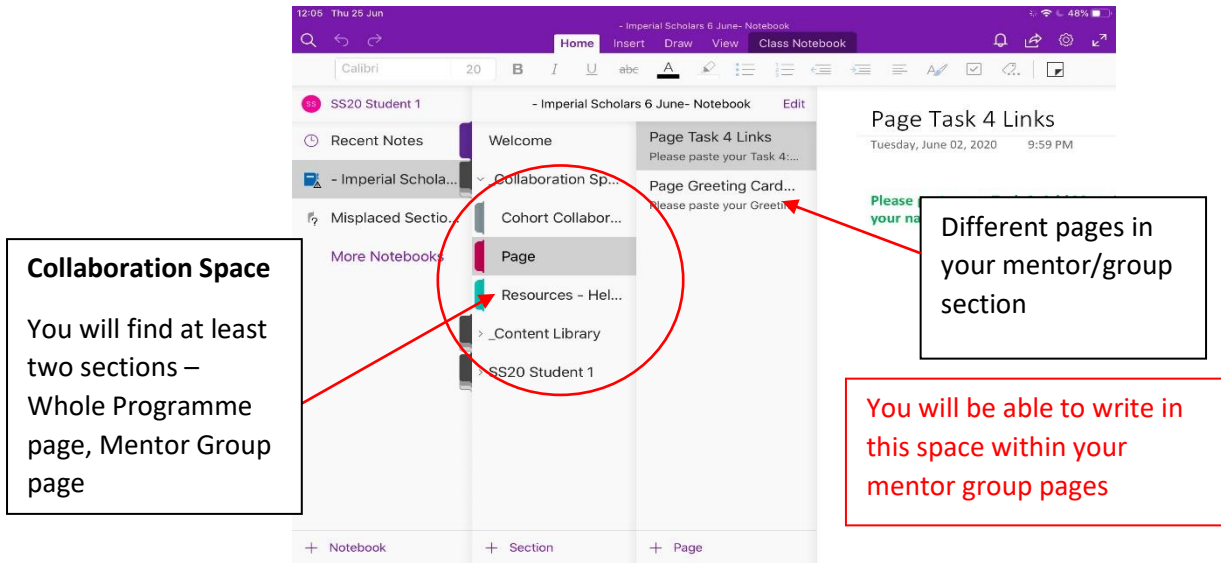Inside the Class Notebook there are three main areas, Collaboration Space, Content Library and your pages.
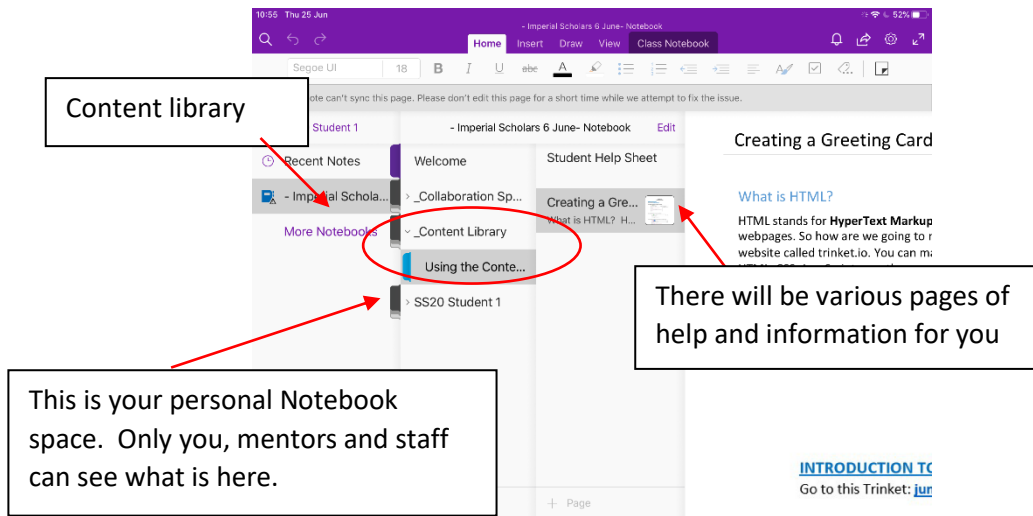

Main Areas

Click on arrow to expand: Collaboration Space, Content Library and your Personal pages

Collaboration Space

This area is where you will be able to work together with others. There will be a section that all participants on the Outreach event can access. In addition there will be a section for your **Mentor/Group project.**

Collaboration Space

You will find at least two sections – Whole Programme page, Mentor Group page

Different pages in your mentor/group section

You will be able to write in this space within your mentor group pages

If you need some extra support there are instructions for all the activities in the **Student Help Sheet** that is in **Content Library section and you can ask your mentor for more information**.

Content library

This is your personal Notebook space. Only you, mentors and staff can see what is here.

There will be various pages of help and information for you

It will likely take you a bit longer to move between the Class Notebook and any Meetings as you will have to move between the Teams App, One Note App and your web browser but it will all work. If you are in a Meeting you should still be able to hear what is being said as you move between the various Apps.

If you are having any issue or need a little bit more time just let you mentor know on the your **Mentor Group channel** Posts or by verbally telling them in the meeting.
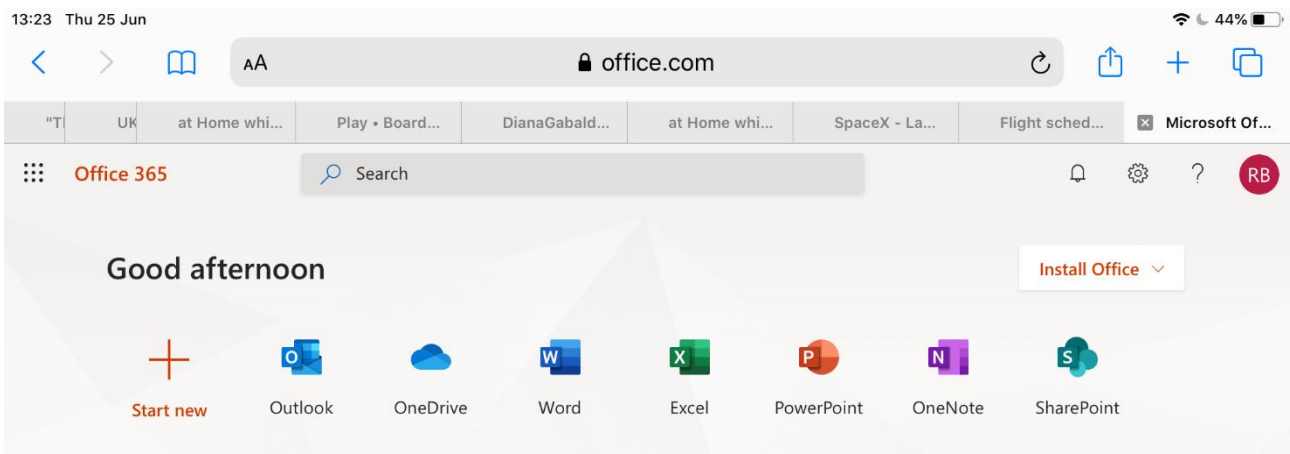
OTHER MS OFFICE APPLICATIONS

If you Outreach event requires you to use additional MS Office software (Word, PowerPoint, etc.) you can access this by login in to Office 365 using the login we have provided for you on your tablet web browser.

Go to the Office 365 login page office.com

It will look like this:
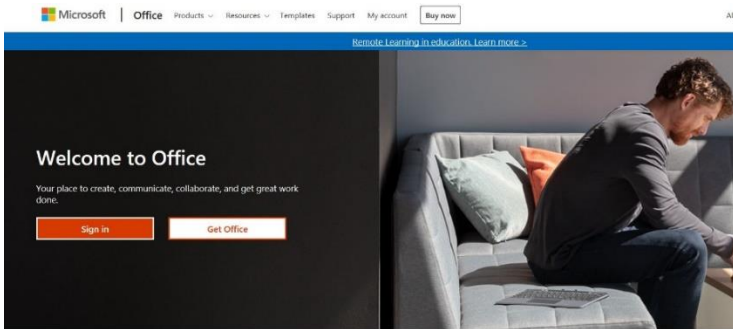
Once you are logged in you will come to the Office 365 landing page for your account. You can then access the various Applications this way and use them within your browser.

Applications this way and use them within your browser.