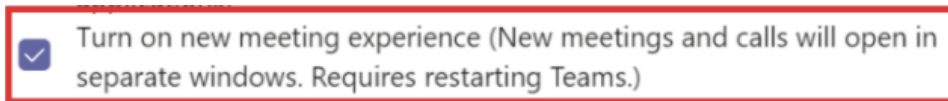


Guide for attending MS Teams meetings

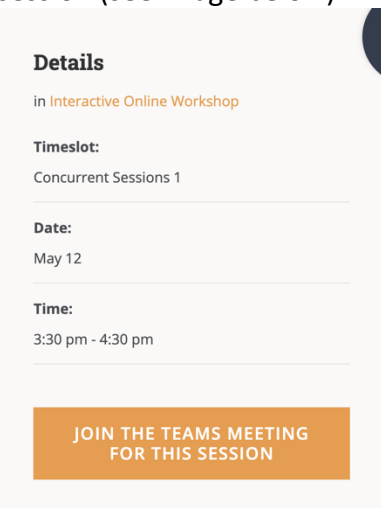
Preparing for the Teaching & Learning Symposium (TLS)

1. [Download the MS Teams client](#) for your computer ([MAC](#) or [PC](#)). Although mobile and web browser versions are available, you will have the best experience using the full computer application.
2. Verify that “new meeting experience” is enabled – [Turn on new meeting experience](#).

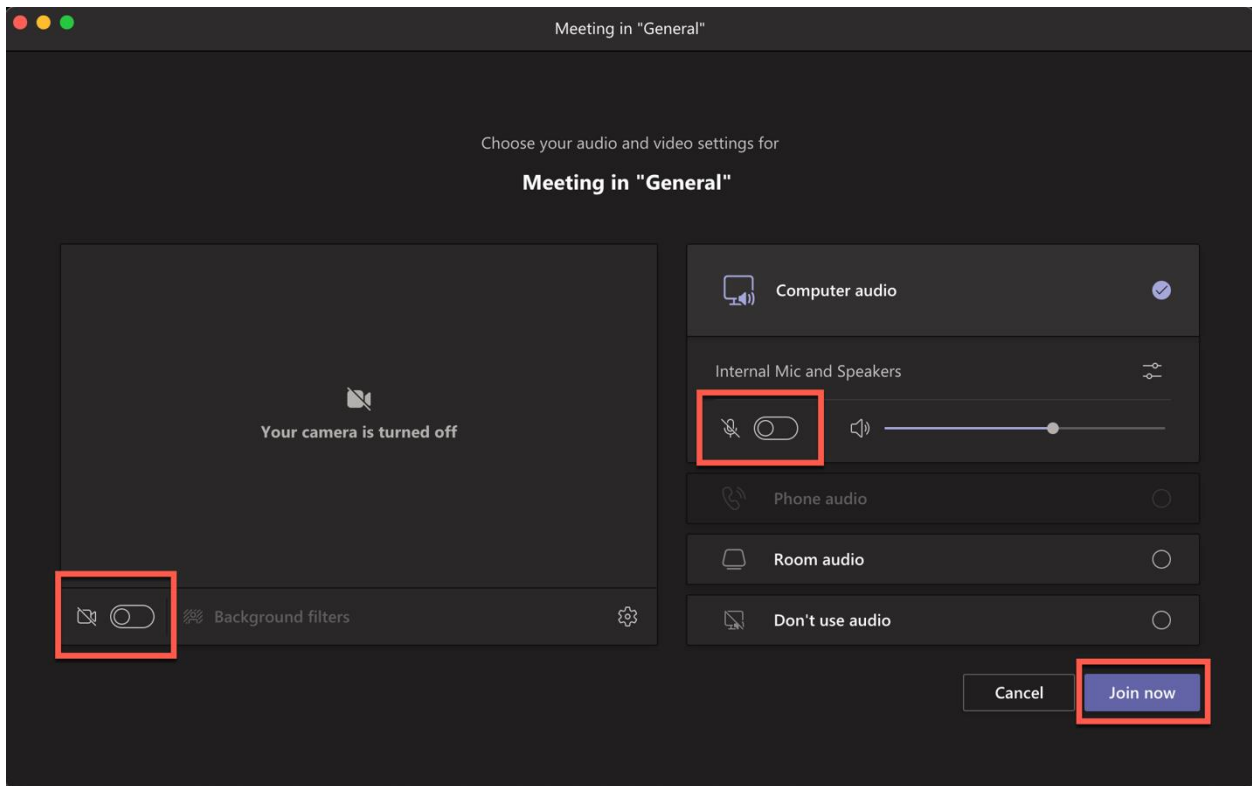


Joining a Teams meeting

1. Select the link to join the session on Teams
 - To join a session you have registered for, visit the Teaching & Learning Symposium Website: <https://tls.utoronto.ca/>
 - Login using your UTORid and password
 - In the main menu at the top of the page select “Timetable”
 - Click on the session you have registered for. On the right side of the Concurrent Session page you will find the session details and a button to join the MS Teams session (see image below).



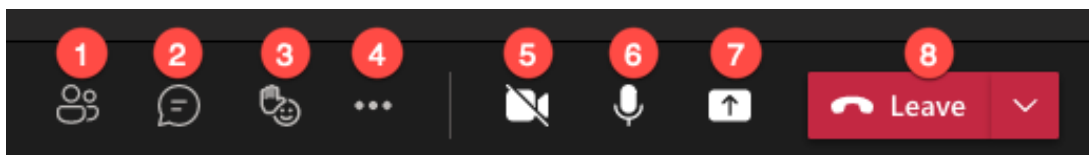
2. When MS Teams launches, verify your audio and video settings and select **Join Now**. For TLS sessions that you are joining as an attendee, we suggest having your webcam off and microphone muted, as depicted in the screenshot below.



[More information about joining a Teams meeting and choosing your audio and video settings...](#)

Participating in a Teams session

Use the toolbar in the screenshot below to manage your participation in a TLS session hosted on Microsoft Teams.



1. View the **Participant list**.
2. Access the **Chat**. You can use the Chat to ask questions to the presenters and/or participate in elicitation activities. Presenters may also use the Chat to conduct polls and share resources/links.
3. Provide a **Reaction** or **Raise your Hand**. You may be asked to provide a reaction (i.e., Applause, Thumbs Up) in response to a prompt. You can also use this menu to raise your hand if you have a question you would like to ask verbally. [More information...](#)
4. Access the **More Options** menu. View section below for more information about the **More Options** menu.
5. Turn on or turn off your **Webcam**. [More information about audio and video settings...](#)



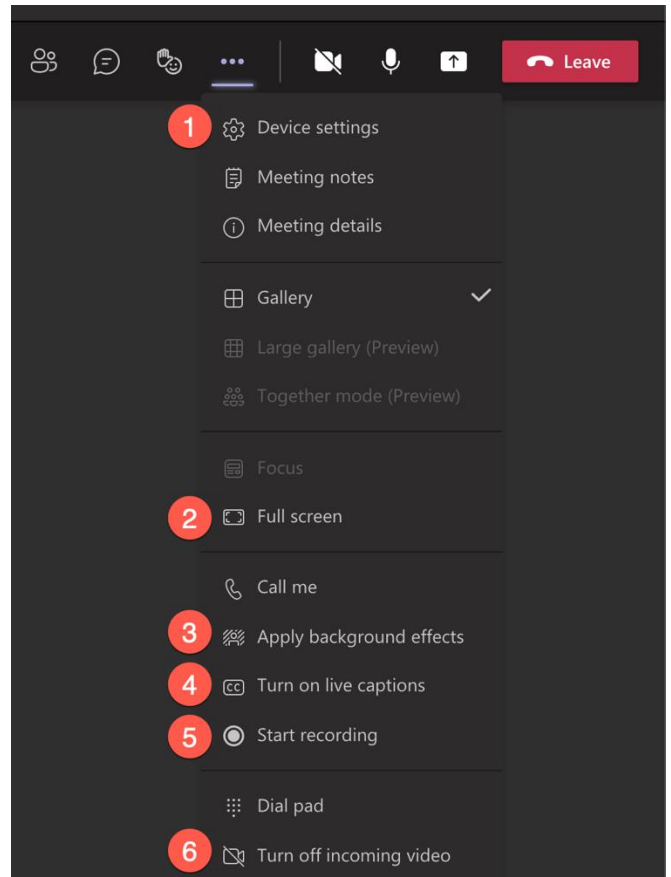
6. Turn on or turn off your **Microphone**. Depending on how the session has been organized, you may not have this ability. [More information about audio and video settings...](#)
7. Share your **Screen**. Depending on how the session has been organized, you may not have this ability.
8. **Leave** the meeting.

Note that TLS sessions will not use breakout groups.

More options menu

Details about a selection of the items in the **More options** menu are provided below.

1. **Device settings:** Verify or change your audio and video settings.
2. **Full screen:** Make the Teams meeting full screen.
3. **Apply background effects:** If you have your webcam turned on, add a virtual background and/or blur your background.
4. **Turn on live captions:** Enable live closed captions. Note that this is a personal setting and will only affect your experience in the meeting. [Learn more about live captions in Microsoft Teams.](#)
5. **Start recording:** Please do not initiate recordings of TLS sessions.
6. **Turn off incoming video:** Turn off other participants' webcams; this can be helpful if you need to conserve bandwidth or if you find video to be distracting. Note that this is a personal setting and will only affect your experience in the meeting.



Additional resources

- [Best practices for participating in Teams meetings](#)
- [Accessibility features in Microsoft Teams](#)