

# Teams Meetings Quick Start Guide

## If you've never used Teams before –

For City of Saint Paul employees. If you are not an employee, see page 2 to join without installing Teams.

Teams is installed on every City computer, but needs to be run once by the user to complete its setup.

1. Click the Windows Start menu
2. Type "Teams" (no quotes)
3. You should see Microsoft Teams come up in the search (figure 1).
4. Hit enter to run Teams.

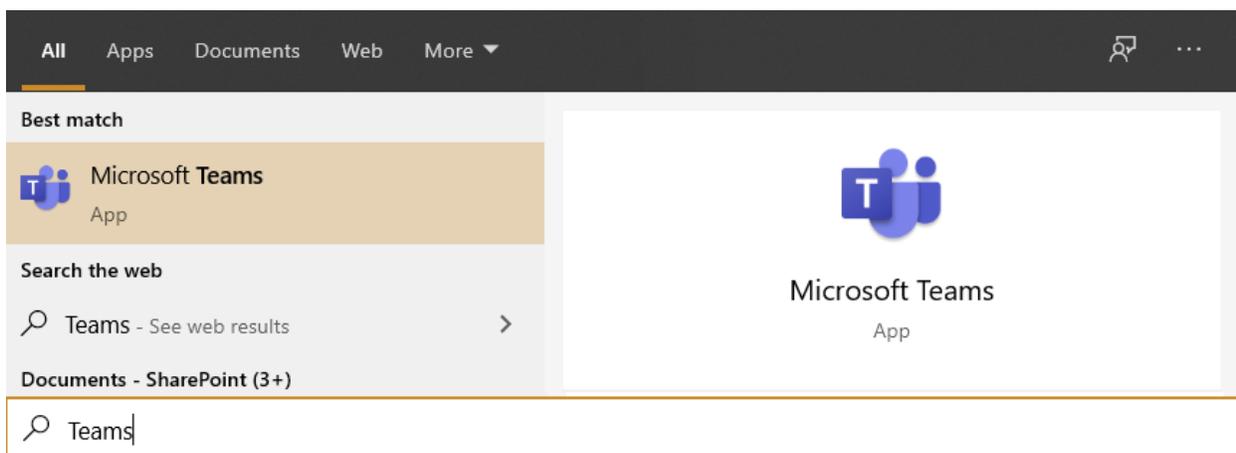


Figure 1 Running Teams from the Windows Start Menu

## If you can't find Teams –

Download the app from <https://teams.microsoft.com/download>. Be sure to run the app once after installing, logging in with your City account.

## Joining a meeting in Teams

Click the link "Join Microsoft Teams Meeting" in the invite or email. You should get prompted to open the link in Microsoft Teams (see figure 2).

Teams should open ready for you to join the meeting. Before joining, you can turn on or off your mic and video. If using video, you can also select a different background. Note that your mic and video may be disabled by the presenters (they cannot turn your mic or video *on*, however). Click "Join now" to enter the meeting, or lobby.

Running the desktop client will give you the best and most complete experience with Teams.

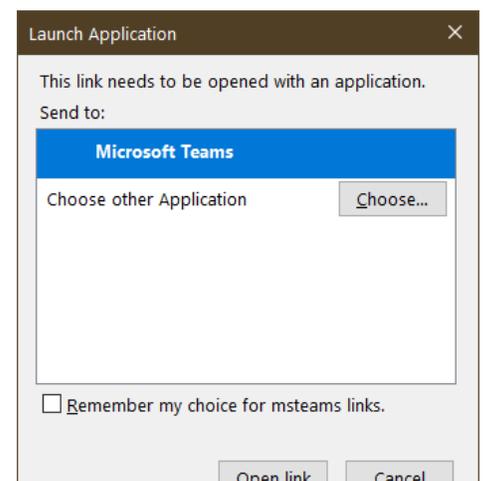
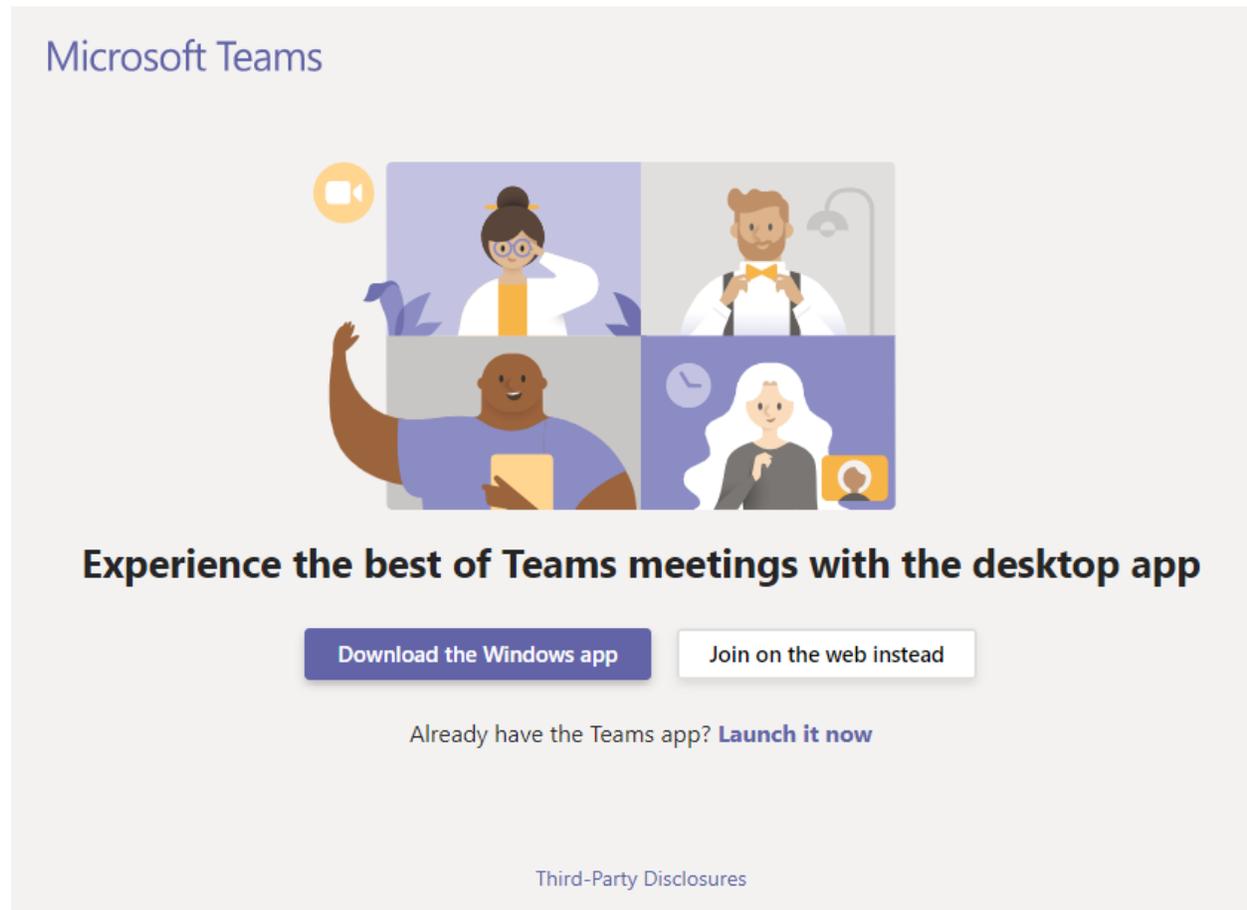


Figure 2 Teams application launched from the browser

## Joining from the web (alternative to Teams client) –

If for any reason you cannot use the Teams client, you can also join from the web using either Chrome or Edge web browsers.

If using Chrome or Edge, simply follow the link in the invite or email. You will be directed toward downloading and installing the app, but you can click "Join on the web instead".



The image shows a Microsoft Teams landing page. At the top left, the text "Microsoft Teams" is displayed in a blue font. Below this is a 2x2 grid of four stylized avatars representing different people in a meeting. To the left of the grid is a yellow video camera icon. Below the grid, the text "Experience the best of Teams meetings with the desktop app" is centered in a bold black font. Underneath this text are two buttons: a blue button with white text that says "Download the Windows app" and a white button with a grey border and black text that says "Join on the web instead". Below these buttons, the text "Already have the Teams app? [Launch it now](#)" is centered. At the bottom of the page, the text "Third-Party Disclosures" is centered in a small blue font.

Note: older browsers, including Internet Explorer and Firefox, will only present the option to Download the Windows app, or Join in Microsoft Edge.

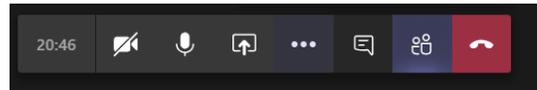
You will be asked to allow the browser access to your camera and microphone. You will need to allow access if you wish to participate by sharing video or audio.

If you were invited using a Microsoft account through work or school, it is preferred that you log in with that account. Otherwise, you can enter your name, and join as a guest.

Before joining, you can turn on or off your mic and video. If using video, you can also select a different background. Note that your mic and video may be disabled by the presenters (they cannot turn your mic or video *on*, however). Click "Join now" to enter the meeting, or lobby.

## Meeting Controls

The meeting control task bar appears when you hover your mouse over the meeting. Presenters have control of who can speak or share video, but participants have final control over what they share.



The current meeting time is shown at the far left. If this meeting were being recorded, a red dot would appear by the time.



Use the next icon to turn your camera on or off. If you are not a presenter, this may be disabled.

Clicking the microphone icon will mute or unmute your mic. Like the camera, this may be disabled by the presenter.

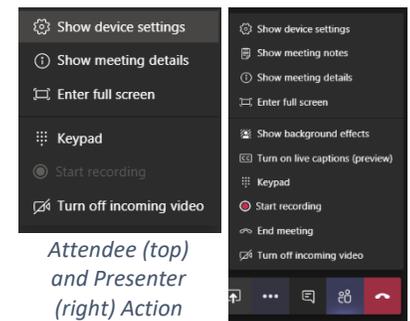


To share content, such as your desktop, a window, or a presentation, click the Share button. Like the camera and microphone, the ability to share is controlled by the presenters.

Use the ellipse (...) to open the "More actions" menu. The items on the menu will differ, depending if you are a presenter or attendee (see next section).

- Enter / Exit full screen
- Turn off incoming video (useful for low-bandwidth areas)

For presenters, you can change your background from "Show background effects" to blur your existing background, or replace it with something more "fun".



The chat icon opens the chat in the right sidebar in Teams. The people icon next to it opens the participants list, also in the right sidebar. Lastly, use the red receiver icon to "hang up" and leave the meeting when done.

## Presenters, Attendees, and Guests

There are three roles in a Teams meeting: presenters, attendees, and guests. How these three roles can interact is determined largely by the meeting options settings.

The **presenters** have control over the meeting. They can admit or remove attendees, allow or disallow attendees to share during the meeting. By default, anyone within our organization (The City of Saint Paul Microsoft 365 tenant) will be designated as a presenter. This can be changed in the meeting options. The meeting organizer is always a presenter.

An **attendee** is anyone who has been directly invited to the meeting through their Microsoft account.

A **guest** is anyone who joins from a link, or without logging into their Microsoft account. They will start in a virtual lobby, and must be admitted by one of the presenters.

In addition to the roles above, it is often useful to have one presenter serve as a **facilitator**. They would be responsible for managing guests entering the lobby, muting and unmuting attendees, and potentially removing unwanted attendees.