

## A Quick Members (K.I.S.S. principle) guide to attending a virtual “Teams” meeting

A short, light-hearted intro, starting from a familiar place, for Members, mostly by one.

Microsoft Teams is effectively an add-on to MS Office 365, but can also be joined by invitees without 365, either via an App (on an iPad, or phone) or through a browser. It is advised that, for ECC laptops, the software is downloaded in advance of the first meeting – use your normal ECC account to login but ask Democratic Services for advice IT advice is required.

Thanks to Richard Buttress for getting this started before going into self-isolation – welcome back!

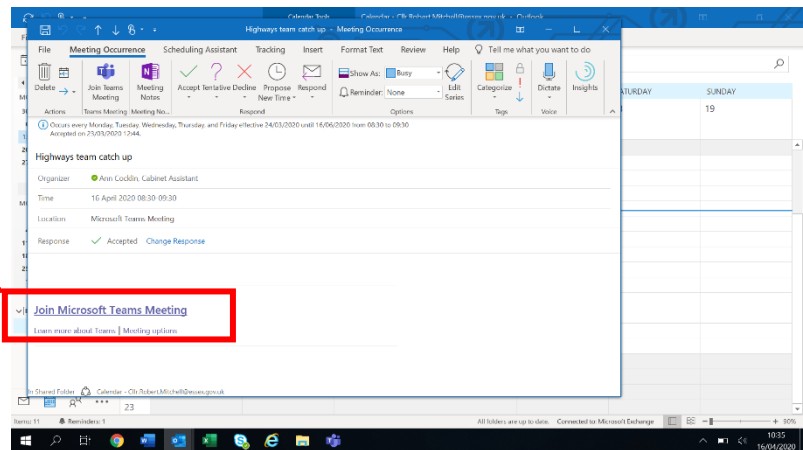
### Let’s start with the familiar – Outlook Calendar invitation

1. The initial meeting invitation is just a normal Outlook calendar invite, which should be responded to in the normal way – the only difference is that it shows a “Teams meeting” when you open it.

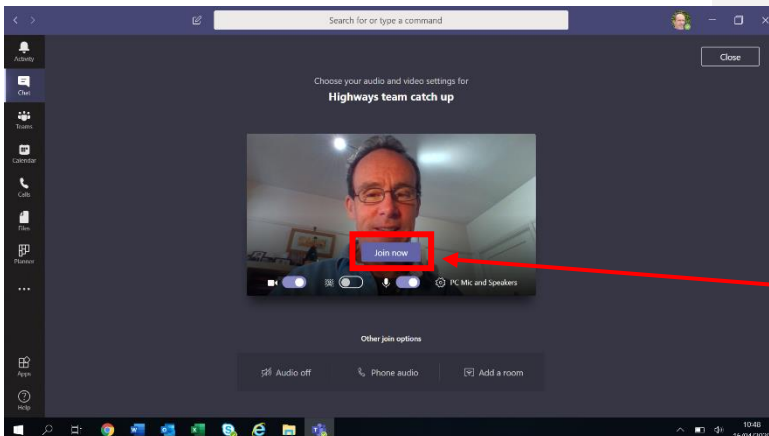
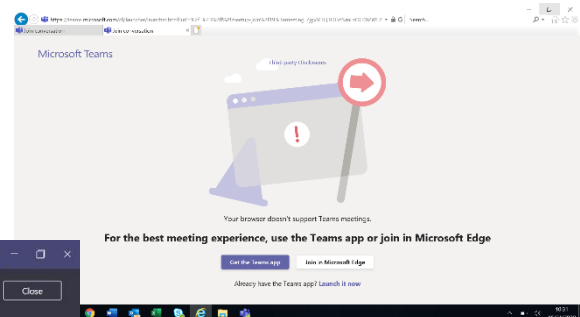
### To start or Join a meeting

2. The meeting organiser will join the meeting a few minutes before the start time in order to welcome the attendees and provide any assistance that may be required - in fact any invitee can join early, but you’ll only see yourself, if you’re the first, and your camera is on!

3. To join the meeting, go to the Outlook calendar and open the relevant meeting - click [Join Microsoft Teams Meeting](#)

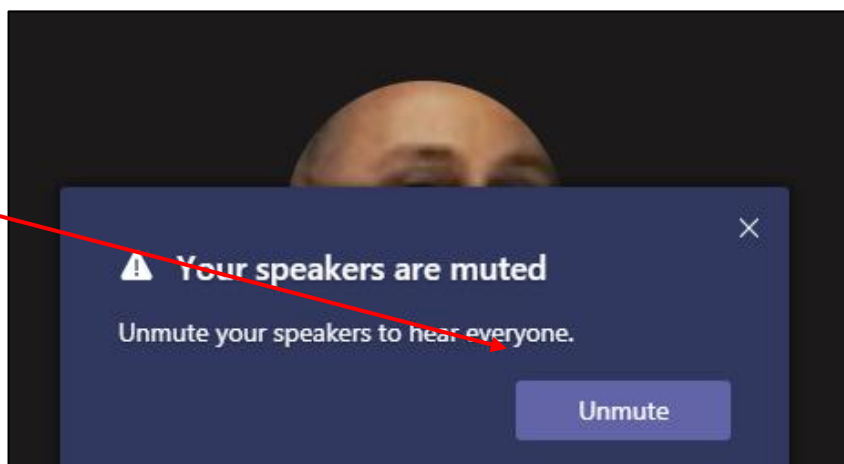


4. This will automatically open Teams, normally through a view of the Teams start-up intro page, (see right) so give it a few moments until your main screen appears, below....



5. To join the meeting, you will be presented with a screen similar to this, normally with the view your camera has (if it's switched on, see 7a. below) - click [Join Now](#)

6. If your speakers are muted, a message will appear -click **Unmute**



7. **The Control bar** – This is critical for disciplined use of Teams, especially in larger meetings, and will disappear after a few seconds of non-use – to recover it, just touch/wiggle your trackpad or mouse. As this is a **quick** guide, I'll just focus on the most important icons with brief explanation of the less used icons.



- a. Camera and microphone (mic) - in this case showing camera off and mic on/open. Clicking on either will toggle between on and off.

- b. Chat button – opens a window that allows you to message all, or an individual, or request to speak in larger meetings. Chairman should explain the method of indicating speaking order.



- c. Show participants – opens a side bar showing those already in the meeting.



- d. Finish or leave meeting button – one hopes is self-explanatory



- e. The meeting timer is shown on the left



- f. This button allows you to share a document on screen with all participants. In most Member meetings, this is likely to be officers' use only. It's worth seeking extra instruction if expecting to use this.

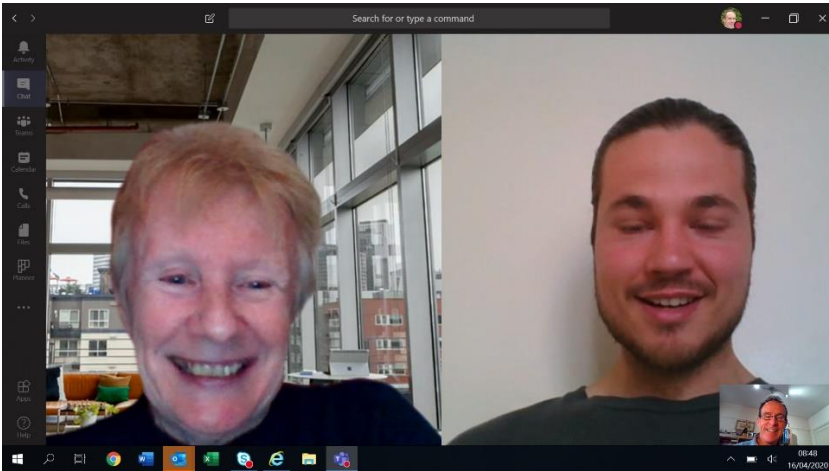


- g. Brings up a menu of extra and enhanced functions, most of which are self-explanatory. Again, worth seeking extra assistance if required.



- h. Note: Recording of meetings will remain the responsibility of Democratic services.

8. **So, we've finally joined the meeting**, as have Ann and Matteo!



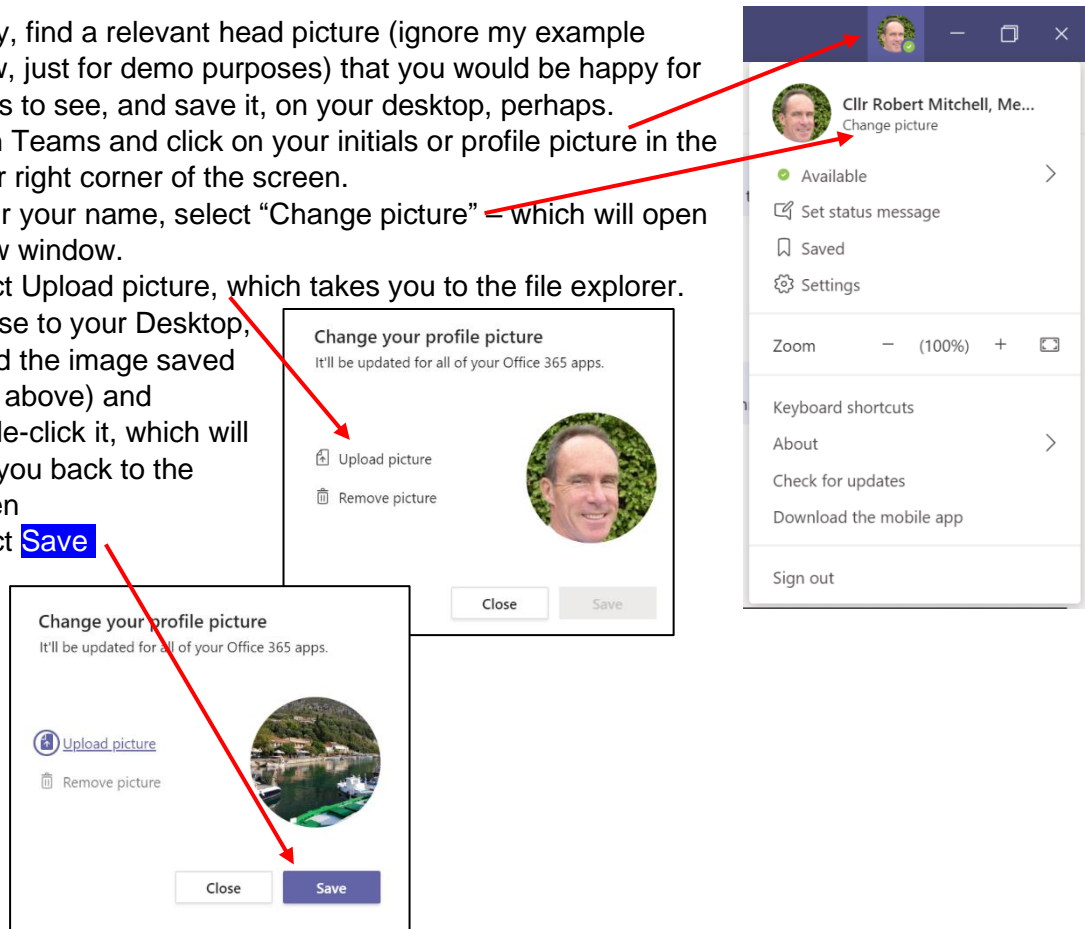
9. As other attendees join the meeting, the screen will divide into a maximum of 4, with your camera view (if you're using it) in the bottom right of your screen - so that you can adjust the angle of your screen (remembering the camera is at the top of it, on your laptop) to show more than just forehead or chin! It is also helpful to adjust your lighting so that you're not just a shadow-face, with bright light behind you.

Screenshot above shows three of us pondering the Deputy Leader's birthday activities!!

10. If you are not using the camera, in most cases a 2-initial roundel, or your passport picture, will substitute for your face, for the benefit of the Chairman – but see para 11. below
11. **Smaller Teams meetings.** The optimal number for **Video** Teams meetings is 5 – the four you are meeting with, and you in the corner. It also means that if you want to speak, (if it's an open conversation-type meeting) you can just put your hand up, or maybe just say your name at an appropriate time, e.g. if a document is being shared on-screen and the participants icons shrink. For the most part, *depending on broadband speed and connection*, everyone may use their camera, and also keep the mic live for the duration.
12. **Larger Teams Meetings.** With more than 5 people on the call, Teams will only screen the pictures of the last 4 people who spoke, so “putting your hand up” doesn't really work! It will, however, be likely that the Chairman will ask everyone to mute their mic, and ask all to adopt one or other method of indicating a wish to speak:
  - a. Generally smaller, maybe informal, meetings, you should open mic “say name” and close mic, which should be enough to alert the Chairman.
  - b. For larger or formal meetings, send an individual “Chat” message to the Chairman “speak please?” – your name, like an email, will be automatically included.
13. **Note:** Larger meetings will be harder work for broadband connectivity, so it is likely that you will be asked to keep cameras and mics OFF unless being asked to speak. Depending on meeting size, you may be able to activate your camera, but obviously the mic comes first!
14. In light of the above, and whilst Microsoft have cleverly designed algorithms to identify individuals by two initials, from recent observation there is no consistency. For example, in different meetings, Cllr Lesley Wagland has been shown as MW, CL, CC – each could be explained, but it wouldn't help!

15. In order, therefore, to reduce confusion and duplication in larger meetings, it is advised that all Members should substitute the initials by adding a photo (of your best side!) into your Teams profile. The instructions for uploading a photo follow:

- a. Firstly, find a relevant head picture (ignore my example below, just for demo purposes) that you would be happy for others to see, and save it, on your desktop, perhaps.
- b. Open Teams and click on your initials or profile picture in the upper right corner of the screen.
- c. Under your name, select "Change picture" – which will open a new window.
- d. Select Upload picture, which takes you to the file explorer.
- e. Browse to your Desktop, to find the image saved (in a. above) and double-click it, which will take you back to the screen
- f. Select **Save**



**Note:** Depending on connection and photo file size, you may need to re-start your computer for it to take effect. You may also have noticed the text in the two shots above – your picture will be uniform across all your Office 365 applications.

### Finally...

There are many similarities with both Teams and Zoom, but Teams is the preferred method for smaller meetings (15 or below) as it would appear to be easier for officers to share documents on screen, so that all participants are singing off the same hymn sheet. In both cases, bandwidth may prove a problem, especially for larger meetings if everyone is trying to stream, internet-heavy, live video. To address this and minimise the chance of drop-out, please ensure you upload a photo, at least, and become familiar with switching on and off both camera and mic during meetings – we are already getting used to participants talking without sound, and the familiar “your still muted” . For most ECC meetings it is planned to have 2 Democratic Services officers in attendance, both for taking minutes and controlling the access to speak, view etc.

Any questions will be best directed to Richard Buttress initially.

Good Luck, especially for those dragging themselves into this exciting technological Millennium!

Robert Mitchell 17 Apr '20