



Leicestershire Partnership
NHS Trust

Microsoft Teams

Training Guide

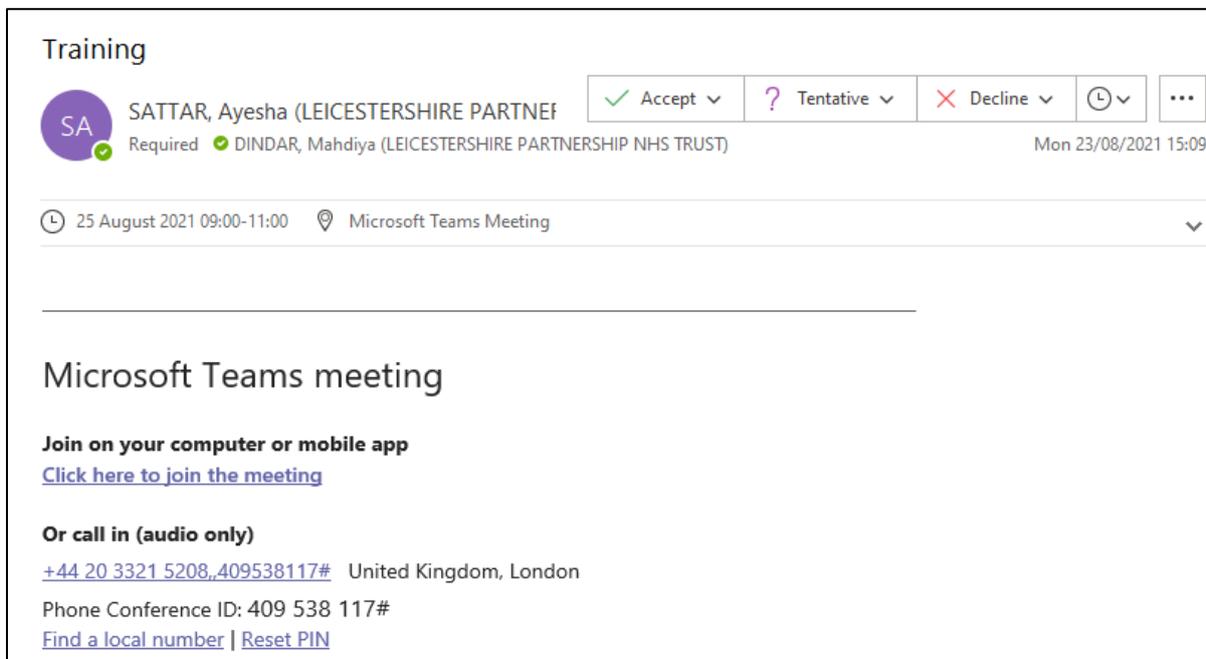
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Please note, the below instructions are intended for Care Home users who are using MS Teams on our NHS provided device. If you are using your personal or Care Home owned computers/Laptops, please contact your own Care Home IT team for any further assistance.

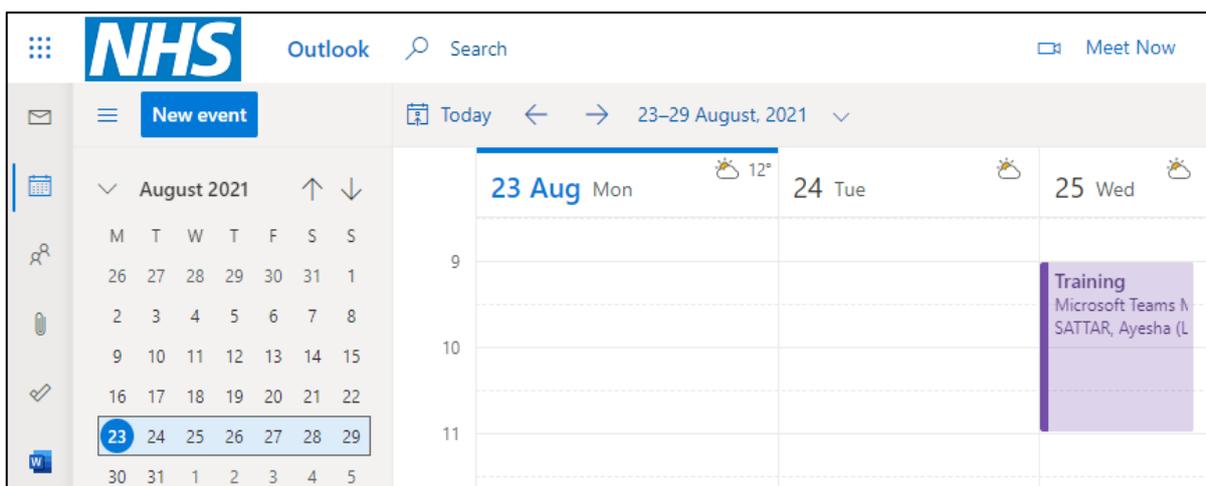
Receiving Meeting Invites

You will receive an email with the invite and details of the meeting.



The screenshot shows an email titled "Training". At the top, it lists the sender as "SATTAR, Ayesha (LEICESTERSHIRE PARTNER)" with a "Required" status. There are response buttons for "Accept", "Tentative", and "Decline", along with a "Cancel" button and a "More options" menu. Below this, it shows the meeting details: "25 August 2021 09:00-11:00" and "Microsoft Teams Meeting". The main body of the email is titled "Microsoft Teams meeting" and includes instructions to "Join on your computer or mobile app" with a link to join the meeting. It also provides "Or call in (audio only)" details, including a phone number "+44 20 3321 5208,409538117#" and a "Phone Conference ID: 409 538 117#".

If the meeting has been accepted, the email will be removed from your inbox and the meeting will be confirmed in your calendar (if the invite has been sent to your NHSmail account, please check your NHSmail calendar).



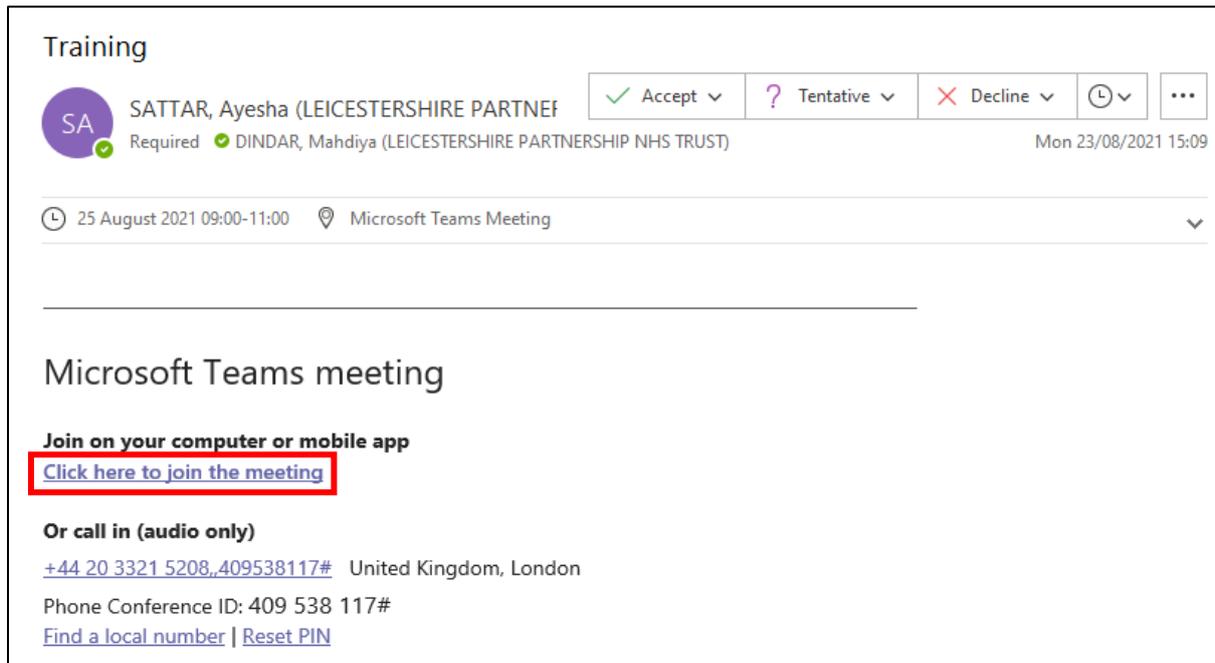
The screenshot shows the Outlook interface with the NHS logo. The calendar view is set to "Today" and shows the dates "23-29 August, 2021". A meeting titled "Training" is scheduled for "23 Aug Mon" from 9:00 to 11:00. The meeting details are visible: "Microsoft Teams Meeting" and "SATTAR, Ayesha (L)".

Joining a Meeting

When you are ready to join the meeting, click on the '**Click here to join the meeting**' link in the email. If you have accepted the meeting in your calendar, double-click on the meeting invite in your calendar to open it.

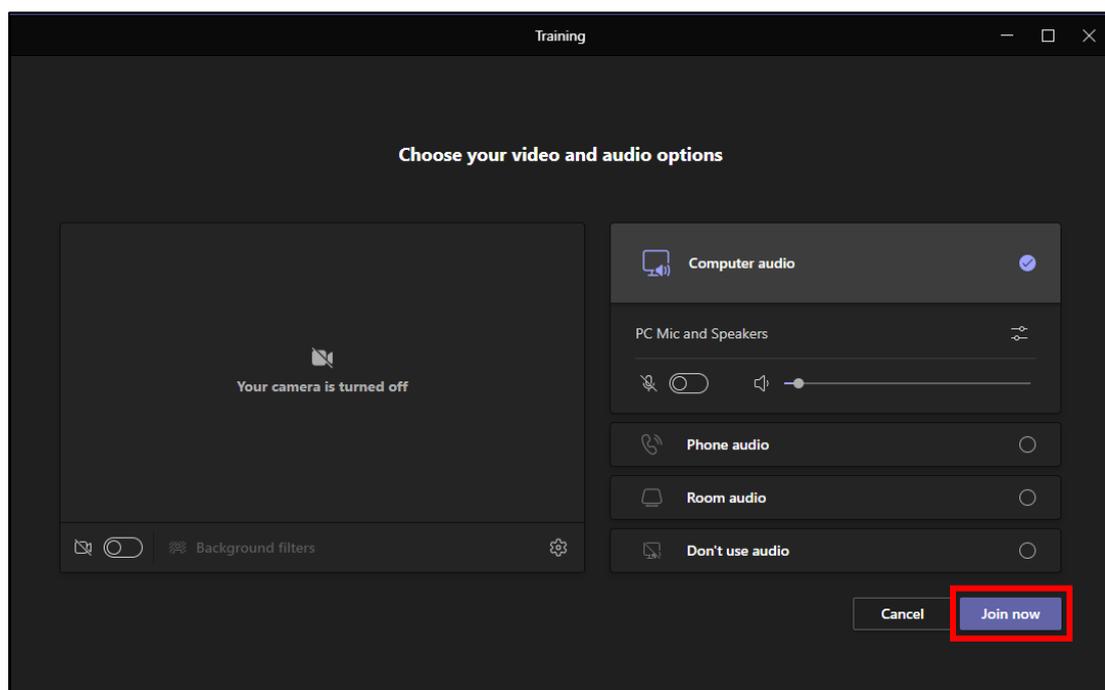
Please note, when logging into the NHS laptop, the MS Teams app will load automatically. You will not be able to join the meeting through the app if you do not have an MS Teams account.

Please always join the meeting through the email invite as shown below.



If you have the MS Teams app downloaded and have an account, this will open automatically.

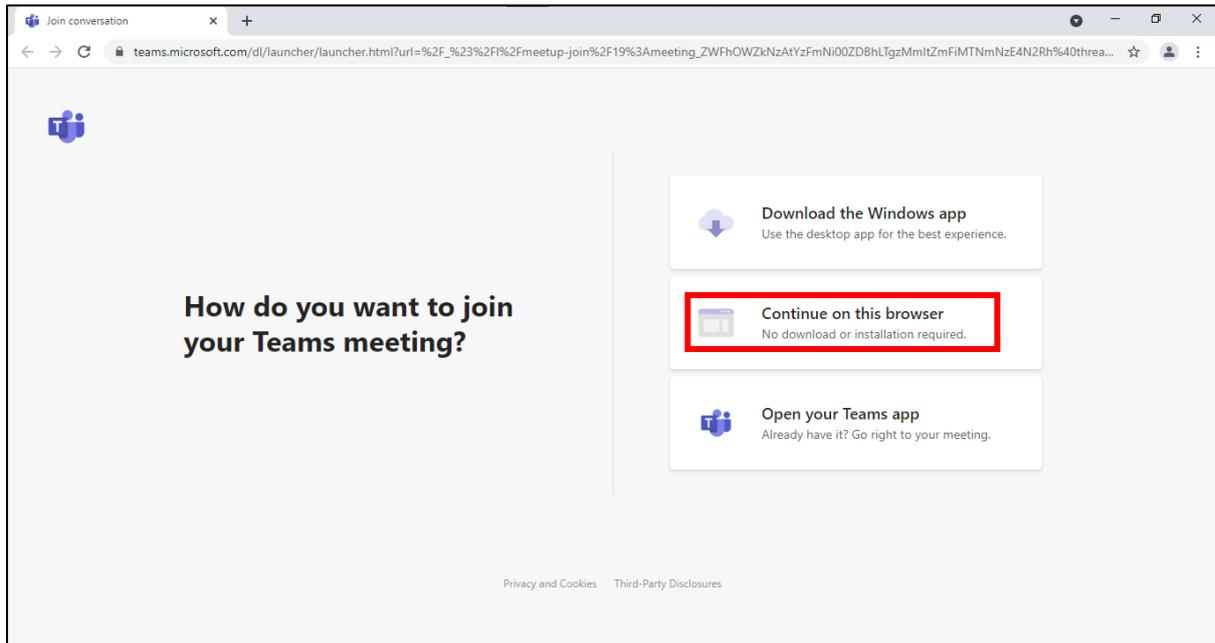
Click on '**Join Now**'.



If you do not have the MS Teams app downloaded, the following page will open.

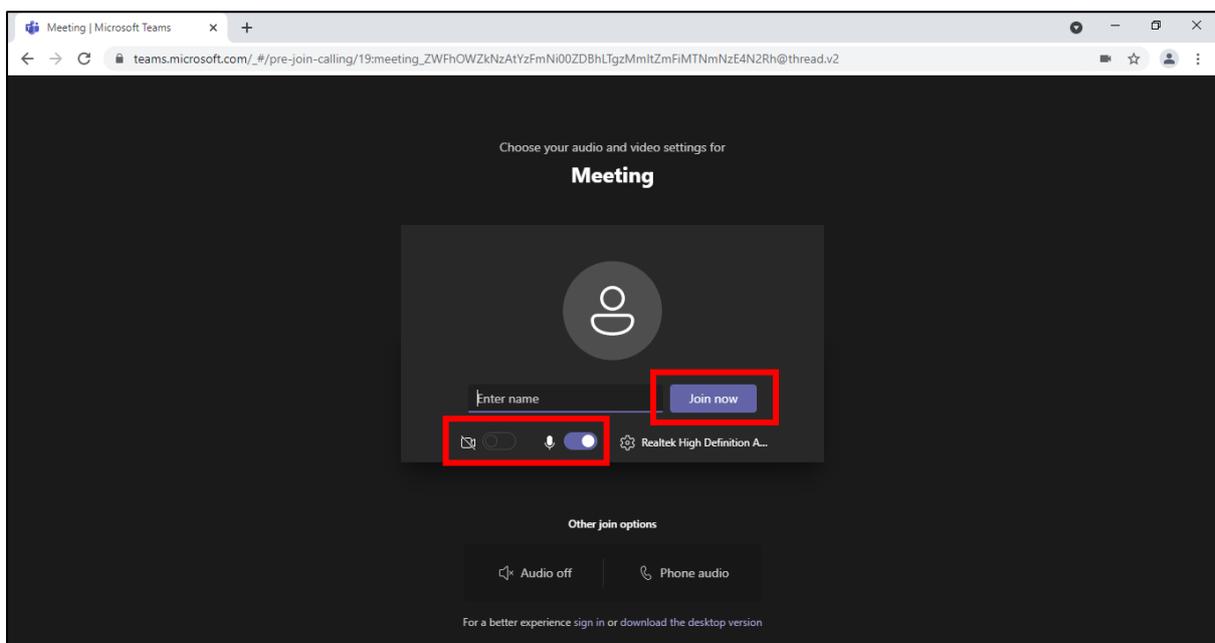
Click on **'Continue on this browser'**.

You may be asked if Teams can use your microphone and camera. Be sure to allow so you can be seen and heard in your meeting.

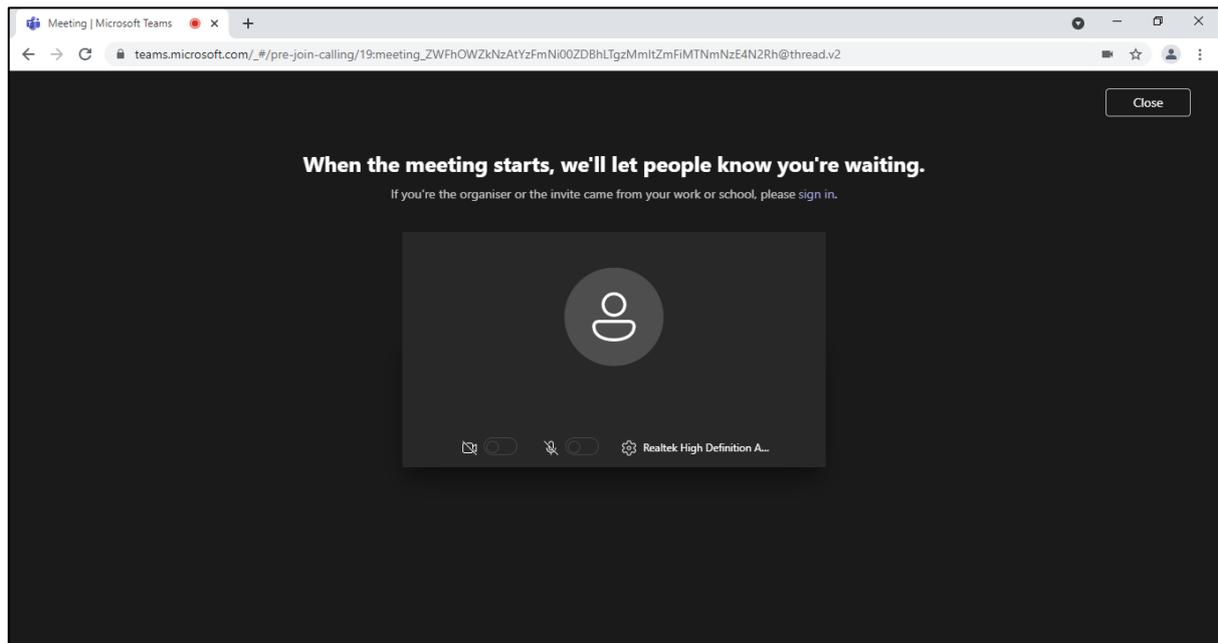


Enter your name when prompted. You can turn your camera and microphone on or off from this screen.

Click on **'Join Now'**.

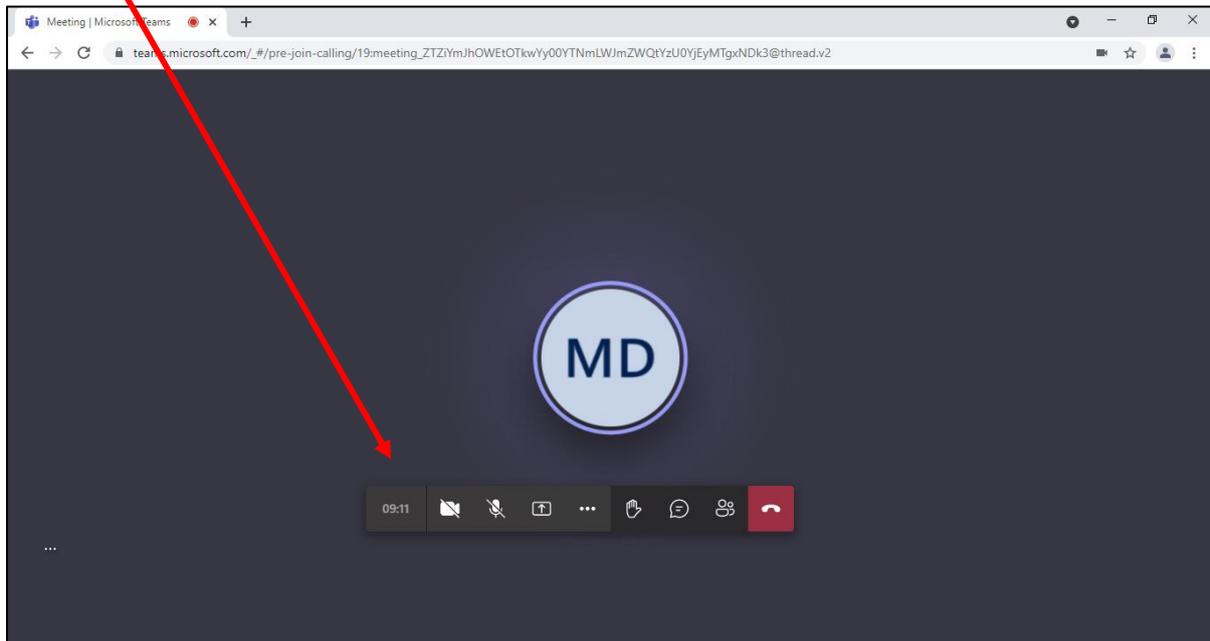


You will see the following screen until the organiser has admitted you into the meeting.

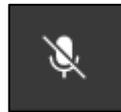


Overview of MS Teams

Use the toolbar options to turn your camera and microphone on and off or to screen share.



Turn camera on/off



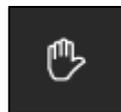
Turn microphone on/off



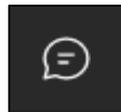
Open share tray (screen share)



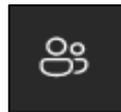
More options



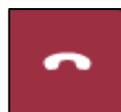
Raise hand



Show conversation



Show participants

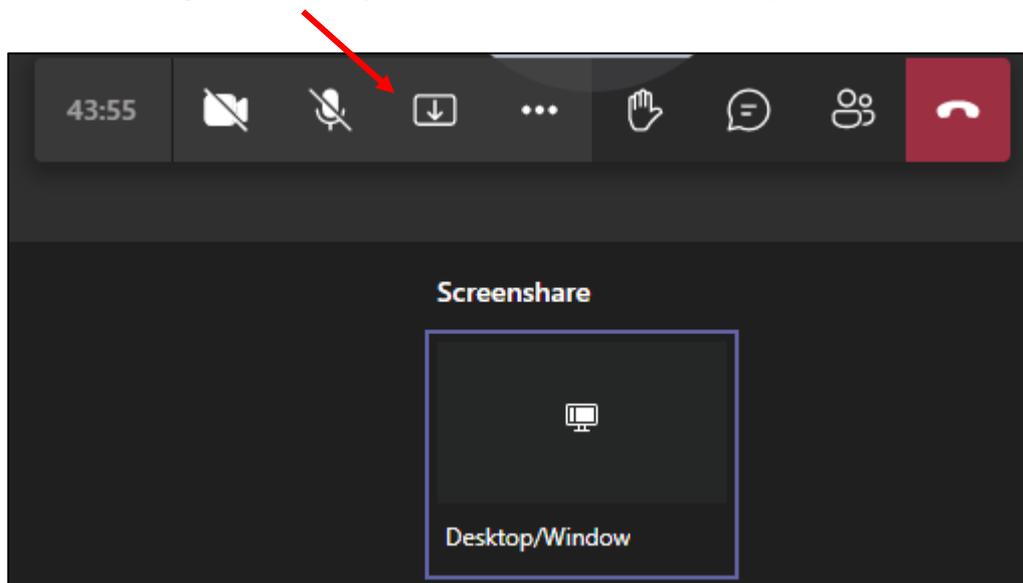


Hang up

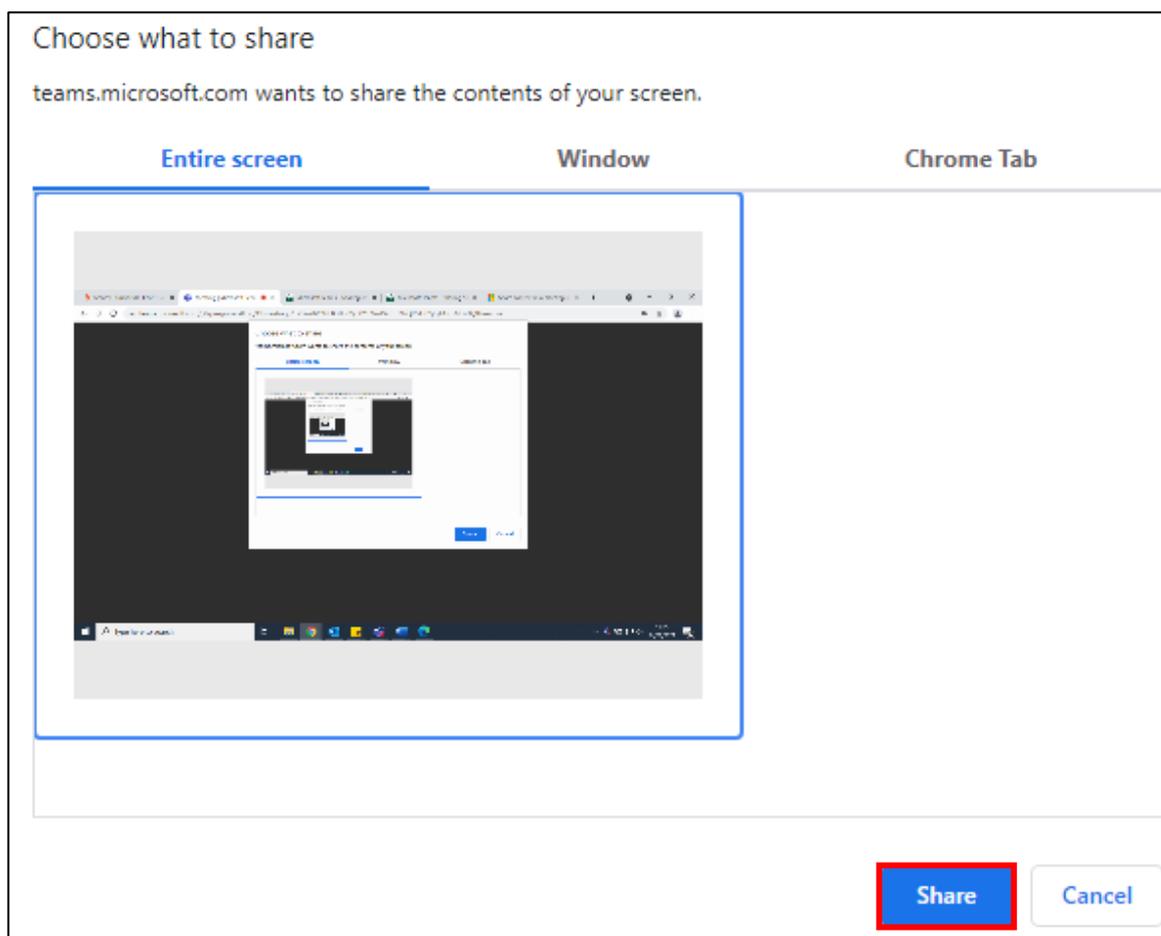
Screen Sharing

MS Teams allows you to share your screen with other participants in the meeting.

Click the **'Open share tray'** button on your toolbar. Select **'Desktop/Window'**.

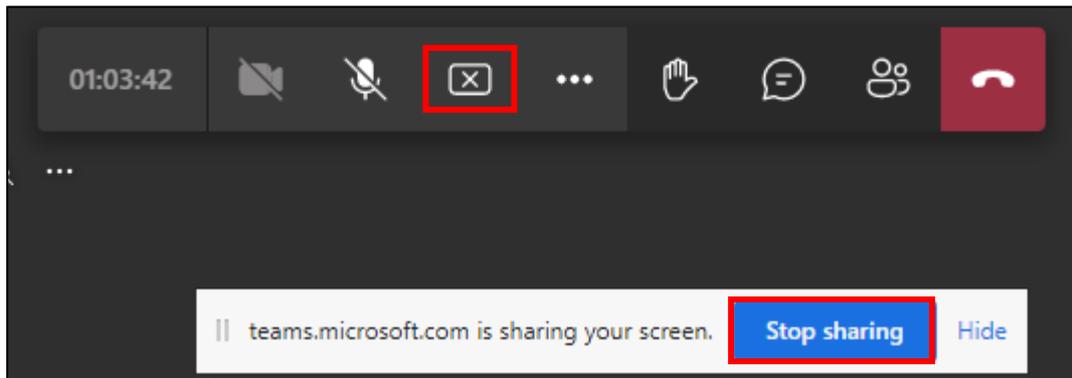


You can then choose to share your entire screen, window, or tabs. Select the appropriate option and click **'Share'**.



A banner will appear at the bottom of your screen when you begin sharing.

To stop sharing your screen, either click the **'Stop sharing'** option or click the button on your Teams toolbar.



If you are using the MS Teams app, the following toolbar will appear at the top of your screen while sharing.



Click **'Give control'** to choose a participant to control your screen. Click **'Stop presenting'** to end screen sharing.

Leaving a Meeting

When you have finished a meeting and want to leave, click the red **'Hang up'** icon on your toolbar.



If you need to re-join the meeting, click the **'Rejoin'** button. If no further action is required, close MS Teams by clicking the **'X'** in the top right-hand corner.

END OF GUIDE
