



FEDERATION MS TEAMS GUIDE

INSTRUCTIONS FOR TAKING PART IN FEDERATION MS TEAMS MEETINGS

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

- A computer or cell phone
- Internet access
- Webcam (optional but recommended)
- 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, [go to the Microsoft website](#).
- 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.
- Upon joining the meeting, you will be placed in a **WAITING ROOM** until the host is ready to admit you.

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USEFUL BUTTONS

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

TIPS DURING YOUR MS TEAMS MEETING

- 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.
- 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.
- SHARING:** Open any relevant document before the call and share only those during the meeting.
- Remember to use the red **HANG UP** button to leave the meeting.

MS TEAMS VISUAL QUICK START GUIDE

The image shows a screenshot of the Microsoft Teams application interface with several callout boxes providing instructions on how to use different features. The interface is set to a channel named 'Research and Development' within the 'Mark 8 Project Team'.

- Move around Teams:** Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.
- View and organize teams:** Click to see your teams. In the teams list, drag a team name to reorder it.
- Find personal apps:** Click to find and manage your personal apps.
- Add apps:** Launch the Store to browse or search apps you can add to Teams.
- Every team has channels:** Click one to see the files and conversations about that topic, department, or project.
- Start a new chat:** Launch a one-on-one or small group conversation.
- Add tabs:** Highlight apps, services, and files at the top of a channel.
- Use the command box:** Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings:** Change app settings, change your pic, or download the mobile app.
- Manage your team:** Add or remove members, create a new channel, or get a link to the team.
- Add files:** Let people view a file or work on it together.
- Reply:** Your message is attached to a specific conversation.
- Compose a message:** Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!
- Join or create a team:** Find the team you're looking for, join with a code, or make one of your own.

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