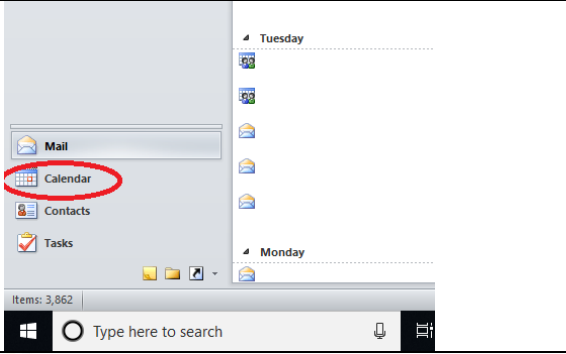# MS Teams Teaching Session Hints and Tips for UHS (procedure may vary between hospitals)
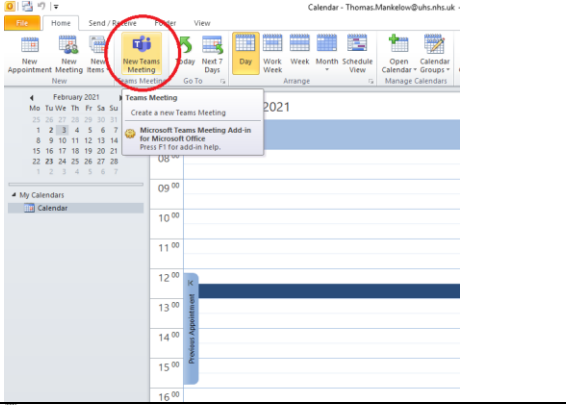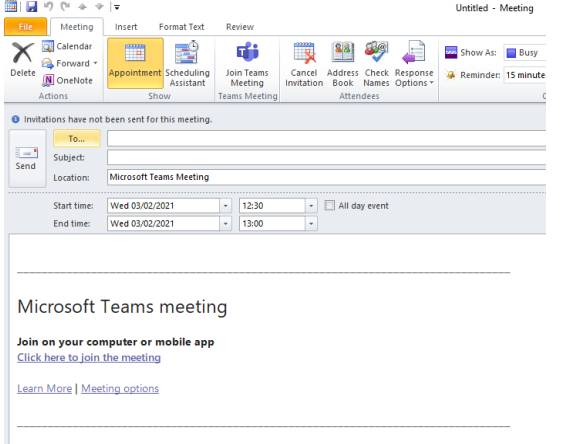
Creating a Meeting Invitation

|		
1.	Log in to a Trust computer with your own username	
2.	Open **Microsoft outlook**	
3.	Click onto the **Calendar** Tab at the bottom of the left column	
4.	Click on – **New Teams Meeting** in the top ribbon IF The new Teams meeting is not present please see extra steps below.	
5.	Input – who you want to send the invite to, the subject and adjust the date and time of the meeting. Then click send. You can also copy the "Click here to join the meeting" into any document or attachment.	

Joining a meeting

To join a meeting, whether it is one you have created or one you are attending simply click the link in the email/document.
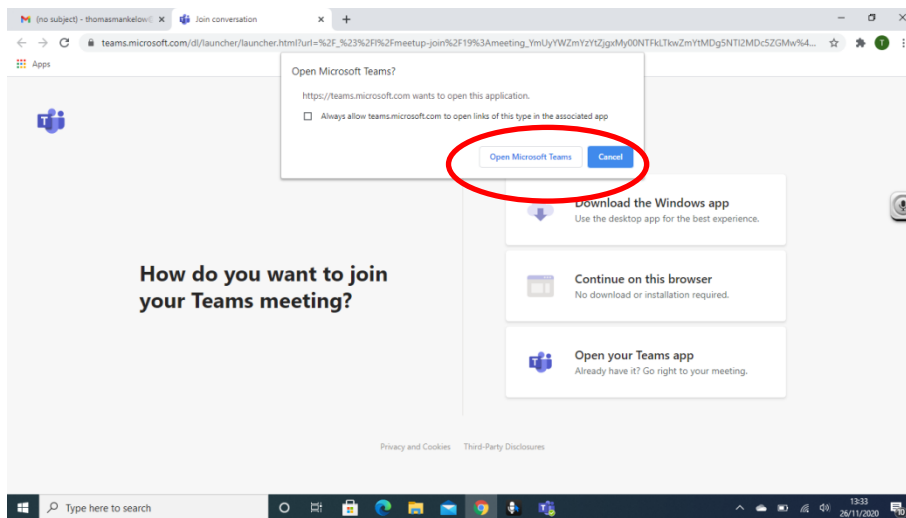

If you have MS Teams installed click on "Open Microsoft Teams".

This will then open the meeting in MS Teams. If you do not have Teams installed you can select "Continue on this browser".

Remember to select whether to **mute** or **show** your video depending on the meeting you are joining, and then click on **Join Now.**
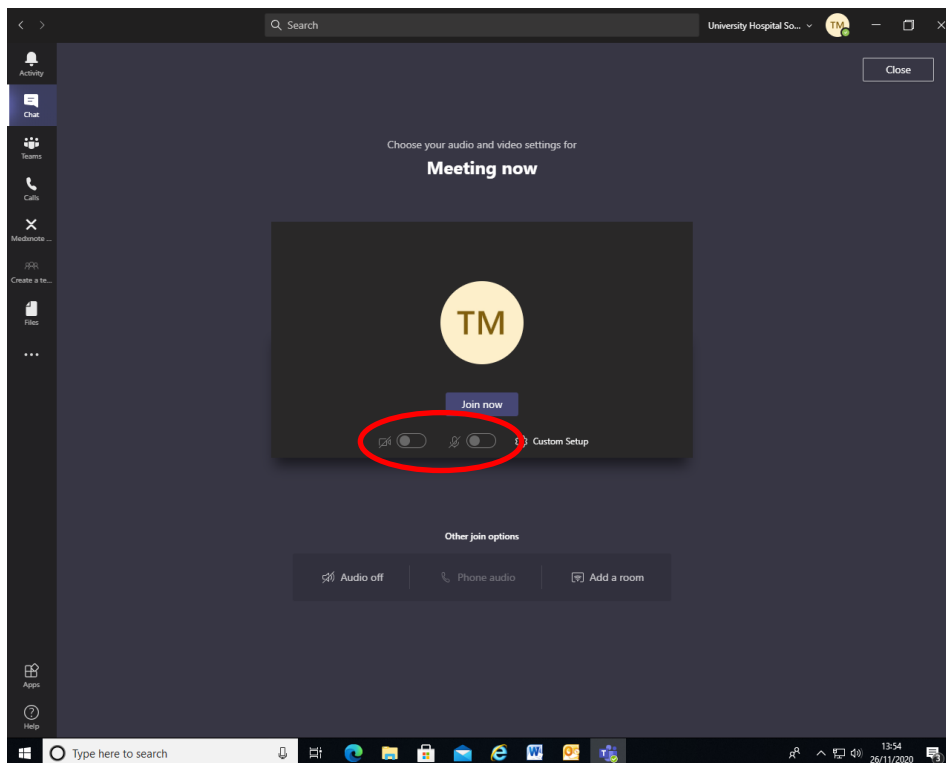
If you are the creator of the meeting you will need to "**Admit**" participants into the session by selecting the **Admit** button.
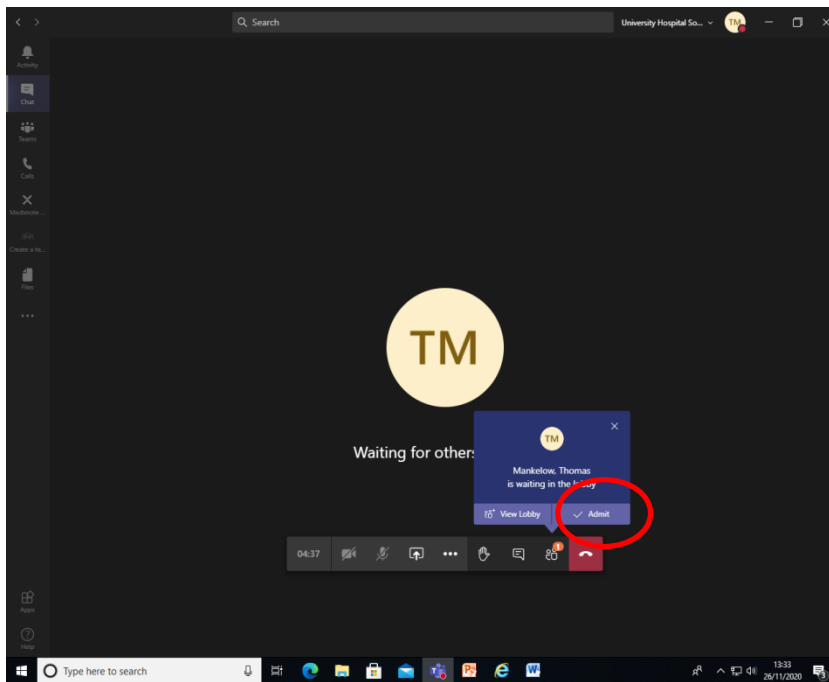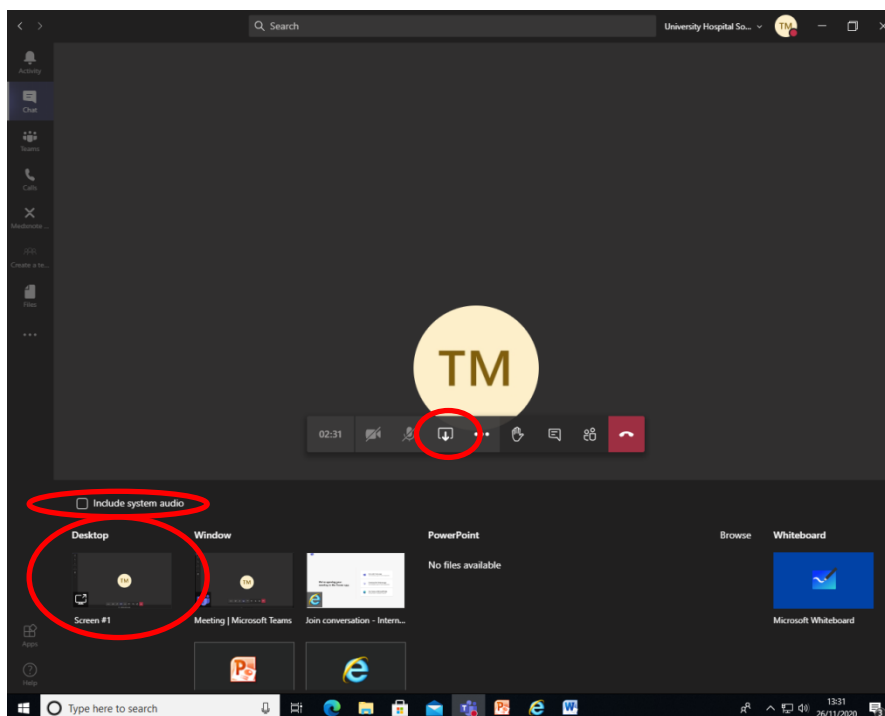

Share your presentation

To share your PowerPoint presentation, the easiest way to ensure that you are displaying the slides is to share your **Whole desktop**. (*Remember your audience will be able to see your whole desktop once you have clicked on this*.)

To do this click on the "**open share tray**" icon.

Then click on the **desktop** thumbnail.

*Remember if your presentation includes audio to select the **include system audio** tick box.*

If you have two screens (ie a Laptop and a separate Screen), you will need to ensure you select the desktop screen that the PowerPoint slides are displayed on, there will be two options below desktop.

Once you are sharing your screen you can then navigate to your PowerPoint and load the Slide show.
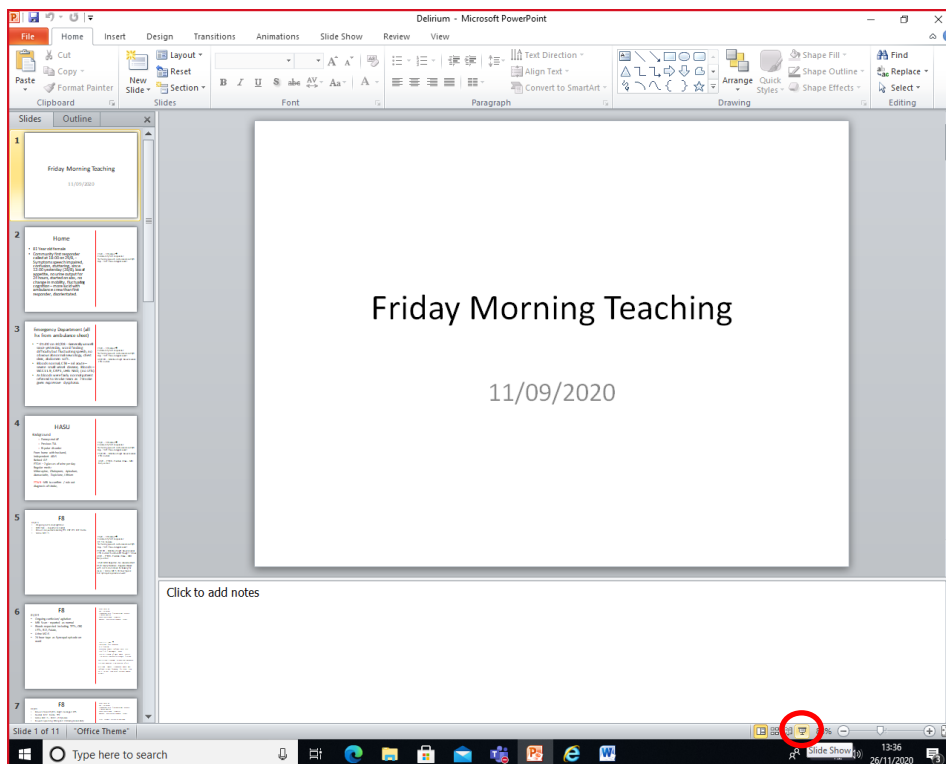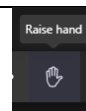

Hints and tips

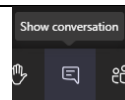|	
When listening to a presenter talk please make sure your microphone is **muted**.	
You can click the **hand** button which alerts the presenter to the fact you would like to speak.	
Everyone can see a list of participants with their hand up by clicking on the **participant list**.	
You can comment in a discussion with the **conversation** icon.	
It may help to have an assistant monitoring the comments and participants to bring these to the presenter. This is useful as when you are presenting as you cannot see the comment unless you have two screens.	
Presenters may really appreciate seeing **faces** with your video on even if only for a short period of time.	

Instructions if no button for New Teams Meeting

1. Click on **File** then **Options**
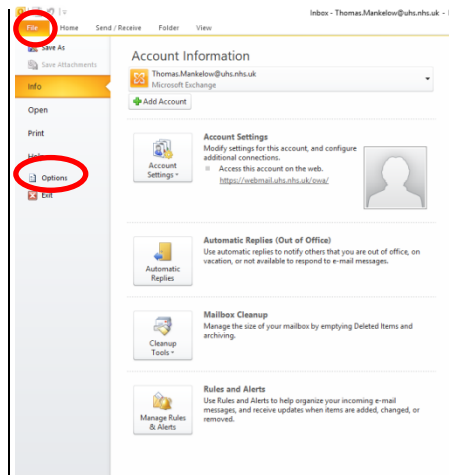
2. Then click on "Add ins"
3. "TeamsAddin.FastConnect" and press "OK"

Then close and re-open Outlook and the MS Teams Meeting button should appear.

T Mankelow --- Updated 01/03/21