# Microsoft Teams User Instructions

Introduction

These instructions have been written for both candidates and assessors. The screenshots are based on Windows PC users but the layout and features are similar on Mac computers and tablet devices.

Instructions

Testing your Teams settings

- You will be invited to a demonstration session to test your Teams settings.
- Before the demonstration session you can check if you have the correct application to use Teams.
- If you have access to Teams with your employer, you should be able to use this if you are using your employer's computer device.
- If you are using a desktop or laptop computer and do not have Teams installed:
  - Click the Join Microsoft Teams Meeting link in the meeting request
  - A web browser will open; you will have two choices:
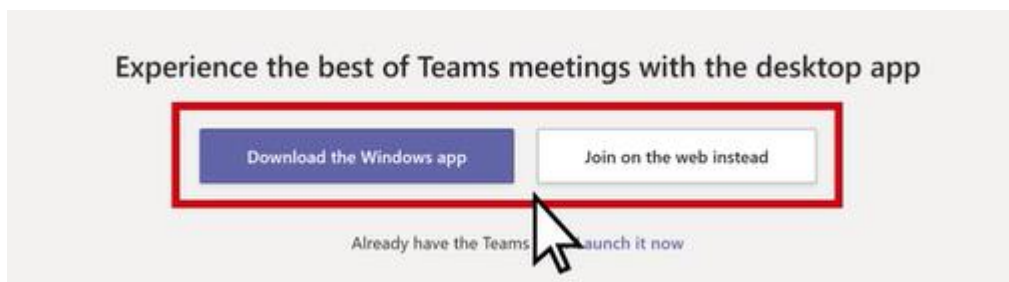
1. Download the Windows app: This will install Teams on your computer.
2. Join on the web instead: You will join the meeting through your web browser (no installation required).
  - If you select join via web: enter your full name; switch your video and microphone on; click Join now.
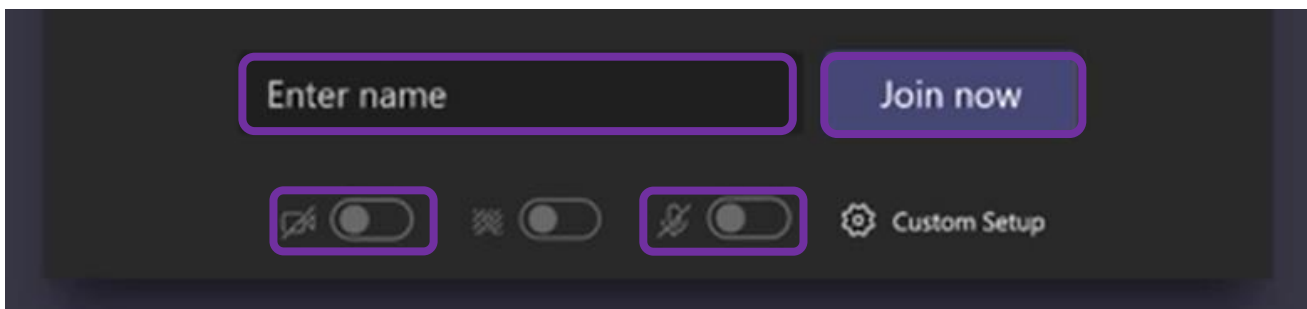
- If you are using a tablet device:
  - Download the Teams app from the appropriate app store.
  - Once the app is installed, go back to the meeting request and tap the Join Microsoft Teams Meeting link.
  - The Teams app will open. Select Join as a guest. You do not need to create an account or login.
  - Type your name and tap Join meeting.
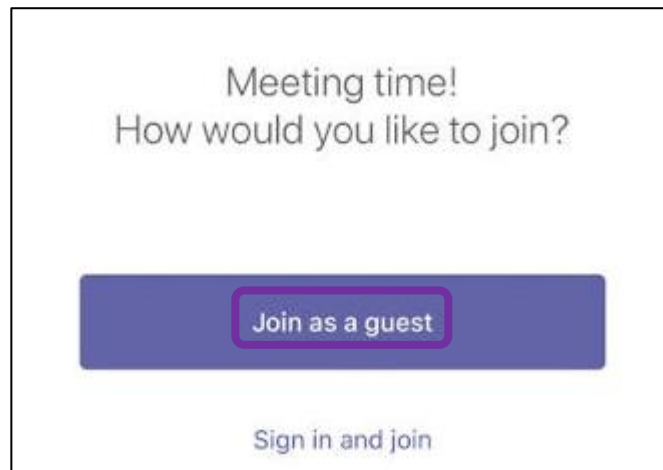
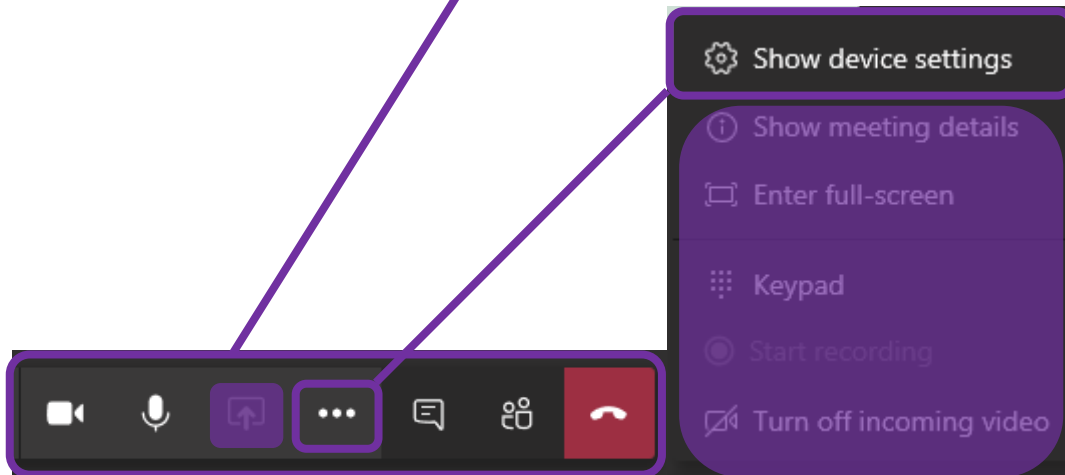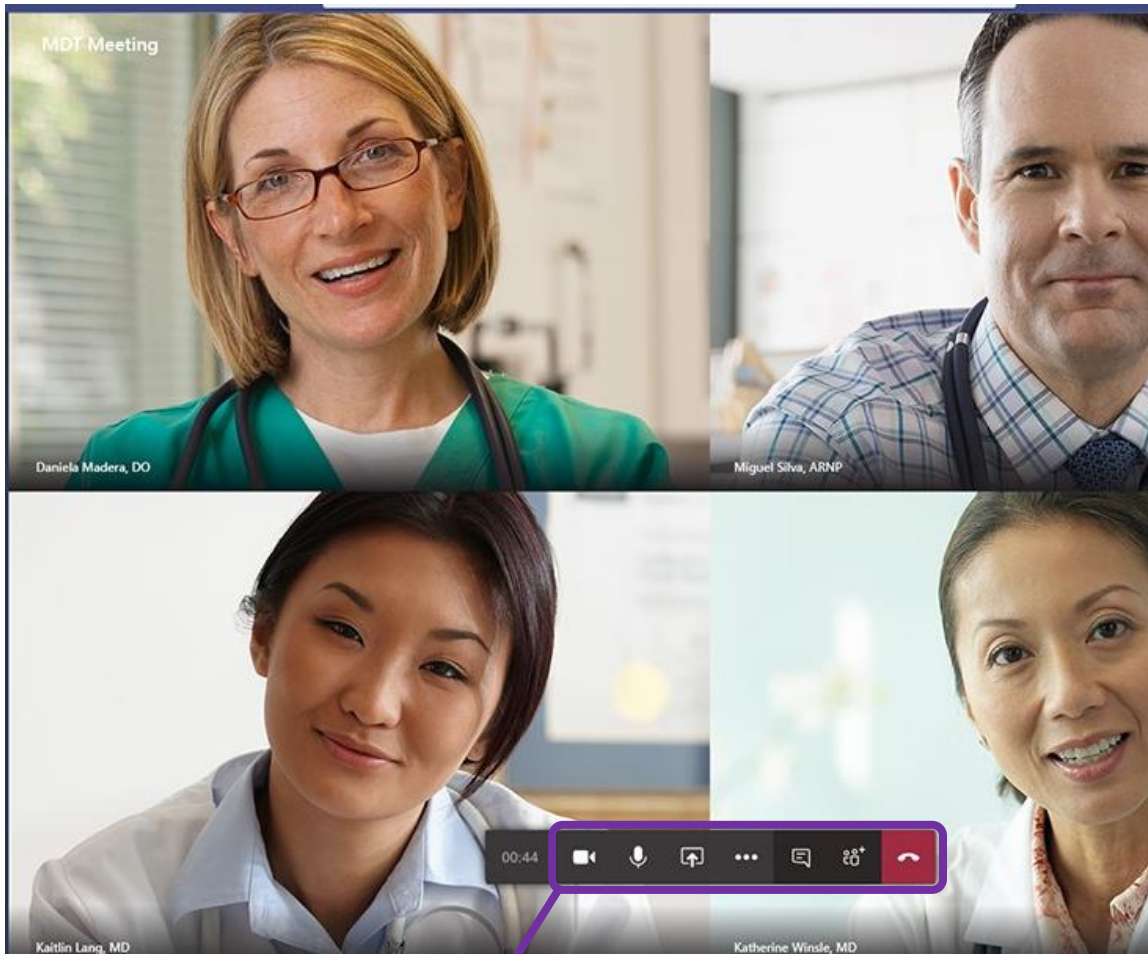**Starting the meeting**

- You will wait in a virtual lobby.
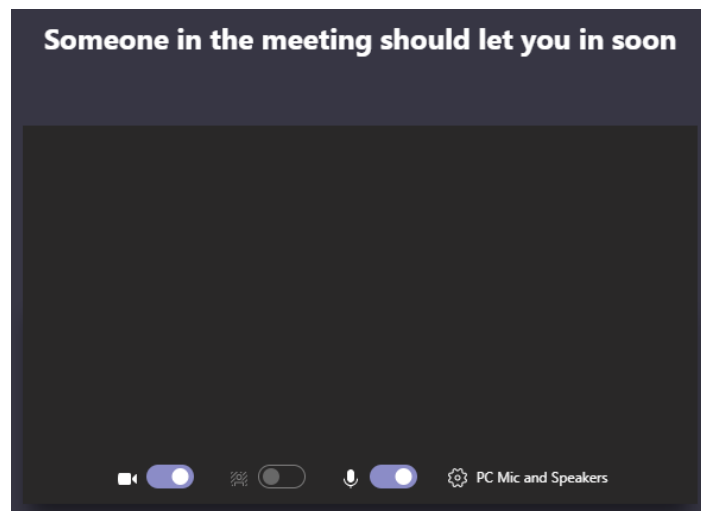
- You will admitted to the virtual room (meeting) at the appropriate time.
- Your screen will appear similar to the images below.

RICS

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- Your video and microphone should be on.
- You should only use the following control buttons (unless directed otherwise)

	Show participants This button allows you to view a list of the meeting participants.
	Show conversation This button allows you to type messages to attendees. You should only use this if there are video/audio issues and you need to alert the staff facilitator. All participants can see these messages.
	Turn camera on/off This button controls your video camera. Your video must always be on and the camera facing you.
	Mute/unmute This button controls your microphone. A diagonal line will appear across the microphone symbol to show you are on mute.
	More actions This button opens additional controls. You can access your device settings (to change your audio and video device).
	Hang up This button will end your attendance at the meeting.