

FEDERATION **MS TEAMS** GUIDE

This guide will help you take part in MS Teams meetings with The Federation. Follow the steps in the order below. Please note that the Federation MS Teams meetings may be recorded for training and/or future viewing purposes and may be shared with our membership and other provincial organizations. If you require further assistance, please call The Federation office at 250-480-7387.

REQUIREMENTS

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- □ A computer or cell phone
- Internet access
- Webcam (optional but recommended)
- D Microphone (headsets provide better audio quality)

BEFORE YOU JOIN

To access the most MS Teams features, please download the MS Teams app to your device. You can join an MS Teams meeting anytime, from any device, whether you have an MS Teams account or not.

- Go to the meeting invite and select 'Join Microsoft Teams Meeting.' A new page will open with two choices: Download the Windows app or Join on the Web instead. Please note that the options may appear differently between the App and Web version and/or depending on your browser.
- □ If you wish to download the App to your desktop or mobile device, <u>go to the Microsoft website</u>.
- □ We ask all participants to ensure that all unnecessary background apps and programs are closed before joining. This will include turning cell phone ringer off.

HOW TO JOIN

- □ We recommend that you join early; up to five minutes before the meeting start time.
- □ The MS Teams meeting invitation email contains all information needed to connect. Click on the URL link provided by The Federation to access the online MS Teams meeting.
- **U**pon joining the meeting, you will be placed in a **WAITING ROOM** until the host is ready to admit you.

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The Federation of Community Social Services of BC 102- 739 Kings Road, Victoria, BC info@fcssbc.ca www.fcssbc.ca

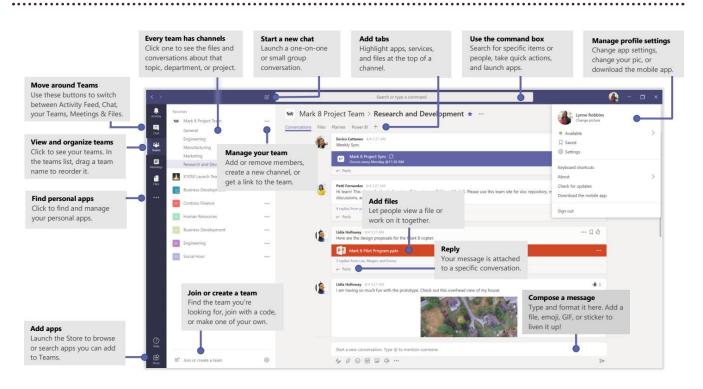
USEFUL BUTTONS

- Mute and Unmute
- □ Camera On / off
- Raise Hand

TIPS DURING YOUR MS TEAMS MEETING

- **G** Keep your microphone muted when you are **NOT** speaking to avoid background noise and distractions.
- **Use RAISE HAND** in the bottom of your screen. Be sure that you are unmuted before speaking.
- **D** Look into the camera when speaking instead of looking at yourself on the screen.
- Give others an indication that you are done speaking by saying **THAT'S ALL** or **THANK YOU**.
- Be present during the meeting and try to avoid doing other tasks, consider turning off your camera if you are temporarily interrupted or need to step away from the meeting.
- **G** SHARING: Open any relevant document before the call and share only those during the meeting.
- **D** Remember to use the red **HANG UP** button to leave the meeting.

MS TEAMS VISUAL QUICK START GUIDE



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