

Manual for participants in MS Teams meetings

I. Before the meeting

1. Use a **computer** with **audio** and a **microphone**.

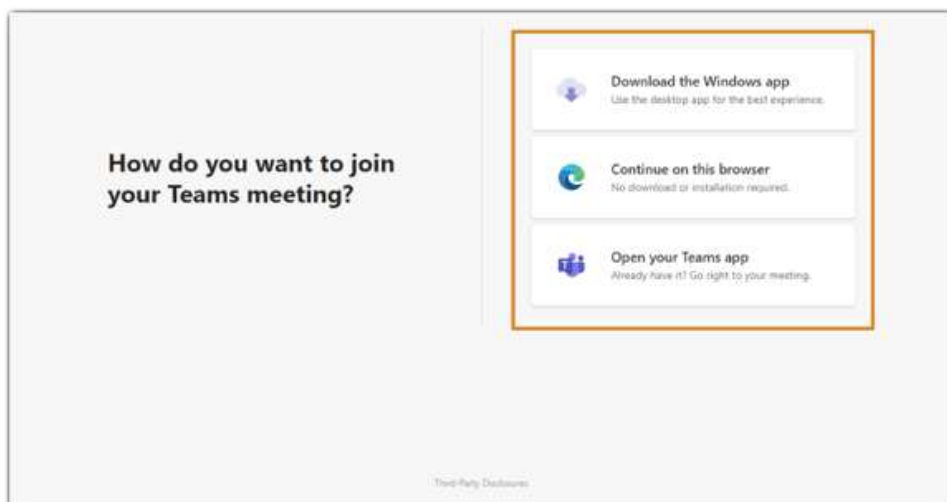
The build-in microphone of your pc or laptop will be sufficient, it is advisory to use earphones or a headset to reduce noise.

A smartphone or tablet with the MS Teams app installed is also an option but on small screens it can be difficult to read the text on shared presentations.

2. Start your computer at least 5 minutes before the meeting begins.

3. Before the meeting, download and install the MS Teams-app : <https://www.microsoft.com/en-us/microsoft-teams/download-app> .

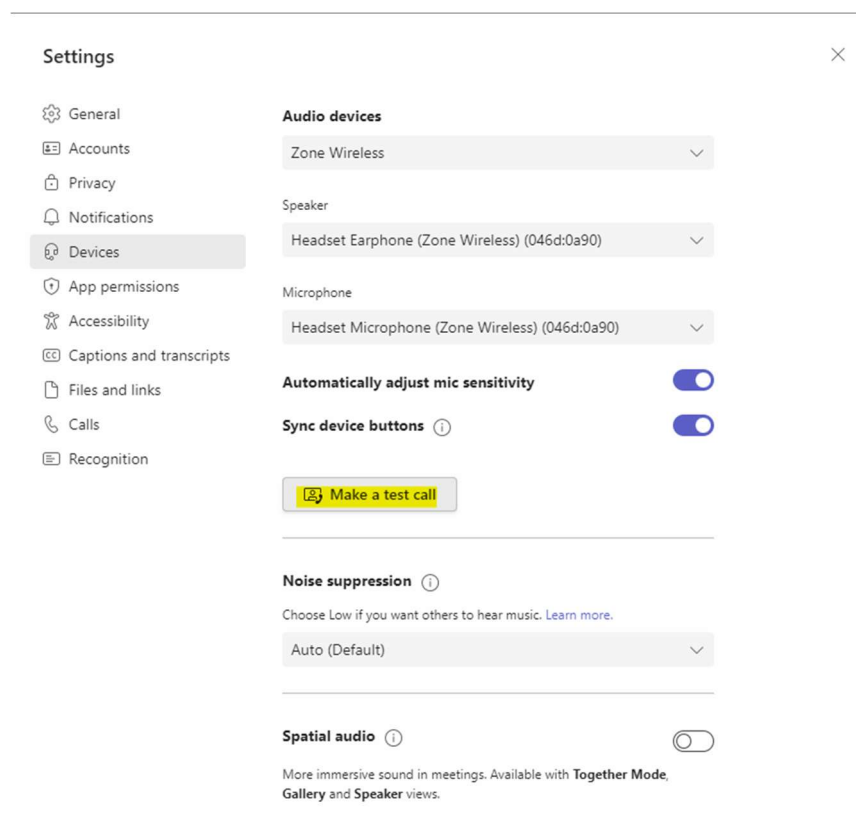
If you can't install the app, it is still possible to join an MS Teams meeting from your browser (Chrome/Firefox/Safari/ Edge...). After clicking on the link to the meeting you will have to select the option "Continue on this browser".



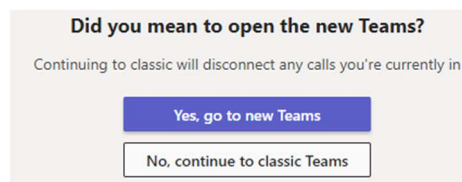
- To participate in a MS Teams meeting **Click on the meeting-link** which you have received by mail or join with the received meeting ID and password directly from your browser : <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
When your browser asks for permission to start the Teams app or access your microphone and camera from the browser, please give the required permissions.
If you are joining the meeting as a guest without a work- or Microsoft account, please write your name when requested before entering the meeting.
4. From now on you are participating in the meeting.
Please Mute your microphone and switch your camera off, if you are not a presenter otherwise the other participants can hear and/or see you.

Tips:

- Make sure you have a stable and fast Internet connection, preferably by cable. You can test and measure the speed of your internet connection here : <https://speedtest.ugent.be/>. Click on 'start' to check the quality of the connection to your device. A speed of 10 Mb/second or higher (Download and Upload) is required for a normal operation of MS Teams .
- You can make a test call to check if your Teams app is working and correctly configured. Open the Teams app and click on the 3 dots in the top right corner next to your account picture. Select : Settings > Devices > Make a test call :

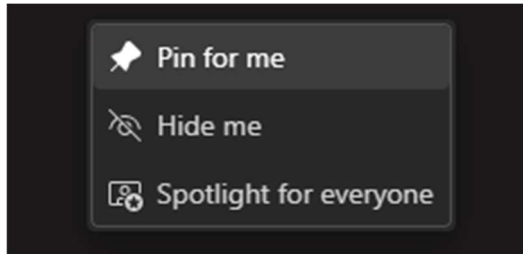


- If you have problems with video or other settings in the NEW Teams app, it is best to return to the Classic Teams app, by restarting Teams:

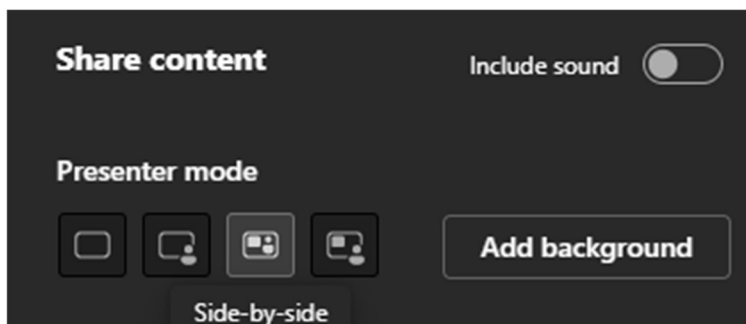


II. During the meeting

1. You can make sure a participant in the meeting remains visible in a large format, to do this click on the 3 dots in the MS Teams window showing the participant and click "Pin for me".



2. When sharing content in a Teams meeting the presenter can choose from 4 different presenter modes
 1. Content Only (only content, no presenter)
 2. Standout (large content window, small presenter)
 3. Side By side (Content and presenter are equally large, side by side)
 4. Reporter mode (small content window, large presenter)



3. You can ask questions using the Chat function in the Teams meeting or use the Raise function to alert the presenter you have a question to ask.

