

How to use Microsoft Teams

Grandview Kids uses Microsoft Teams for virtual services. Teams is a videoconferencing application similar to Zoom and Webex. Microsoft Teams is a free application that can be used on a web browser or desktop application.

The following document will walk you through installing, connecting and navigating Microsoft Teams meetings.

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What are the system requirements for Microsoft Teams?

Microsoft Teams meetings require attendees to install the Microsoft Teams desktop application or use a supported web browser. For a list of system requirements, please see: [System Requirements](#).

Additionally, the following web browsers are supported for attending Teams meetings via the web browser: Microsoft Edge, Firefox, Google Chrome and Safari.

How do I connect to Teams?

You can join a Microsoft Teams meeting from a web browser or desktop application. Joining via a web browser is preferred as the desktop version requires downloading the application and installing it on your local device. This also requires you to allow access to your Camera and Mic from the application. If you choose this route, please note that Microsoft Teams will automatically start every time you boot up and log onto your device. If you are installing the desktop application on a company/work device, check with your Information Technology (IT) Department before doing so.

What is included in a Teams meeting invite?

When a meeting is scheduled with you, you will receive a meeting invite with three options: **Yes**, **Maybe** and **No** (the wording may differ slightly depending on your email application). For example, Gmail using the web browser will be: **Yes**, **Maybe** and **No**. However, the same email account setup using Microsoft Outlook will present you with: **Accept**, **Tentative** and **Decline**. Once you accept the meeting invite, it will be added to your email calendar.

How do I join a Teams meeting?

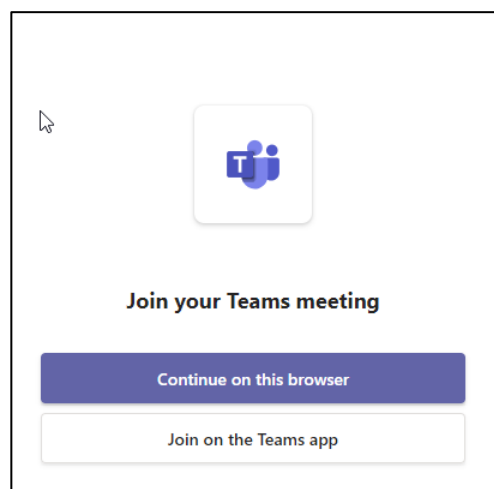
To Join a Teams meeting, go to the meeting invite in your email calendar. You will have two options to attend the meeting:

1. **Web Browser:** Web browser is the preferred method as it does not require installing software.
2. **Teams Desktop Application:** This will require you to download and install Microsoft Teams desktop application. If you want to download and install the Teams application, you can reference the “[Download Teams](#)” link within the invitation. For more information, please see: [Joining on Teams App](#).

What is included in the meeting invitation?

1. The meeting link (it will be embedded in the words “Click here to join the meeting”).
2. The meeting IT and Passcode.
3. Link to Download Teams (application) or Join on the Web.

Selecting the first option, you will be prompted with two options: “Continue on this Browser” (which will launch the Teams meeting using your browser) or “Join on the Teams app” (which will require you to download and install the Teams application).

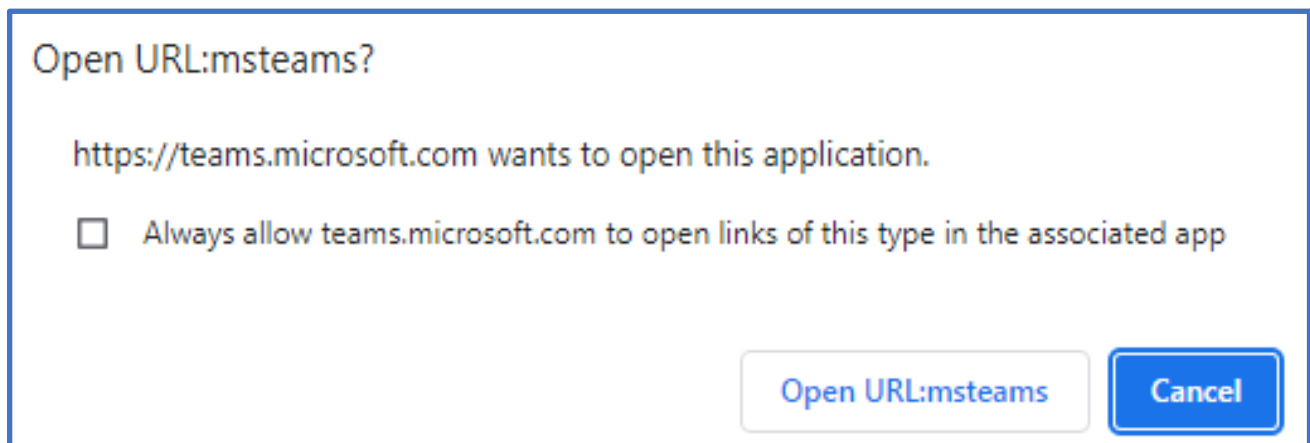


Continue on this browser: If you choose this option, depending on your device settings, you may be prompted with a security warning, asking that you allow Microsoft Teams access to use your Mic and Camera. Please **allow access**.

The Microsoft Teams configuration window will open. Enter your name, as it will appear in the meeting, so others know who is attending. You can also change your video and audio settings before joining the meeting.

Join on Teams App: *(you must **already have the Teams app installed** to use this option. If you do not have it installed, you must click on the download link, which was included in the initial meeting invite, to download and install the application).*

If you click on the download link, the installation file will be saved in your Downloads folder on your device. You can go to that location to open the downloaded file, and it will start the installation of the Teams app. Once complete, you must start the meeting again and click “Join on Teams App.”



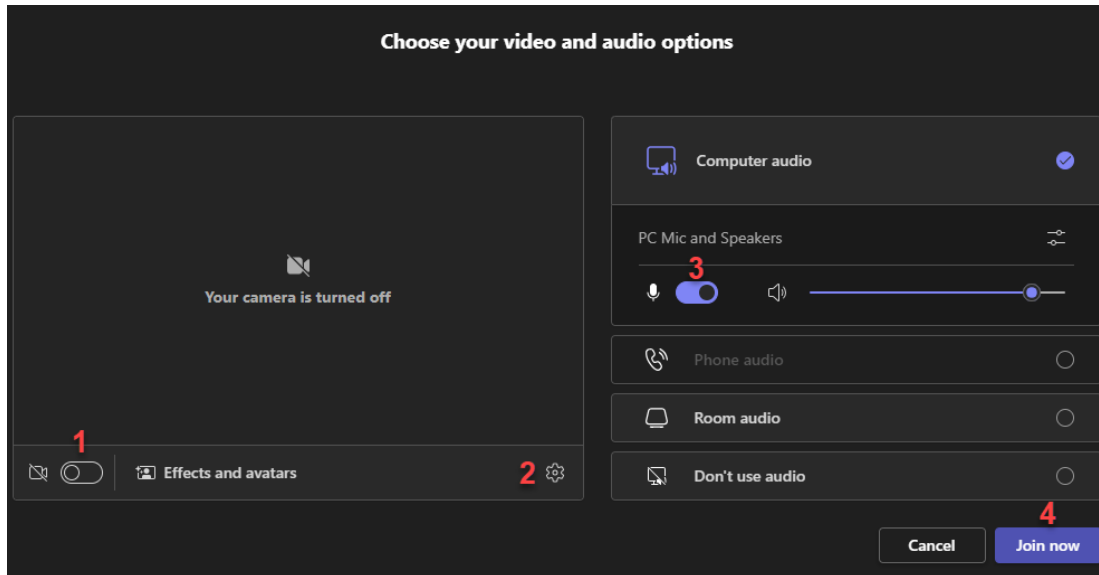
You will receive the notification above. Place a checkmark in “Always allow teams.microsoft.com to open links of this type in the associated app” then click on “Open [URL:msteams](#).”

Important: We recommend you use the Teams Web browser to join meetings, as the Teams application installation may conflict with other meeting apps you have installed, such as Webex or Zoom. Teams, once installed, will launch every time you start your device. If you are connected from a company/work device, your organization may not allow this application.

If you would like to attend the meeting on your mobile phone, please follow the instructions to download the Microsoft Teams app from the Google Play Store (Android) or App Store (iOS) - [Installing Microsoft Teams on Mobile Devices](#)

How do I set up my Teams before a meeting?

Before joining any Teams meeting, review the available options (seen in the image below). Most important is #2 (Device Settings); clicking on the “Gear” icon to verify that the correct device settings are selected for the meeting is essential.



1. Toggle this button to turn your camera on or off. You can also control this during the meeting by clicking the camera icon.
2. Click on the gear icon to review all your audio and video settings. If, for example, you have multiple audio and video devices (such as a camera on your monitor and one on your laptop), you should review this before the meeting to confirm which devices will be used.
3. Toggle this button to mute your microphone. You can also control this during the meeting by clicking the microphone icon.
4. Once you have confirmed all your settings, click the “Join now” button to start the meeting.

Note: You will be put into a waiting room once you join the meeting. The meeting organizer will receive a prompt that you are in the waiting room and can admit you.

Available options within Teams meetings



Once you have joined the meeting, you will have a few options across the top menu bar:

- **Take Control** – this can be used to request control of shared content.
- **Chat** – click on this icon to chat with others in the meeting. This option may not be available if the meeting’s organizer turns it off.
- **People** – click on this icon to view others in the meeting.
- **Raise** – click on this icon to notify others that you have a question or comment.
- **React** – click on this icon to select from a few emojis to react with.
- **View** – click on this icon to change your view of the meeting.

Microsoft Teams best practices

1. Before connecting to a Teams meeting, please ensure you are connected to a wired or Wi-Fi network with sufficient bandwidth/signal.
2. Please disconnect from any Virtual Private Network (VPN) before attending the meeting.
3. Review your device settings (audio, video, and microphone) before joining the meeting.
4. Try to connect to your meeting at least five minutes early so you have time to address any issues or changes to audio and video devices.
5. If your host allows the Chat feature during your meeting, please do **not** include any personal or confidential information in the Chat.
6. If you are meeting with multiple participants, please mute your microphone when you are not speaking.
7. Use the [Options](#) within Teams to “raise your hand” when you want to speak.

Privacy Statement

Please note: the Privacy Statement below applies to all Teams meetings shared with you by members of Team Grandview.

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