# Student view of Microsoft Teams Meeting

## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>This document covers:</td>
<td>2</td>
</tr>
<tr>
<td>Important information</td>
<td>2</td>
</tr>
<tr>
<td>Accessibility considerations</td>
<td>2</td>
</tr>
<tr>
<td>Quick Guide</td>
<td>3</td>
</tr>
<tr>
<td>Installing Microsoft Teams</td>
<td>3</td>
</tr>
<tr>
<td>How to access Microsoft Teams</td>
<td>3</td>
</tr>
<tr>
<td>What you see once signed in</td>
<td>3</td>
</tr>
<tr>
<td>Understanding the Teams Meeting functionality</td>
<td>4</td>
</tr>
<tr>
<td>Using the Whiteboard in a Teams Meeting</td>
<td>5</td>
</tr>
<tr>
<td>Participant chat</td>
<td>5</td>
</tr>
<tr>
<td>Downloading the Teams app</td>
<td>6</td>
</tr>
<tr>
<td>Guidance for online communication</td>
<td>6</td>
</tr>
</tbody>
</table>
INTRODUCTION

This is one of a series of guides available from the Teaching, Learning & Assessment with Technology series. Please note, your faculty may have other approaches or use different tools, contact your Faculty TEL Officer for more information on local provision.

Microsoft Teams can be used to host online meetings which could be used to replace some of your synchronous teaching sessions or tutorials. It covers what a student/participant can see and do during the Microsoft Teams meeting.

This document covers:

1. How to access Microsoft Teams
2. What you see once signed in
3. Understanding the Teams Meeting function
4. Downloading the Teams app
5. Teams Etiquette

Important information

1. To talk you will need a microphone; this may be integrated in your device or in a headset.
2. To listen, use headphones and keep your mic muted to avoid your mic picking up any local sounds.
3. To share your video, you will need a camera; this may be integrated in your device.
4. If you experience lag with video, audio or screen sharing, note you need a reasonable Wi-Fi connection:
   - 130 kbps Peer-to-peer audio calling and screen sharing.
   - 500 kbps Peer-to-peer quality video calling 360p at 30fps.

Accessibility considerations

Microsoft Teams has both web browser and desktop client interfaces (for Mac and Windows). This makes Teams’ accessibility features work a little differently across the interfaces. Guidance is available for people with visual impairments. Captions are available for people with hearing impairments.
QUICK GUIDE

Installing Microsoft Teams

All King’s Staff and Students are entitled to Microsoft Office 365 licences (including Microsoft Teams) for personal devices, including Macs. Users can have up to 5 licences on their PCs/Macs, 5 licences on tablets and 5 licences for mobile. Download and licence information is available from:

https://www.kcl.ac.uk/it/services-software and installation support is available from the IT Service Desk on 88888@kcl.ac.uk.

How to access Microsoft Teams

1. Navigate to Microsoft Teams via the link in your KEATS course or email invite and sign in using your King’s credentials (your K Number and password). Please note, you may need to complete multifactor authentication if your account requires it.

2. If you have issues signing please visit the IT support pages for passwords

What you see once signed in

1. The link in your course or email invite will prompt you to open Microsoft Teams. (If you are using Firefox you won’t be able to join the meeting or a call, please use the desktop app, Chrome or Edge).
2. Toggle whether you want your Audio and/or Video to show when you log in to the session and click Join now. Audio and video settings can be reviewed by clicking on the settings cog.

**Understanding the Teams Meeting functionality**

When logged into Teams Meeting depending on the permissions the organiser has set you can use the menu bar to:

- Share your webcam.
- Mute/unmute your microphone.
- Share your desktop or individual windows.
- Access advanced features.
- Chat with participants.
- Add and see a list of participants.
- Hang up/Exit the Teams Meeting.

**Using the Whiteboard in a Teams Meeting**

If Whiteboard is enabled and required, please follow the below steps to gain access

1. Select the **Share** icon.
2. Choose **Whiteboard**.

3. A basic Whiteboard will be displayed allowing you and other participants to draw on the screen using your mouse/tablet and the toolbar provided.

**Participant chat**

1. Selecting the **Chat** icon (shown below) from the Meeting menu bar will open up the **Meeting chat**.

2. Anyone participating in the session can add comments to the thread.

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**Downloading the Teams app**

1. Microsoft Teams can be found on Android and the App Store. You will login using your King's College London credentials.

**GUIDANCE FOR ONLINE COMMUNICATION**

King's College London is proud to foster an environment where critical thinking and vibrant debate is encouraged. Guidance for online communication has been produced and is available from King's Governance Zone, all participants should familiarise themselves with the guidance.