

Using Microsoft Teams



The NZSG uses Microsoft Teams as their main video conferencing platform. If you haven't used it before, it is very similar to Zoom or other video conferencing software.

Microsoft Teams for a Windows PC can be downloaded from [Microsoft.com](https://www.microsoft.com). If you are using a different device, you can find the app in the Play Store or Apple Store.

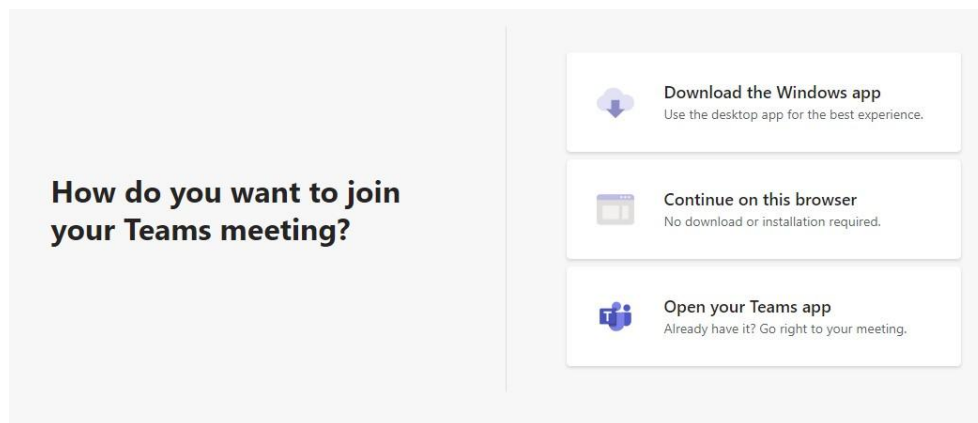
You can also join a Teams meeting using your internet browser.

Joining our meeting

You will have been sent a link or we have provided one on our website. You can either click on the link, or cut and paste it into your browser. Please give yourself a little extra time to get into the meeting. Sometimes technology doesn't go the way we want it to.

Please note: Spark customers have experienced issues with clicking on links so you will more than likely need to copy and paste the link into your internet browser.

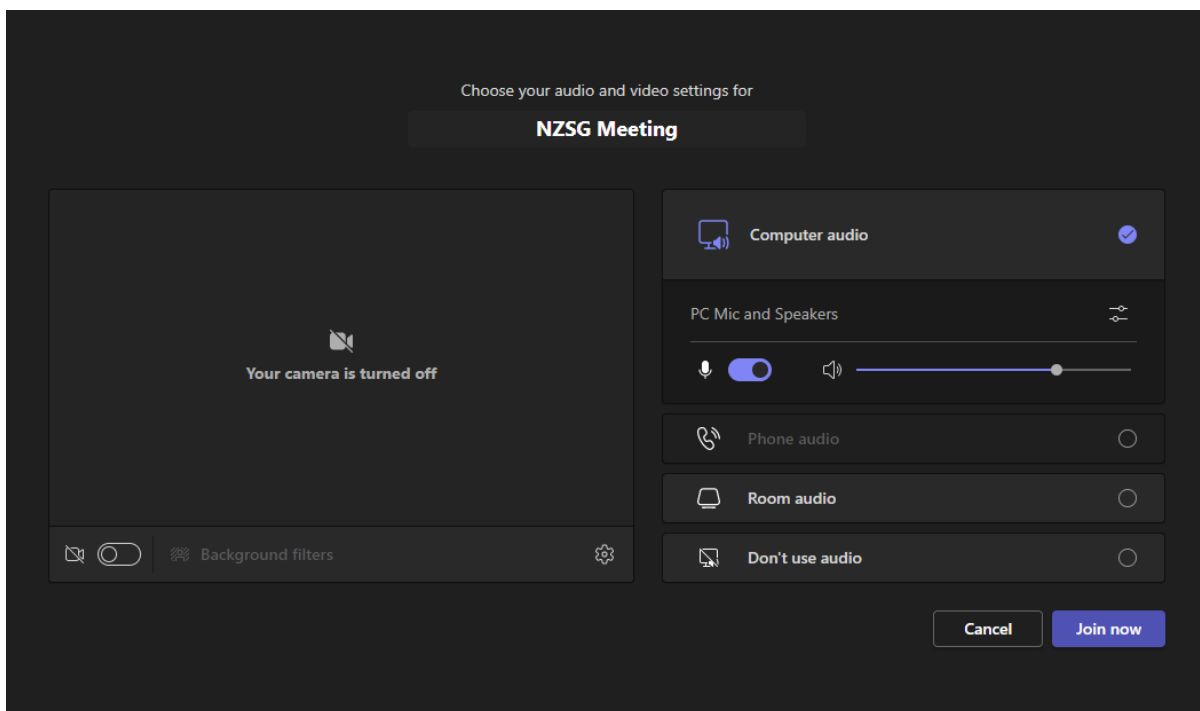
Depending on your device settings, it may open automatically in your Teams app, or take you to your internet browser and show you this:



Choose the applicable option and follow the prompts. Sometimes it takes a little while.

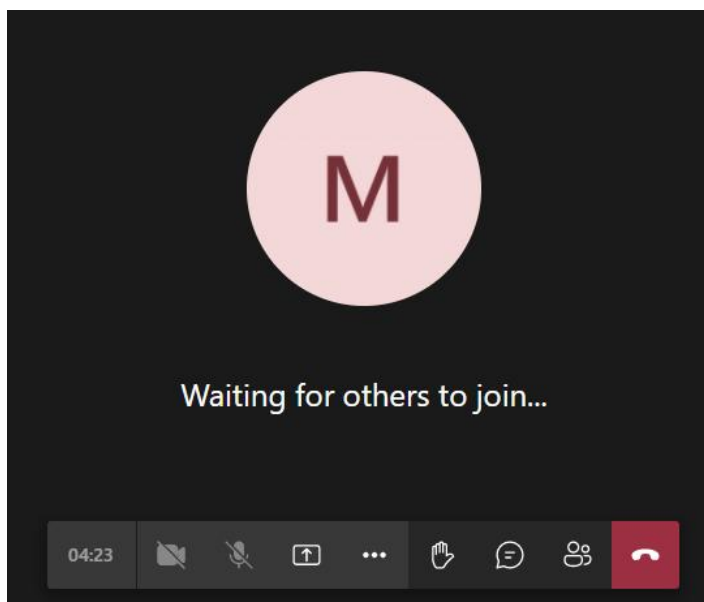


When you get this screen, you are one click away from joining the meeting. Check your settings and click JOIN NOW.



Depending on how your host has set up the meeting, you are now in the meeting, or waiting in the lobby to be admitted.

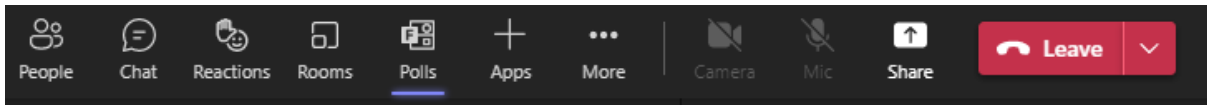
The lobby will look like this:



Control Panel

Once you're in the meeting, there are a number of different ways to interact.

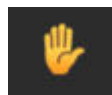
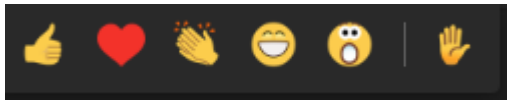
This is the dashboard or control panel:



Depending on your device your control panel may appear in different places on your screen.

Turn off your camera and microphone by clicking on the icons. A strike through will indicate that you have them turned off.

The hand-raise button can be found under Reactions. When you click on Reactions, you will see this:



The Hand Raise button looks like this:
Don't forget to take it down once you have finished.

You can also use the *Chat* function to send messages. This can be useful for asking questions or posting links. Please don't use it to have a second meeting within your meeting.

If you are presenting at the meeting, you can *Share* your screen. This will give you options:

- 1) How you want to be seen on the screens of other participants
- 2) Which window you wish to share