

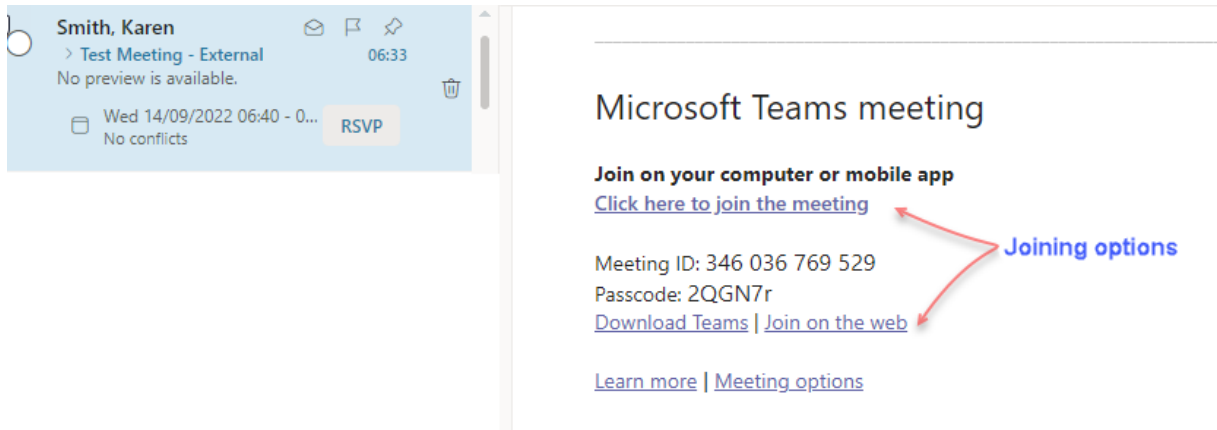


Northern Health
and Social Care Trust

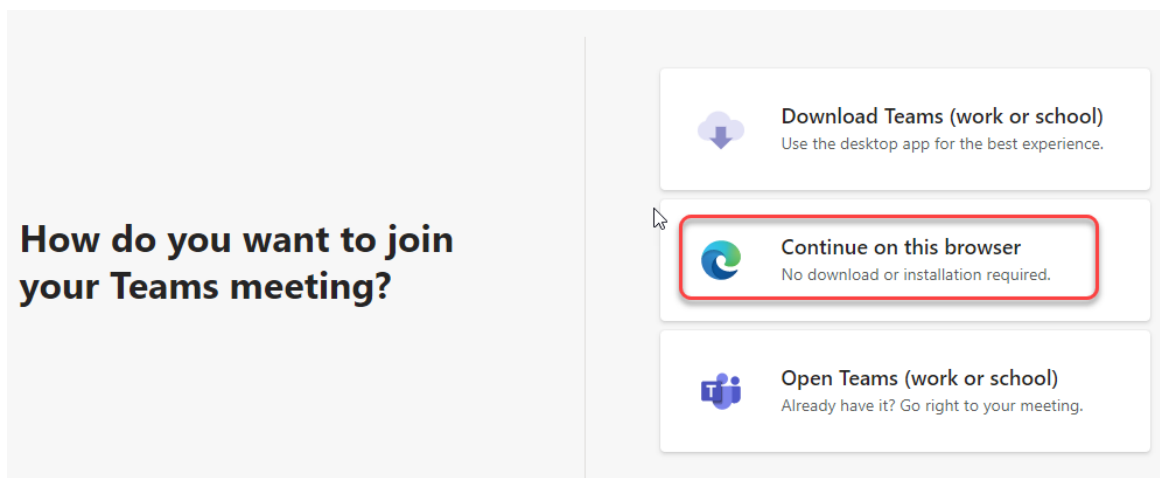
NHSCT Microsoft Teams Guide for Service Users

Option 1: Join a Teams on computer

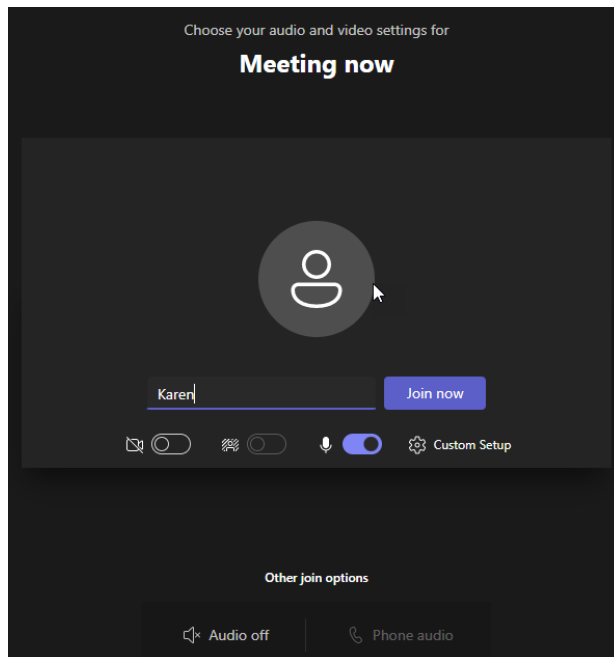
You will receive an email from the meeting organiser, the email will contain all the information with regards to joining the meeting.



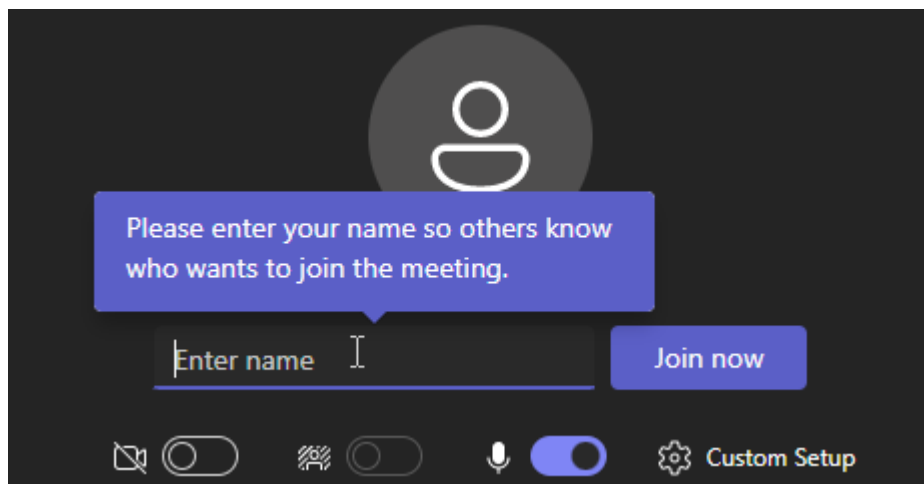
1. Choosing [Click here to join the meeting](#) will open the following screen with three options to join meeting. The middle option will allow you access via your web browser without any additional software or apps being installed on your device.



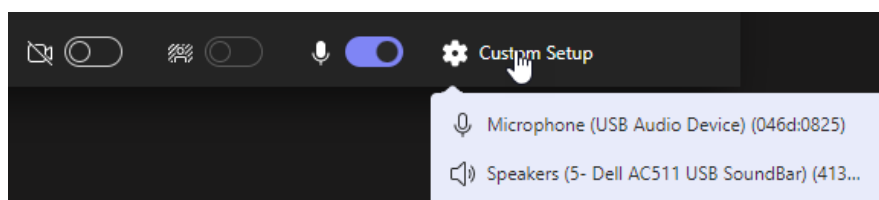
2. The browser will then open 'Meeting now' window for Teams.



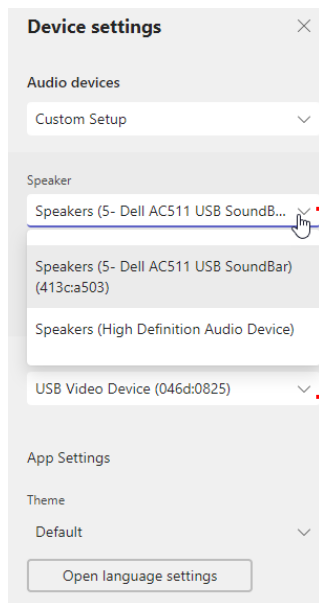
3. 'Enter name' in the field, this is a required field and you won't be able to join until this has been done



- 4.
5. To check speakers and microphone go to the Custom Setup.

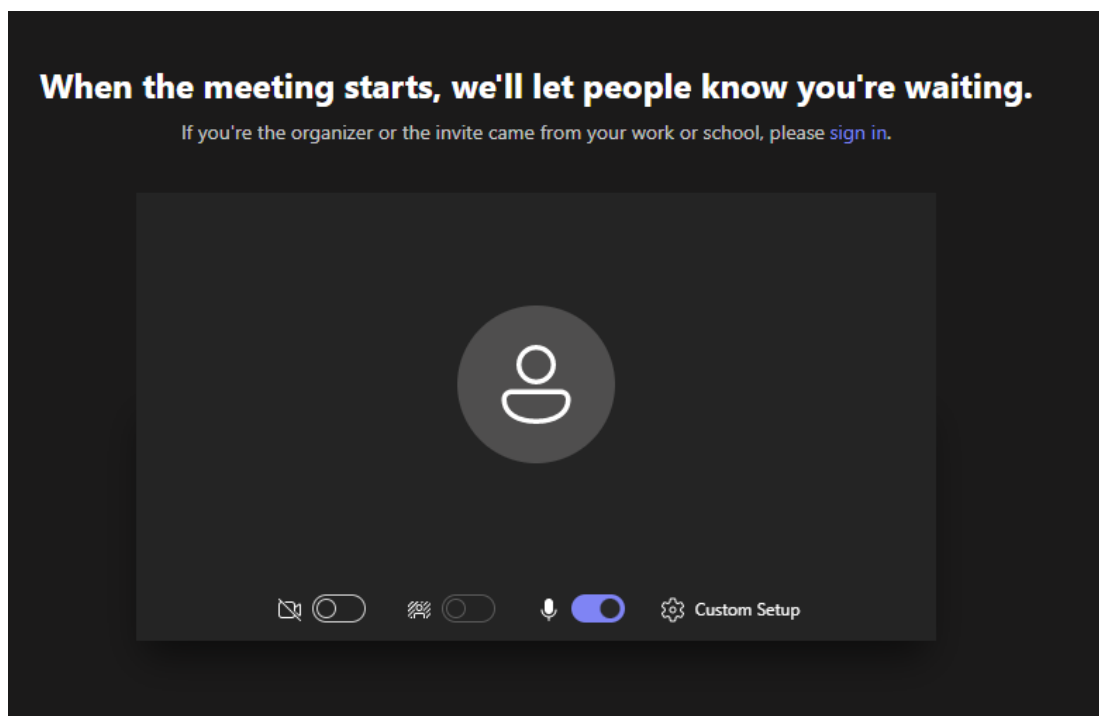


6. Sidebar will open and settings can be changed if necessary

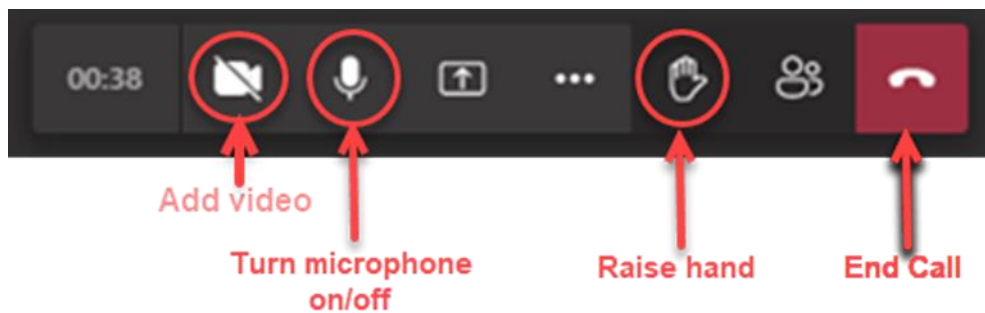
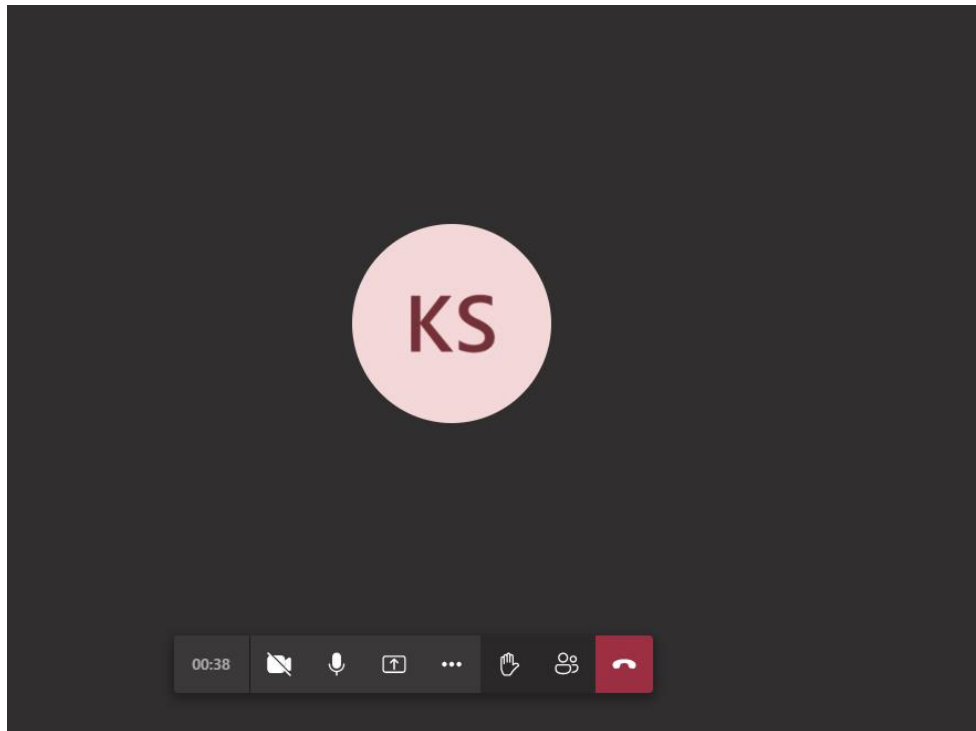


Dropdowns for attached devices

7. Click the 'Join now' button, if the meeting hasn't started you will be notified that the organiser will know that you are waiting and they will give you access



8. Once the organiser has joined the meeting you will be given access and you will leave the lobby area and enter the meeting.

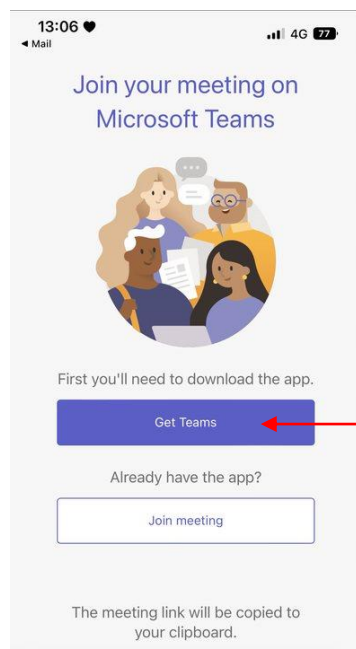


Option 2: Join a Teams meeting from a smartphone via Teams App

1. The organiser of the meeting will send you an email which will contain the information required to join a Teams meeting, from the invite select the link to download the Team's app if not already installed on your smartphone.

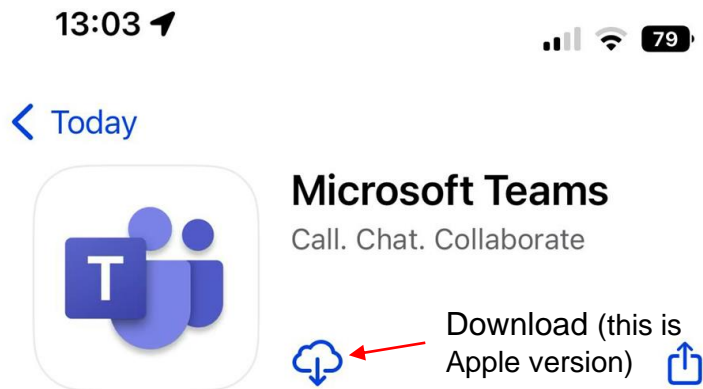


2. You will then be asked to Join your meeting on Microsoft Teams

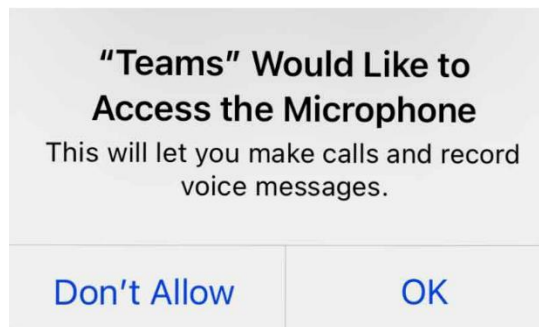


Click "Get Teams" if
app not installed

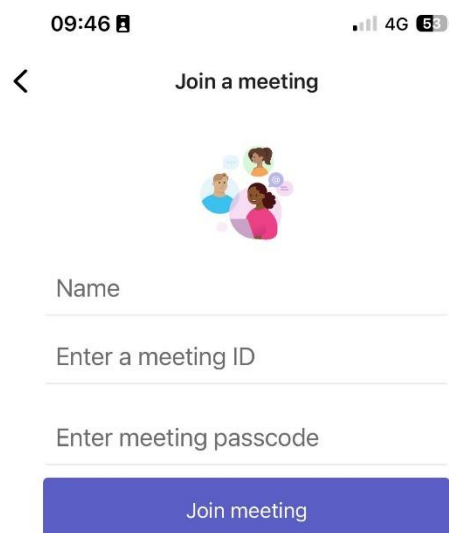
3. You will be directed to your app store to download the app



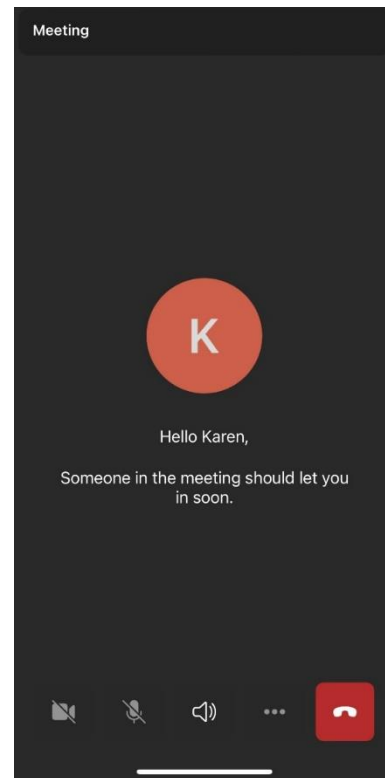
4. Once app has downloaded – open it and you will have option to “Join as Guest or if you already have a microsoft account to log in using it.
5. You will be prompted to allow Teams to access your microphone



6. Click OK, you will then be asked to enter your name, meeting ID, meeting passcode, (*all found in email invite*)
Join meeting



7. You will then enter the Lobby for the meeting and the organiser will let you in before the meeting is ready to start



Option 3: Join a Teams meeting via web browser

1. The organiser of the meeting will send you an email which will contain the information required to join a Teams meeting.

Microsoft Teams meeting

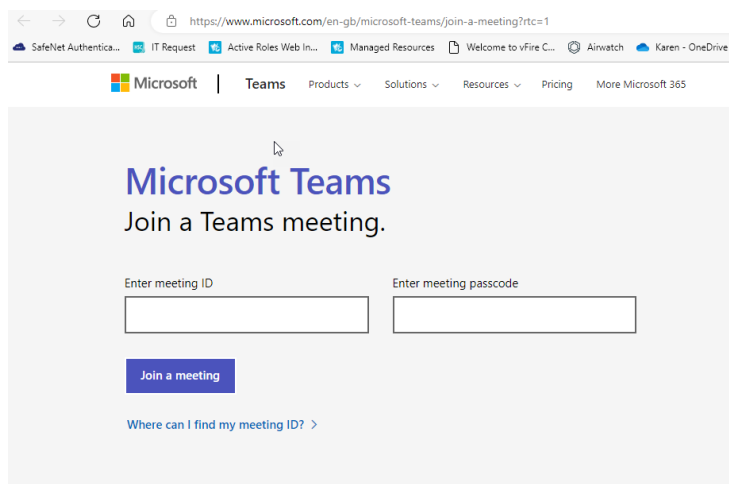
Join on your computer or mobile app
[Click here to join the meeting](#)

Meeting ID: 339 926 416 901
Passcode: ytBH7t
[Download Teams](#) [Join on the web](#)

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

Select this option to join with Meeting ID and Passcode on the web

2. You will then be taken to the following webpage



3. On this screen enter the

Meeting ID

Enter meeting ID

339 926 416 901

Please enter seven or more alphanumeric characters only

Passcode

Enter meeting passcode

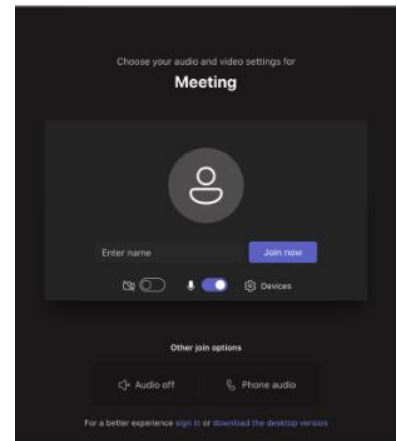
ytBH7t

Please enter alphanumeric characters only

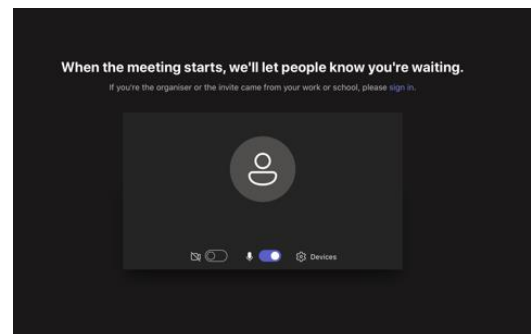
Select

Join a meeting

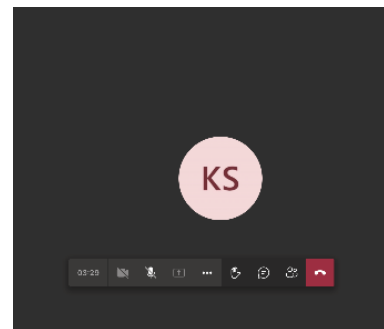
4. You will now get the following screen and you can enter your name, test your speakers and camera then click Join Now



5. Once you have clicked on the Join Now you will be admitted to the lobby and the organiser will let you in when the meeting is ready to begin



6. When the organiser admits you to the meeting you will be able to participate in the meeting, turn on your camera and mute your microphone as required.



- 7.
- 