



Guidance for participants of a virtual meeting or live broadcast

Setting up your device

We would advise all participants download the Microsoft Teams app as this is the best way to connect to the meeting.

Participants of a normal virtual meeting can use any device to speak on a Teams meeting. If a participant needs to share a document though they will need to use the desktop app on a laptop or desktop machine as this option isn't available on the mobile app.

All participants will need to use the desktop version of Teams on a laptop or desktop to be able to speak or share files during the live broadcast. Unfortunately, the mobile version of the app installed on either a phone or tablet will not work as this does not provide the full functionality required.

To download the desktop app to your machine please use this [direct link for the Teams desktop app](#).

Prior to meeting

Before the meeting, participants should test out their connection to the meeting.

When you click on the link in the meeting invite it will ask you to open in the app or the browser. As you will have the app installed on your machine, you should select this option.

The option to join via the browser won't work unfortunately. It will only get you into the meeting as a viewing attendee.

All presenters should join the meeting at least ten minutes before the start to make sure there are no issues connecting. Anyone who will be presenting any documentation on the screen must have this open, ready to share. It is advisable that all participants close any emails or confidential documents already open and only have the document that is going to be shared open.

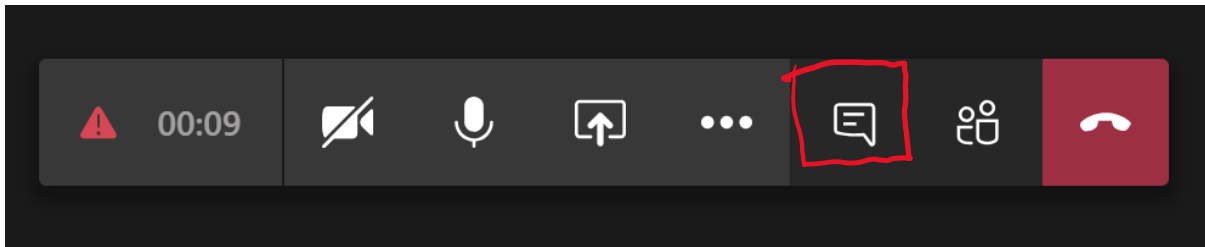
Once meeting starts

Once the meeting starts all presenters must have their microphones on Mute. The chair of the meeting will introduce everyone, and participants should follow the Teams Meeting Etiquette Guidance to support the chair as he or she manages the meeting. Only unmute when you have been invited in to speak.

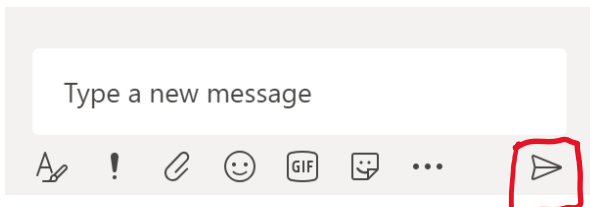


The meeting organiser may request you use the Meeting Chat to indicate you wish to speak. To open the chat, hover over the screen and the function bar will appear.

Click on the speech bubble to the right of the three dots:

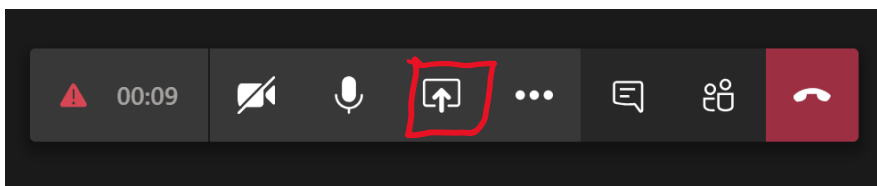


A white panel will open up on the right and you can type in the box at the bottom as and when you wish to contribute:

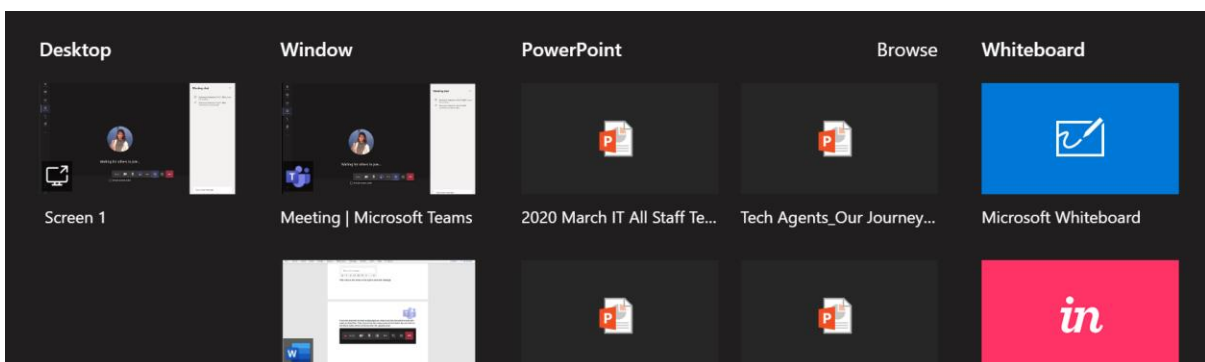


Then click on the arrow on the right to send the message.

If you are expected to share a document, you make sure the document is open and ready to share first. Then hover over the screen and on the function bar you click on the Share button which is the box with the upward arrow:

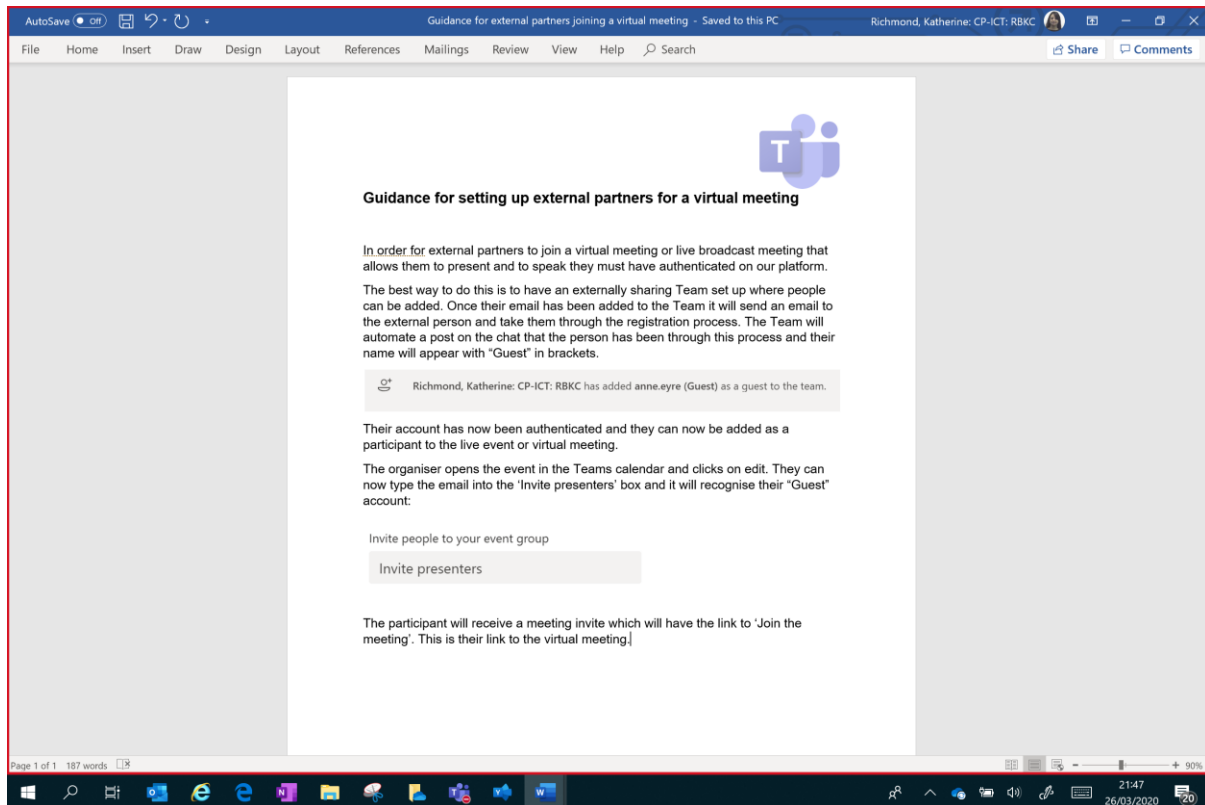


The bottom section of the screen will suddenly show all the open windows on your machine:

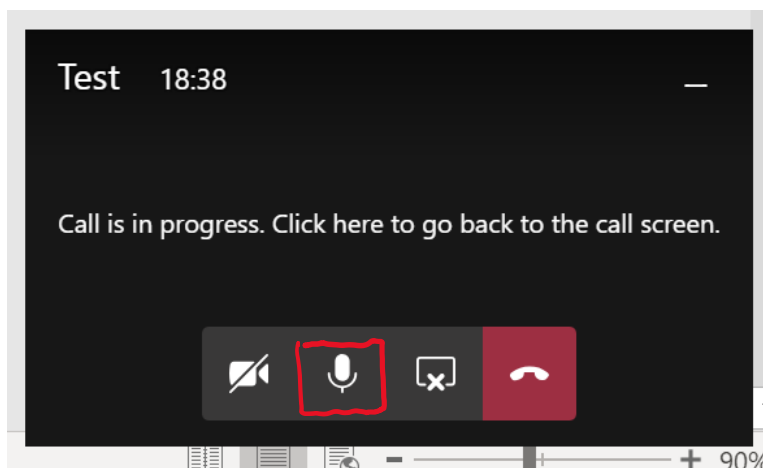




Select the window with the document you wish to share, and the window will load up and a red outline will appear around the edge of the screen:



A pop-up box from Teams will appear in the bottom right hand corner which will allow you mute and unmute your microphone while you are able to control the document:



Once you have finished presenting, just wait for the next presenter to share their screen rather than stop sharing yourself. This will prevent a blank screen for any attendees watching the meeting.

When the meeting comes to an end you just need to click on the red button and you will leave the meeting.