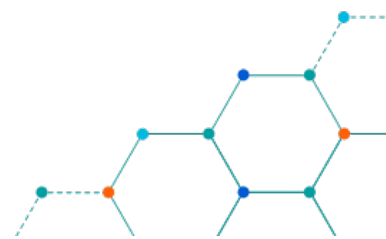


Student view of Microsoft Teams Meeting

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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:

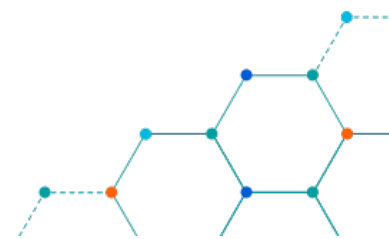
1. How to access Microsoft Teams
2. What you see once signed in
3. Understanding the Teams Meeting function
4. Downloading the Teams app
5. Teams Etiquette

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

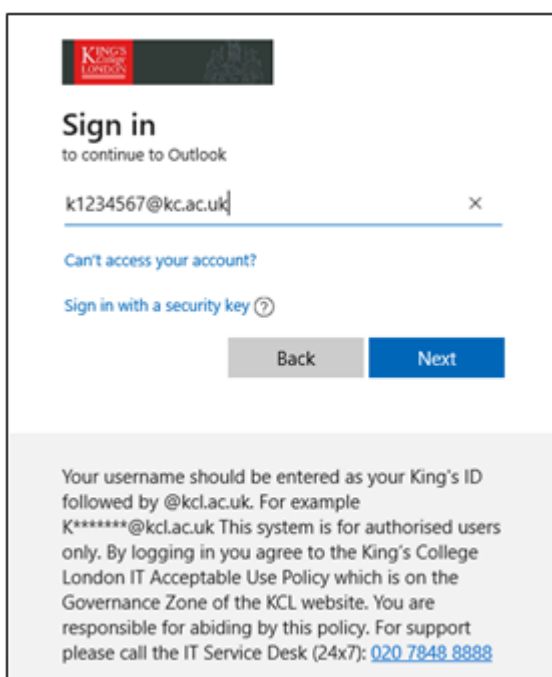
Installing Microsoft Teams

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.



Sign in
to continue to Outlook

k1234567@kc.ac.uk

Can't access your account?

Sign in with a security key

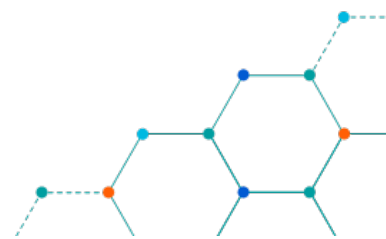
Back Next

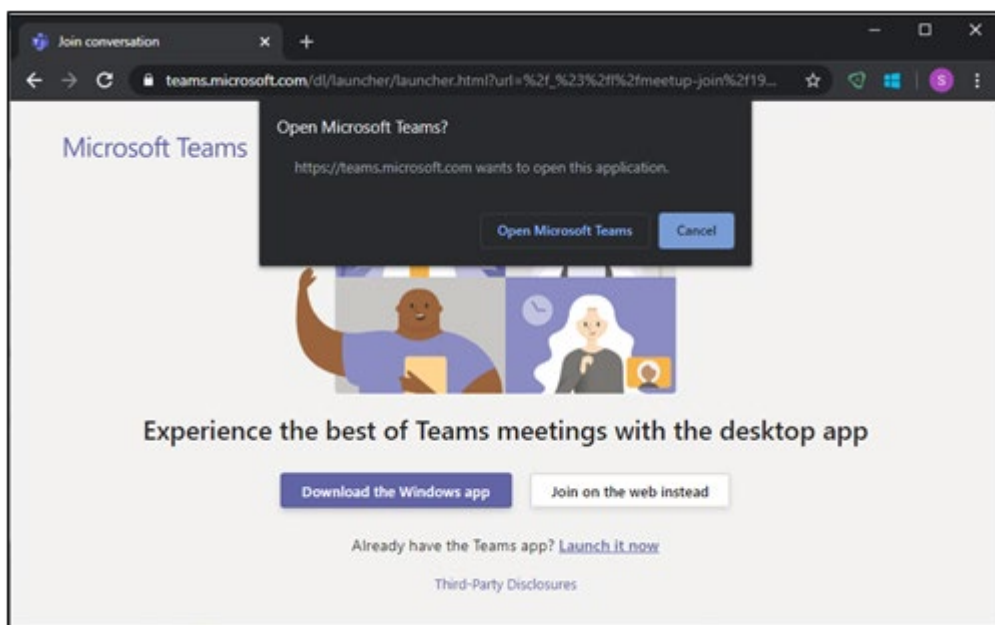
Your username should be entered as your King's ID followed by @kcl.ac.uk. For example K*****@kcl.ac.uk This system is for authorised users only. By logging in you agree to the King's College London IT Acceptable Use Policy which is on the Governance Zone of the KCL website. You are responsible for abiding by this policy. For support please call the IT Service Desk (24x7): [020 7848 8888](tel:02078488888)

2. If you have issues signing please visit the [IT support pages for passwords](#)

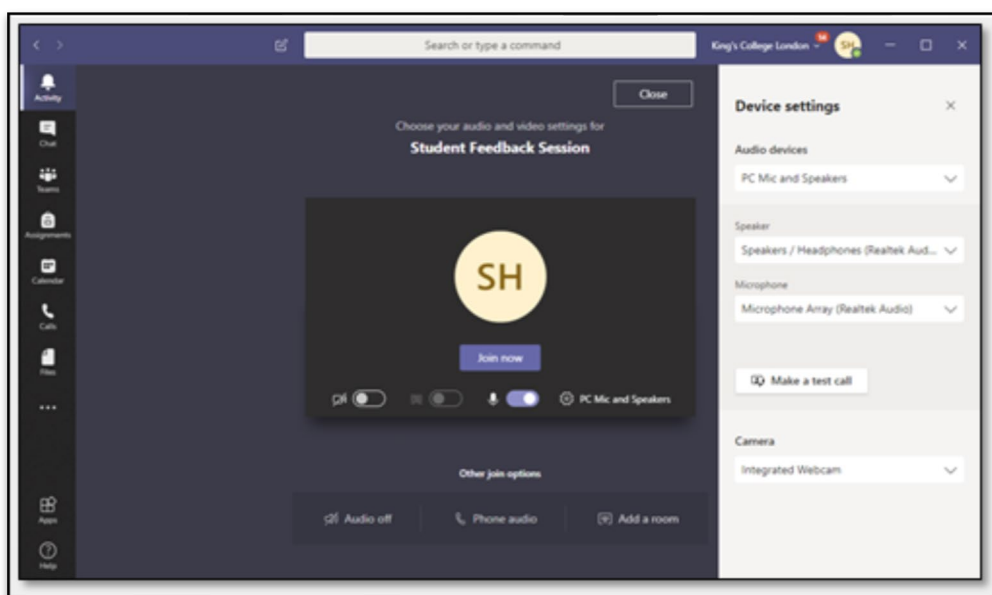
What you see once signed in

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.

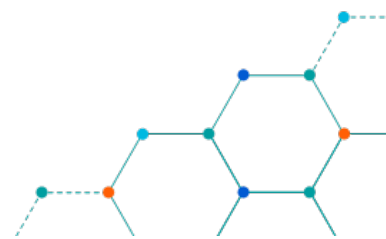


Understanding the Teams Meeting functionality

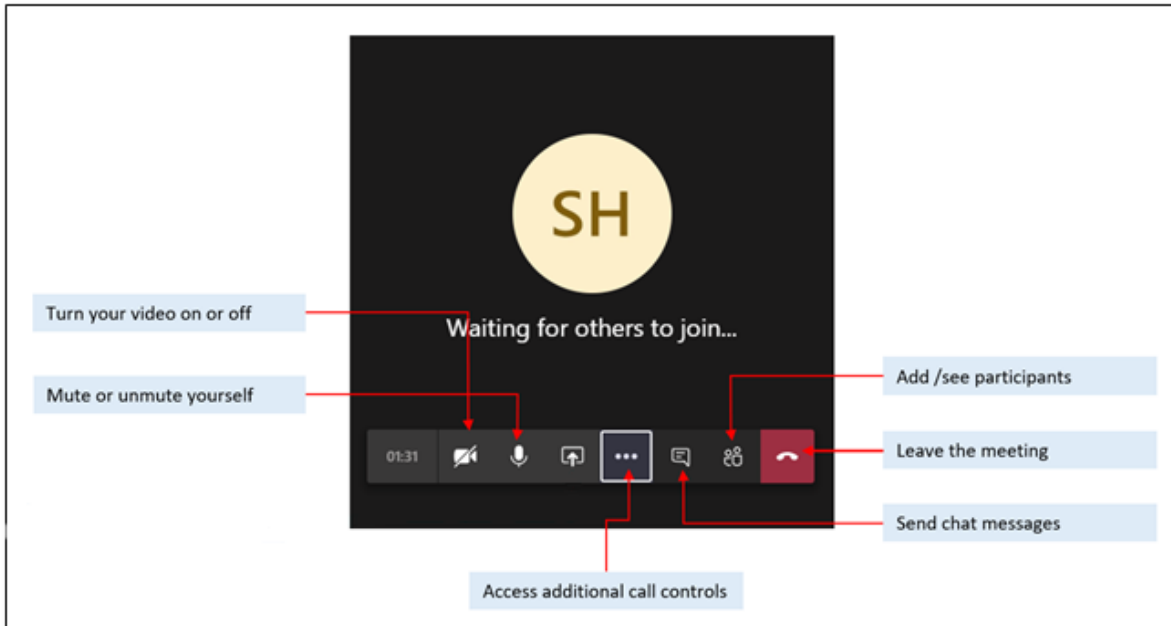
When logged into Teams Meeting depending on the permissions the organiser has set you can use the menu bar to:

- 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.

Centre for Technology Enhanced Learning, March 2020



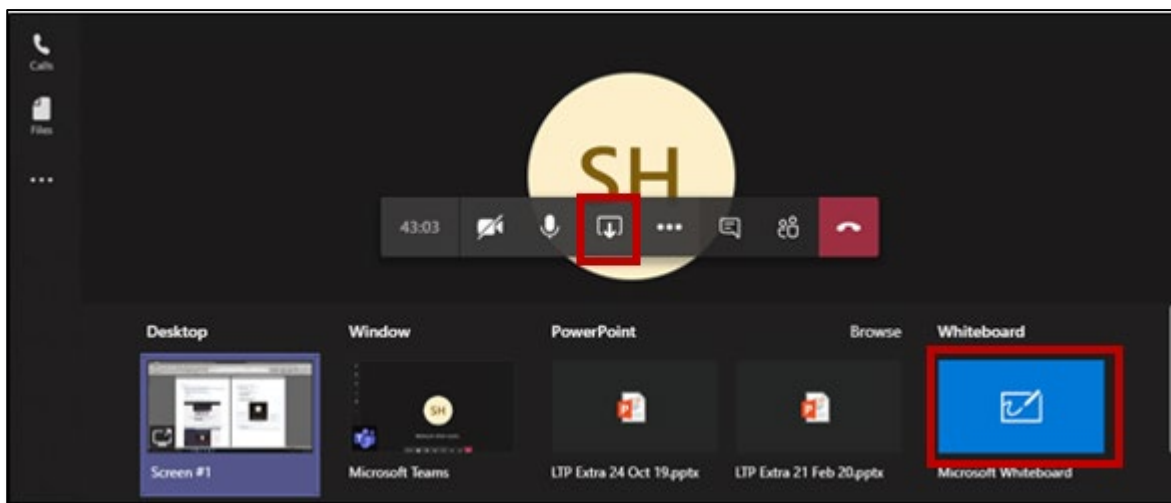
- Hang up/Exit the Teams Meeting.



Using the Whiteboard in a Teams Meeting

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

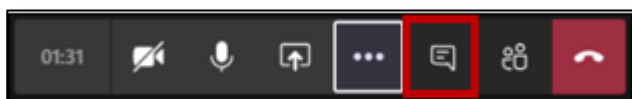
1. Select the **Share** icon.
2. Choose **Whiteboard**.



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.

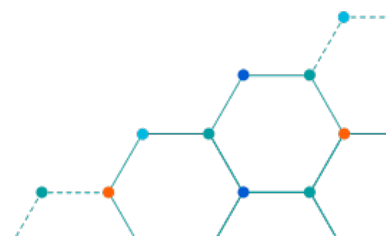
Participant chat

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.

Centre for Technology Enhanced Learning, March 2020



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.

