



Microsoft Teams Meeting: Guidance for Guests

Introduction

Microsoft teams is a Collaboration tool which enables you, among other things, to meet colleagues remotely using video and audio conferencing.

What you'll need

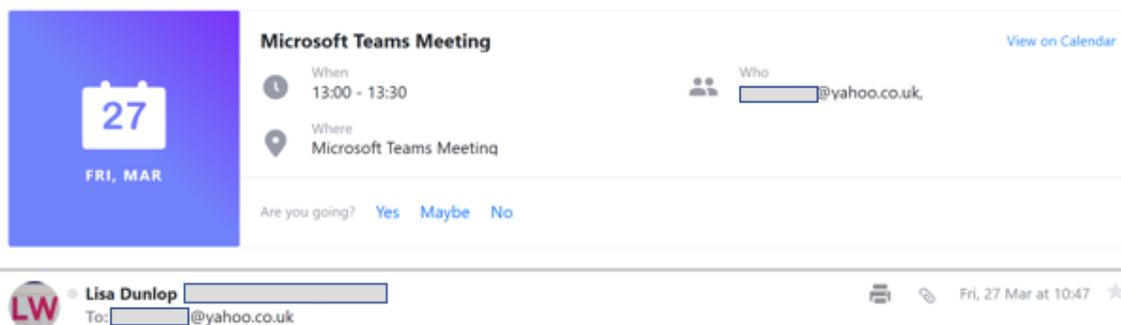
- A PC, laptop, mobile phone or tablet;
- Access to the app or play store if accessing via mobile or tablet;
- An internet connection;
- If accessing via PC or laptop - speakers and a microphone (many devices have these built in, but failing this an ordinary set of ear buds with built in microphone works fine);
- If accessing via PC or laptop - a webcam (this isn't absolutely necessary, you'll still be able to join in with audio. A webcam however will enable you to join via video. Again, many devices have this built in).

Accessing meeting via **PC or Laptop**

(See page 6 below for accessing via mobile or tablet)

You'll receive a standard looking meeting invitation via email from your Clackmannanshire Council host.

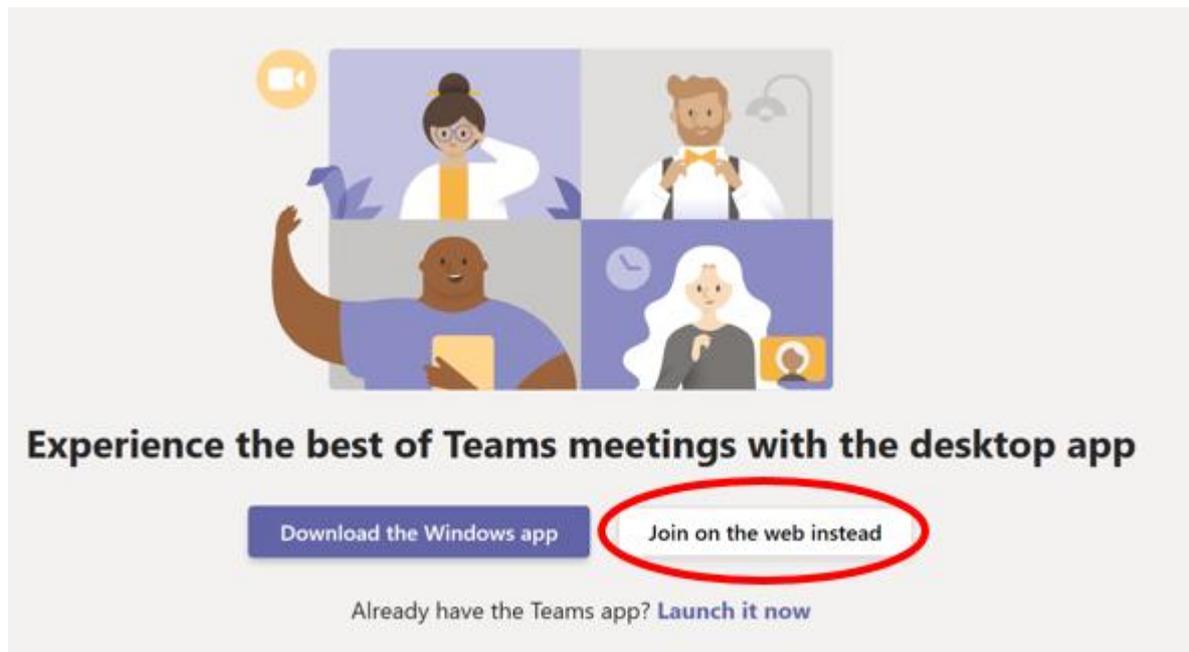
It will look something like this (although it may look slightly different depending on what email software you're using). At the allocated meeting time, click on the '**Join Microsoft Teams Meeting**' link which appears in your invitation, outlined in red below.



[Join Microsoft Teams Meeting](#)

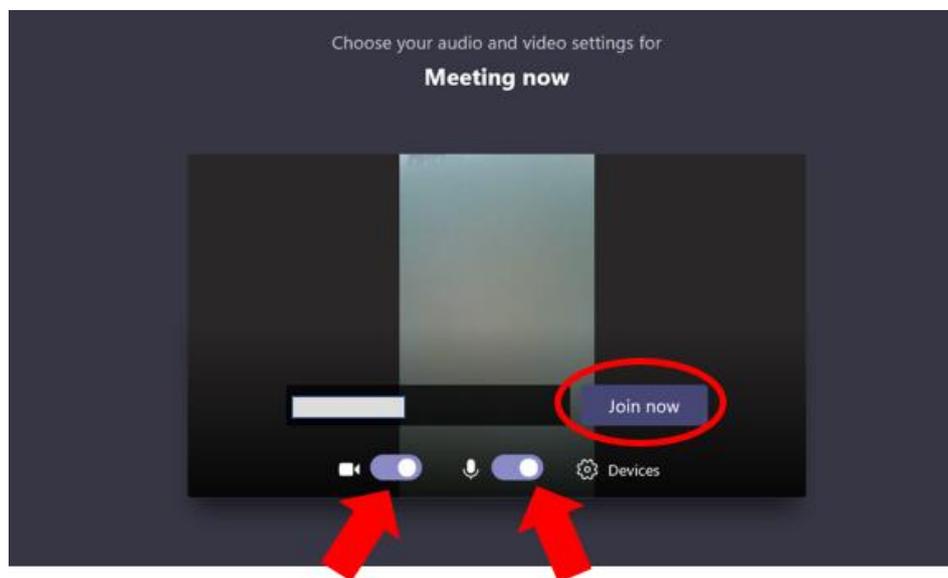
[Learn more about Teams](#) | [Meeting options](#)

This will open your internet browser to a page that looks like this:

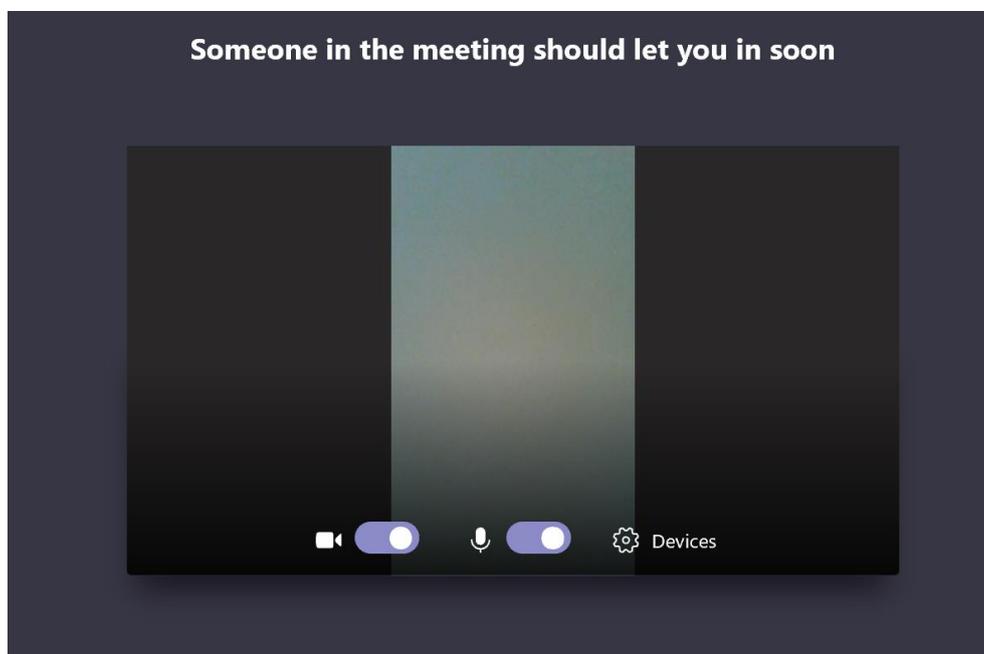


If you don't already have the Microsoft Teams App, click '[Join on the web instead](#)'

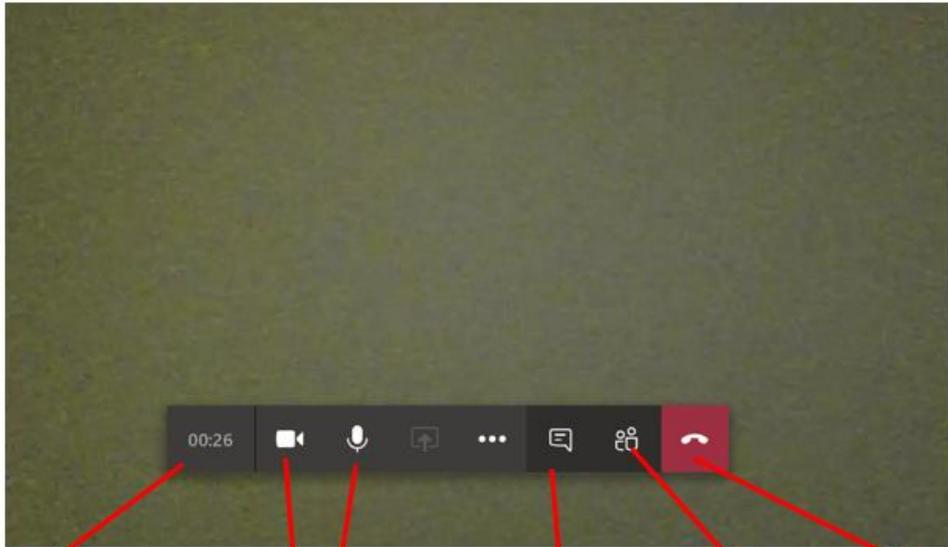
The following screen will appear. Check that your [microphone button](#) (and video button if using a webcam) are on **ON**: they should look like the ones below indicated by the arrows. Click '[Join Now](#)'.



Your Clackmannanshire Council host will receive a message that you are waiting to attend the meeting, and will click to allow you access.



Finally, once you have access to the meeting, you will see the following screen (with the addition of some mini screens depending on how many are in the meeting).



Shows the duration of the meeting

Turn video and audio off and on

Engage in a chat with participants

Shows the participants currently in the meeting

Ends the meeting

Accessing meeting via **Mobile or Tablet**

You'll receive a meeting invitation via email from your Clackmannanshire Council host.

If you are accessing from a mobile or tablet you will need to download the MS Teams app from the app or play store. Once the MS Teams app is downloaded **DO NOT OPEN THE APP**. Instead open the email invite and select **Join Microsoft Teams Meeting**.

ADD TO GROUP

MS Teams Test

Today, 14:02



invite.vcs
3.96kB



[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

This email and any attachments are intended solely for the individual or organisation to which they are addressed and may be confidential



Reply



Reply all



Forward



Delete



More

You should see a screen similar to below. Select 'Join as a guest'.

Microsoft Teams



Meeting time!
How would you like to
join?

Join as a guest

Sign in and join

You will be invited to type in your name and select 'Join meeting'. Please remember to unmute your microphone so you can be heard.



Once your host has admitted you to the meeting please enable your camera so you can be seen by the other meeting participants.