

MS Teams – How to access live MRPS sessions

This document explains how to access live MS Teams sessions.

MS Teams has been selected by the MRPS Committee as a communication platform during the Covid 19 pandemic. It is being used for committee meetings, committee discussions (rather than emails) and live presentations to all members.

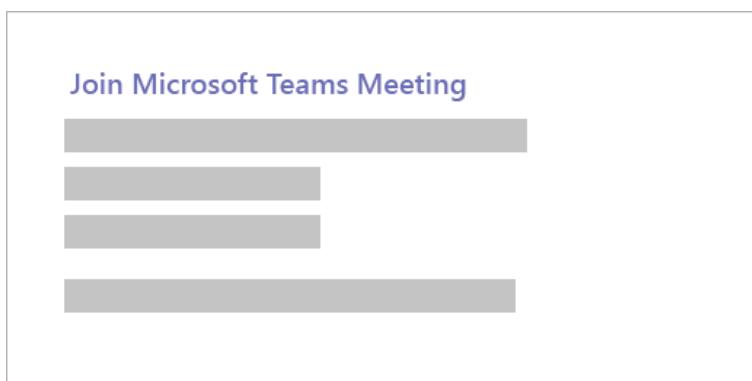
Please note that you are not required to join live sessions, but if you wish to do so, follow the instructions below. If prefer not to join the live session or there is a clash with something else, don't worry, you will be able to access a recording at a time to suit you. Details of how to access recordings will be circulated after each live session.

Accessing a live session on your desktop:

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

Note: Some meetings don't allow people to join as guests, but we will set it up so you can.

1. You will be sent a link for the session. Click on this and select '**Join Microsoft Teams Meeting**'.



2. That'll open a web page, where you'll see two choices: '**Download the Windows app**' and '**Join on the web instead**'. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose '**Audio off**' to avoid disrupting. Select '**Phone audio**' if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit '**Join now**'.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.
6. When you join the meeting, please ensure that you mute your mic – if in doubt about how to do this, it will be explained at the start of every session. If you wish to ask a question before the start of the session, please do so by unmuting your mic and wait for a gap in any on-going conversation. Remember to mute your mic again after you have spoken

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Accessing a live session on your phone or tablet:

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

1. You will be sent a link for the session. Click on this and select '**Join Microsoft Teams Meeting**'.



Join Microsoft Teams Meeting



2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download the app and open it right from the app store page.
Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
4. Next, you'll be given two options for joining your meeting: '**Join as a guest**' or '**Sign in and join**'. Choose '**Join as a guest**'.
5. Type your name and tap '**Join meeting**'.
6. To turn your video or mic off during the meeting, tap on the centre of your screen to show the meeting controls. Tap again to hide them.