Participation Guidelines – Microsoft Teams Online Workshop

Online workshop – What to expect

- We are excited for you to attend one of our upcoming workshops.
- We will facilitate the discussion and do our best to give everyone a chance to participate
- We have online workshops planned to accommodate different schedules.
- The platform we will be using is Microsoft Teams - instructions below.

Equipment needed

- Computer (laptop or desktop), tablet or phone, to connect to Teams
    - If you are connecting via computer (laptop or desktop) you can use a web browser, or the MS Teams application
    - If you are connecting via tablet or phone, you will need to download the free MS Teams application from your device's app store
- Ear buds or speakers, to listen to audio
- Headset or microphone, to speak
- Camera (optional), to be visible

Instructions for joining the meeting

The process for joining the online workshop is fairly simple; however, we've provided some tips and tricks to help you get started. **Please consider logging on a few minutes in advance**, as we will have a lot to discuss and would like to start the meeting promptly. If you are unfamiliar with Microsoft Teams, **please consider joining us 15 minute before the session begins** to test it out.

JOINING FROM A LAPTOP OR COMPUTER (recommended)

- Click the link provided in the invite.
- If you are joining from a laptop or desktop computer, you do not need to download the Microsoft Teams app. However, having the app does allow for better functionality (i.e. you will have the video function available). You will be able to choose whether to join the meeting online, or through the Teams app.
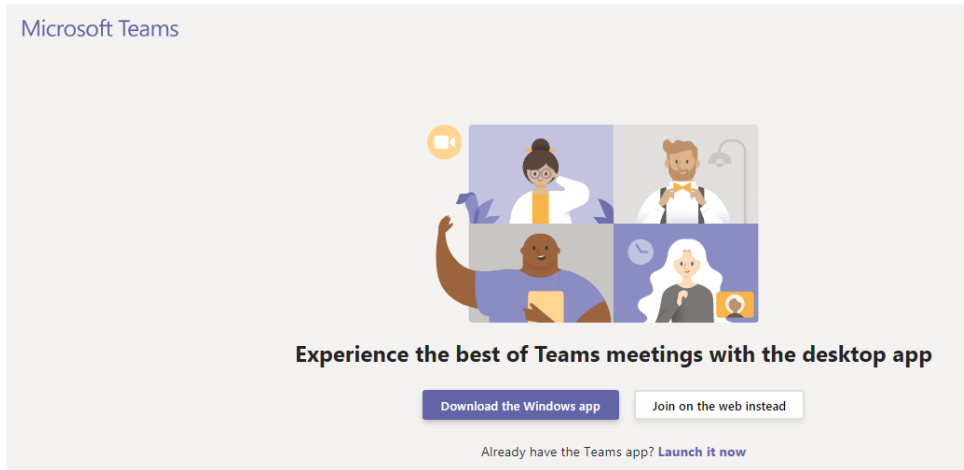
- If you are joining from the web, you will be prompted to choose your audio and video settings for the meeting and to enter your name before joining.
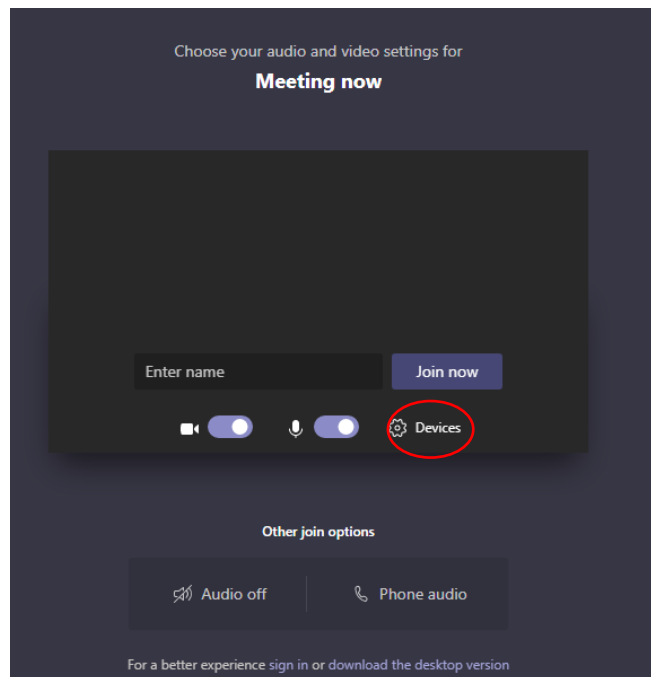
- The widget for Devices, will give you a menu where you can select your speaker, microphone and camera source.

- If you would like to join audio by phone, select phone audio.
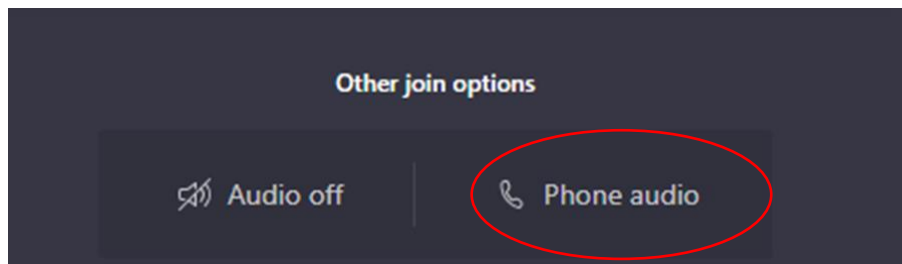
- You will receive a pop-up where you can enter your phone number and Teams will call you, or you can select Dial-in manually, and you can call the number provided in the invite; you will be prompted to enter the Conference ID number, this is a unique number provided in the invite you would have received. **But please remember to mute your phone when not speaking**.
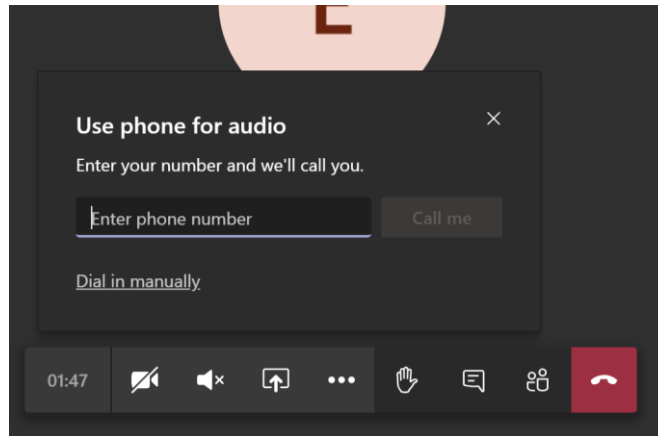
- Once you join the meeting, you will have to wait in the "lobby" for a few seconds until the facilitator lets you in.
- Once you have joined the meeting from your web browser, your screen should look like this (below) – although depending on your computers capability joining via a web browser may not give you video
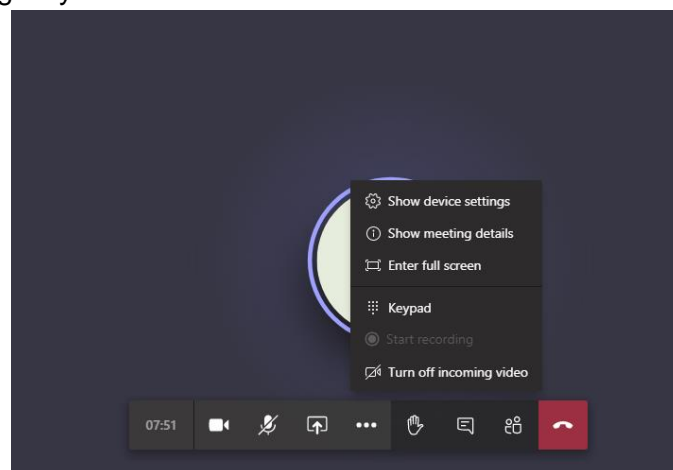

**JOINING FROM A MOBILE DEVICE (smart phone or tablet)**

- Click the link provided in the invite.
- If you are joining from a mobile device, you will need to download the Microsoft Teams app from the Apple App Store, Google Play, or wherever you get your apps. This is a free download. You will be prompted to download it after clicking the event link.
    - o Consider installing the app in advance so that you don't miss any of the session.
    - o Note that for Apple Devices, you must have iOS 11 or greater installed on your device to use Teams.
- Once downloaded, you will be able to join the meeting as a Guest. This does not require a Microsoft Teams account, so you don't need to worry about setting one up.
- Sometimes, you will get an error message similar to the one shown below when following the link to the Live Q&A. Simply click OK, and then proceed to your app store to download Microsoft Teams.
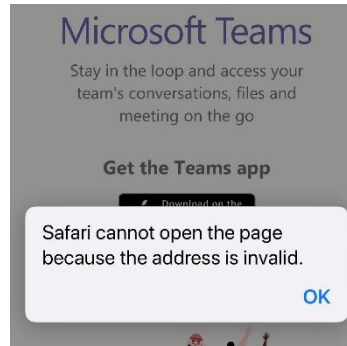
- To join anonymously from the Teams app on your mobile device, click the "Join as a guest" button. The app will require you to enter a name when joining. This is a username and can be whatever you choose. Please ensure your username does not contain inappropriate language.
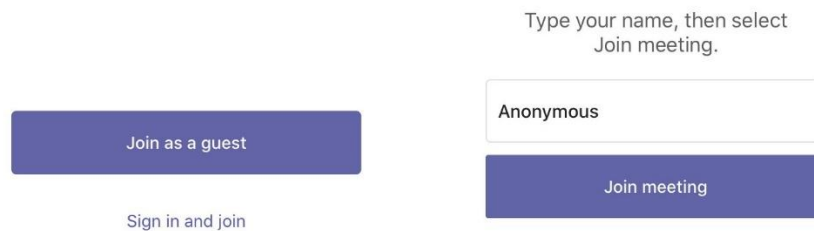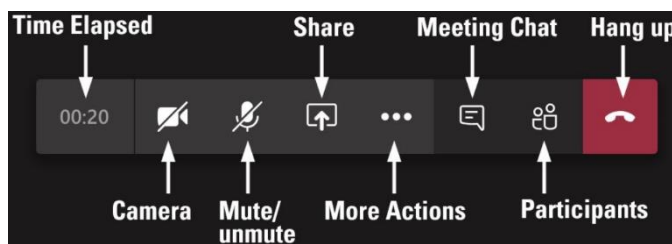

- Once you have joined the meeting from a mobile device, your screen on your mobile should look like this (below)
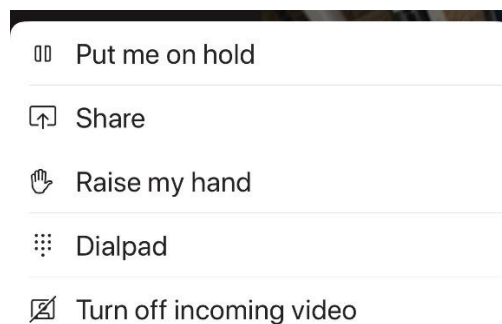

Meeting etiquette

- Before preparing yourself for the meeting, ensure you set yourself up in a space that is free from distraction and other noises that could interfere with your participation.
- When you enter the meeting, ensure your microphone is muted.

- When you are not speaking, please continue to mute yourself through the meeting.
  - The meeting facilitator will mute microphones that are left on.
- When you would like to speak, hover your mouse over the raise your hand function (icon in the red square).
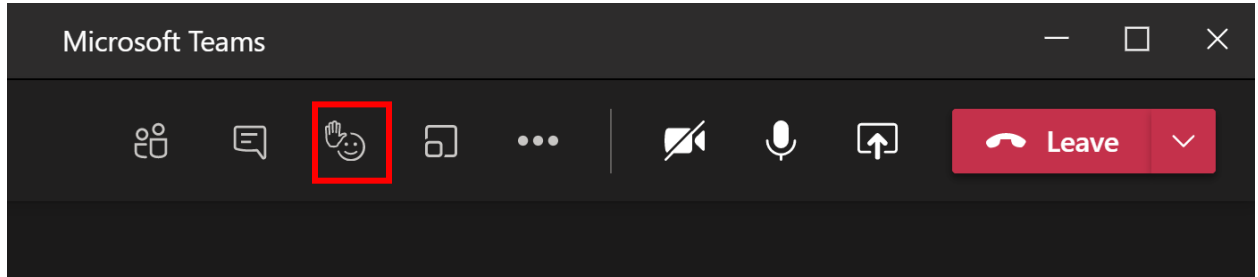
- You will see these options appear. To raise your hand, click on the hand. To lower your hand, click on the hand again.
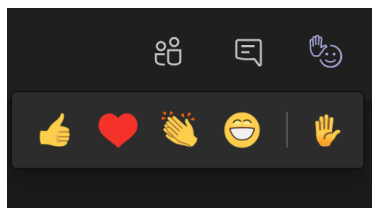
- The facilitator will call on those who's turn it is to speak when you raise your hand. Please do not speak until you've been called to speak, we will do our best to go in order of hands raised.
  - If you prefer not to speak, you may use the chat section to provide your comments throughout the discussion.
  - We will capture all comments from the chat section.
  - When you are done speaking remember to mute your microphone again and lower your hand by pressing the hand icon again.
- If you are having connectivity issues, try turning your video off.

Participation guidelines
- Be respectful of all participants;
- Be open to all ideas;
- Adhere to established process and timeframe;
- Allow everyone the opportunity to speak;
- Allow people to speak without interruption;
- Try to include everyone;
- Please use respectful language and tone.