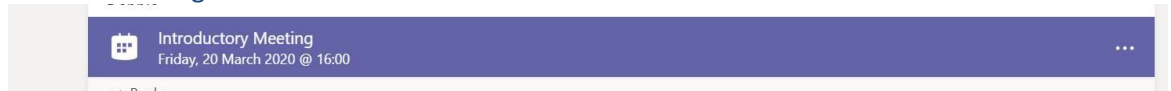


Microsoft Teams – some useful tips

When Joining a “MS Teams” Meeting:

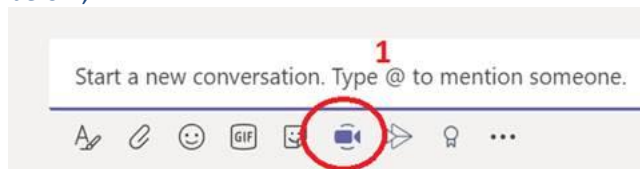
- There is quite a disturbing scenario that I encountered today where you can end up in a meeting (that you organised!) where there’s no one, when you know that actually there are students already there in the meeting. Let me explain.
 - When you created the team a link goes out to the students and they can click on that to join a meeting. In addition, if you have scheduled a meeting and invited the students, a link is created in the outlook invitation. Students can click on that to join too. Or, the students can go to the Team page at the scheduled time and click on the little video camera at the bottom of the page when in the “Posts” tab. If he/she is the first to do, he/she has started the meeting, not yourself. However, the ideal method to join a meeting is;
 - Look for the link shown below when in the Team “Posts” area, you may have to scroll up and down, and click on that, and then several “Join” clicks. This will be the case if the meeting hasn’t started yet. This has the same effect as clicking on the outlook meeting invite.



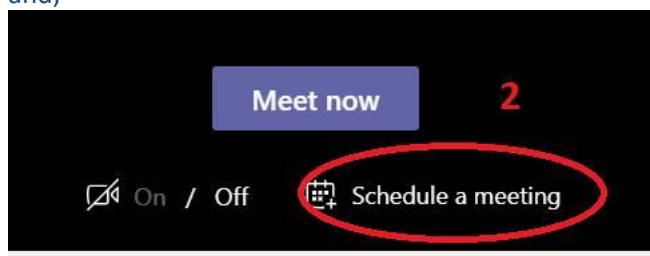
- If the meeting has started, then there should be similar link with “Meeting Now, Join etc.” (please see below) with a blue coloured background. This should be clicked, and then the student joins the meeting (and most importantly the others who are already in the meeting).



- If instead the student clicks on the video camera icon at the bottom of the “Posts” tab when a meeting is already going on, in my experience so far, another instance (channel) of the same meeting is created and the person joining will not see all the others who are already in the meeting
- Tip 1: Always look for the above two banners in the order they appear above and click appropriately to join the meeting. This tip is applicable to the organiser as well.
- Tip 2: Meeting organisers: send an invite using Teams and ask the team to click on that link. You can schedule a Team meeting when you are in the “Posts” page as below;



and;



When Recording Meetings:

- If you are recording a meeting, please let the others know you are recording. It is against GDPR to record otherwise.
- Also ask the students not to mess around with the record button, and most importantly not to record. It slows them down and disturbs the meeting. Also, they don't need to record as we are.
- If you are recording, please alert the participants about their behaviour etc. Otherwise you will spend a lot of time editing these videos before posting.
- If you get disconnected, the recording will continue, but most of it will be blank. You can trim that part by clicking on the video link and going to MS Stream. I can show you how if you want me to, but it's too specific so I won't go on to details here.
- I personally prefer 10-15 minute videos. They all work fine for downloading and uploading etc., but longer the videos higher the strain on the entire system.

When leaving a meeting:

- If you are the organiser, please ask students to leave one by one and you be the last one to disconnect.
- Otherwise, if you leave first (this includes computer crashing as well) the recording will continue and God knows what the students will say to each other when they see you are gone!. It may be blank, but it could still be faces and voice too. Only one instance of this so far, so haven't had much time to learn. So, please stay alert.
- If you get disconnected, always go to your MS Streams page and edit out the last part of the recorded video.

Downloading Video's and sharing:

- You can share the link that's automatically created on the Chat History or the Posts tabs.
- You can also edit/download the video as a .mp4 file if you go to the MS Stream page of yours.
- A video of 5 minutes will be around 10-15MB, anything above that you will not be able to email, but you can upload to OneDrive/SharePoint/Teams etc.
- I'm not going into details, but anyone interested to know more please ask

KR

20.03.2020