Microsoft Teams Meetings

QUICK START GUIDE

Teams access

- All library staff with an Active Directory account can sign into Teams.
- All library staff are part of the Westchester Library System Team.

The Essentials

1. **Choose the best way for you to access Teams**

- **On a WLS or library PC or laptop** download and install the Teams app
- **In a VDI session or on your personal device** use your browser
- **On a mobile device** install the Teams app

2. **Sign in with Active Directory account credentials**, the login that is used for VDI and Evergreen in the format *ffirstname.lastname@westchesterlibraries.org*
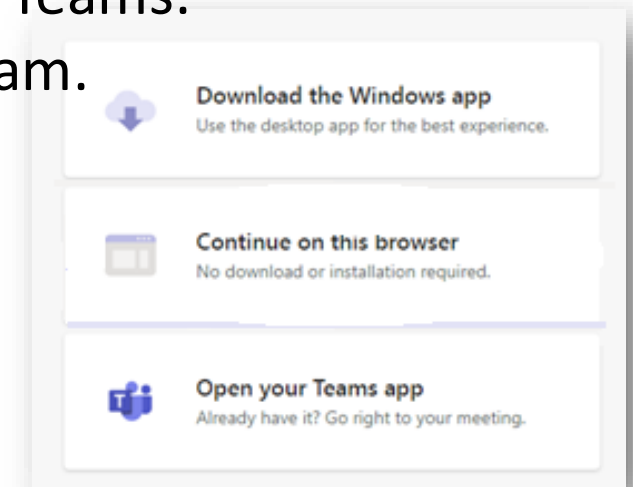
Read on for detailed step-by-step instructions for each access method

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In VDI Join from an email link 1

In VDI

1. Click the **Click here to join the meeting** email link.
2. Click Continue on this browser. A tab will open to confirm use without audio or video.
3. Click *Continue without audio or video.* The audio and video window displays.
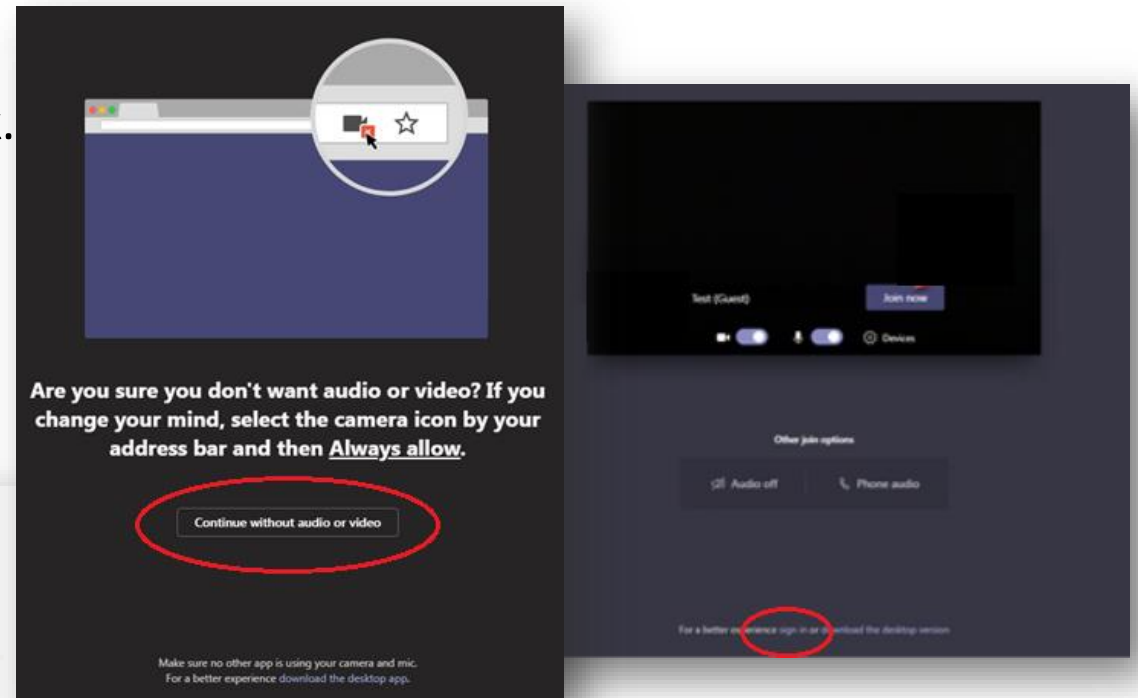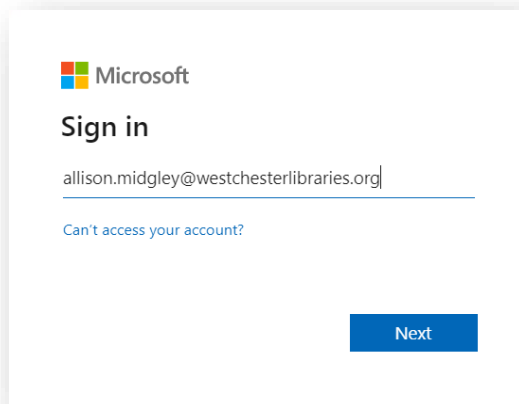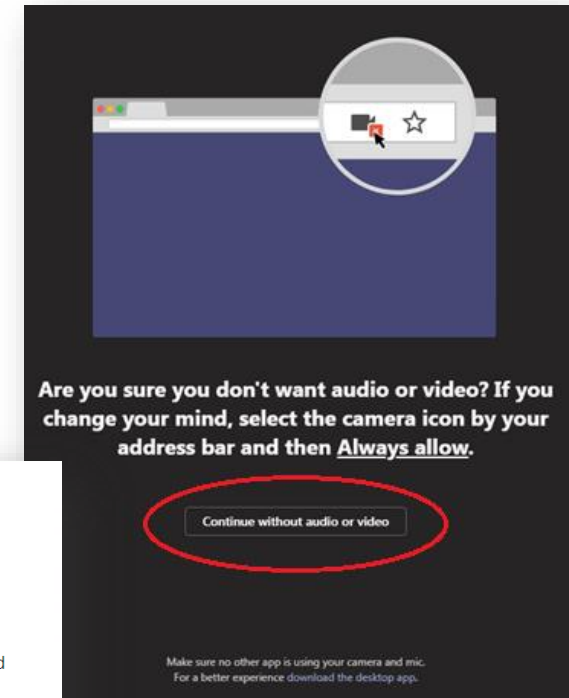4. **At the bottom**, click the sign in link

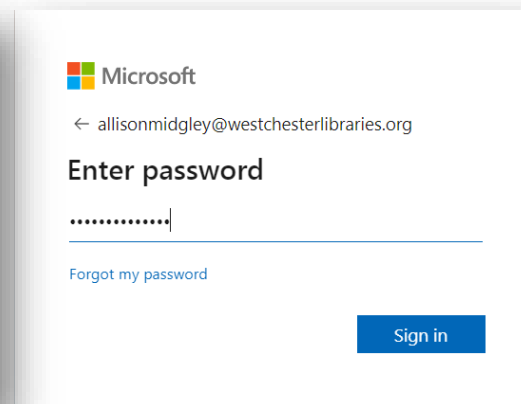# In VDI Join from an email link 2

In the sign in screen,

1. Enter your Active Directory username in the format
   firstname.lastname@westchesterlibraries.org
2. Enter your Active Directory/Evergreen password
3. Choose Stay signed in (optional)

The audio and video setup window may display again.
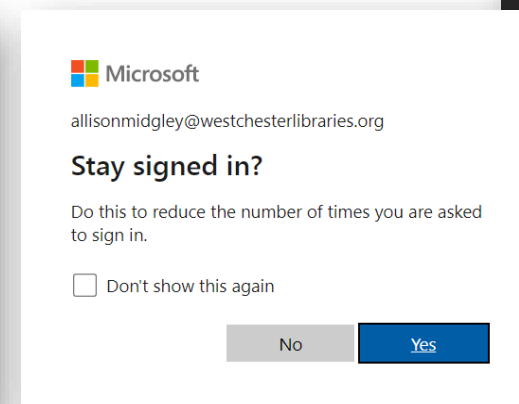
Choose *Continue without audio or video*

Are you sure you don't want audio or video? If you change your mind, select the camera icon by your address bar and then Always allow.

Continue without audio or video

Make sure no other app is using your camera and mic. For a better experience download the desktop app.

Microsoft

Sign in

allison.midgley@westchesterlibraries.org

Can't access your account?

Next

Microsoft

← allisonmidgley@westchesterlibraries.org

Enter password

••••••••••••

Forgot my password

Sign in

Microsoft

allisonmidgley@westchesterlibraries.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

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In VDI Join from an email link 3

1. The audio and video setup and Join window displays.
2. Click *Join now*.

You may see
- ***Connecting and Waiting for others to join***
Wait until your connection is complete, others join the meeting, or the meeting leader lets you in.
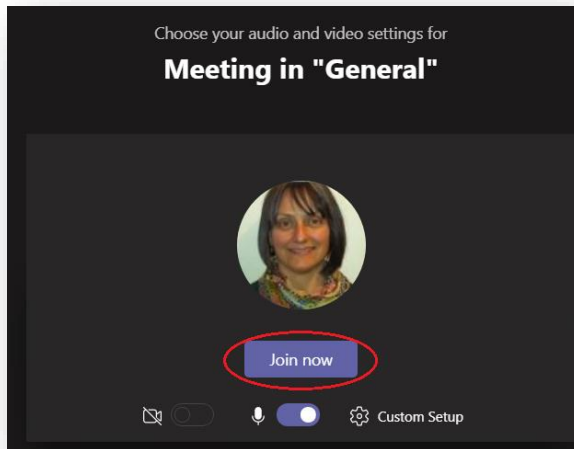
<div align="center">

OR

</div>

- ***You're missing out! Ask your admin to enable Microsoft Teams...*** Call or email the WLS helpdesk. Tell them that you're having trouble signing into Teams. Include the information in the error message.

To learn about how to take part in meetings, go to slide 12

Join a Meeting from an email link in a Browser 1

1. Click *Click here to join the meeting*.
2. Click *Continue on this browser.* A tab will open to choose audio or video settings and join.
   Do not click Join now.
3. **At the bottom**, click the *sign in* link

Join on your computer or mobile app

Click here to join the meeting

How do you want to join your Teams meeting?

Download the Windows app
Use the desktop app for the best experience

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

In the sign in screen,
1. Enter your Active Directory username in the format
   firstname.lastname@westchesterlibraries.org
2. Enter your Active Directory/Evergreen password
3. Choose Stay signed in (optional)

Microsoft

Sign in

allison.midgley@westchesterlibraries.org

Can't access your account?

Next

Microsoft

← allisonmidgley@westchesterlibraries.org

Enter password

••••••••••••

Forgot my password

Sign in

Microsoft

allisonmidgley@westchesterlibraries.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

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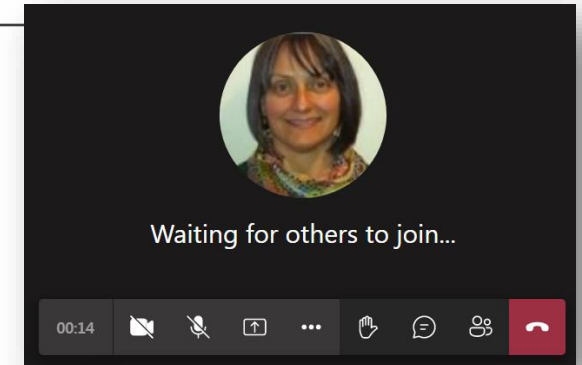# Join a Meeting from an email link **in a Browser 2**

1. The audio and video setup and Join window displays.
2. Click *Join now*.

You may see

- ***Connecting and Waiting for others to join***
  Wait until your connection is complete, others join the meeting, or the meeting leader lets you in.
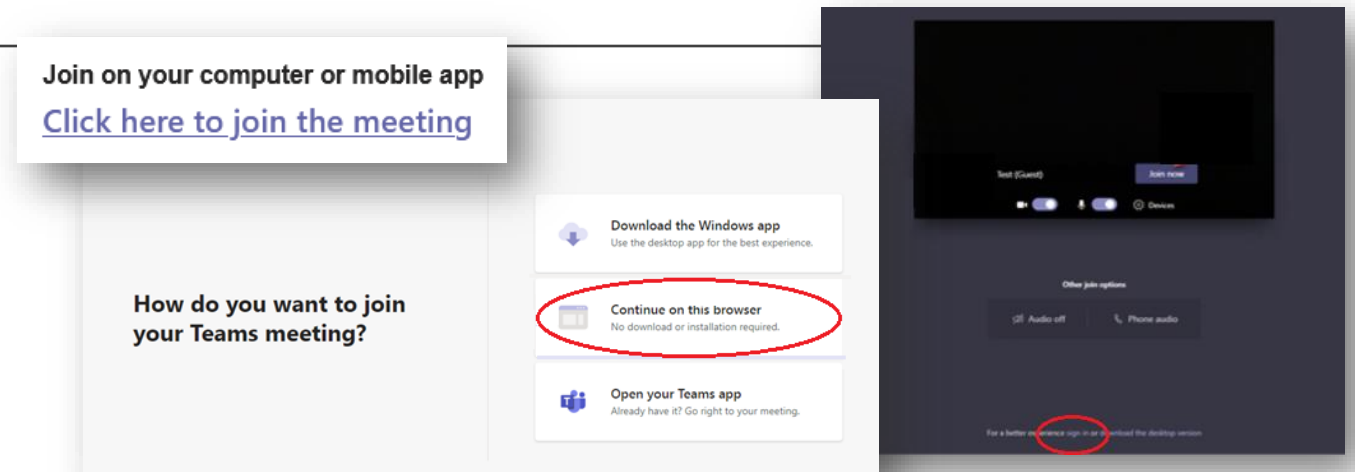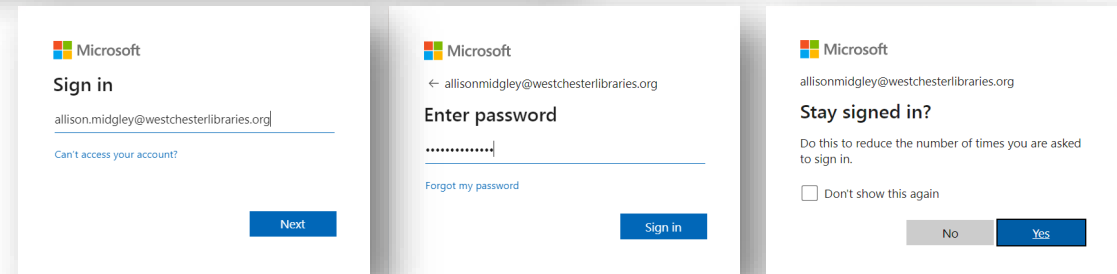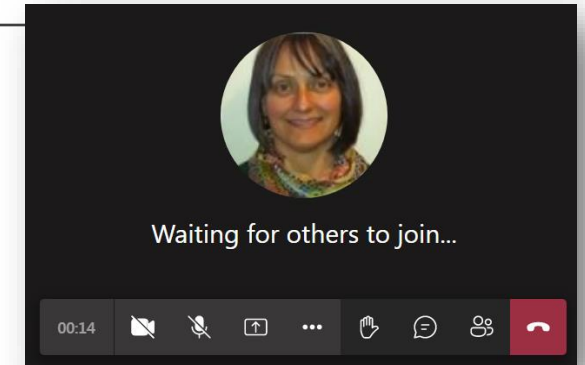
  OR

- ***You're missing out! Ask your admin to enable Microsoft Teams...*** Call or email the WLS helpdesk. Tell them that you're having trouble signing into Teams. Include the information in the error message.
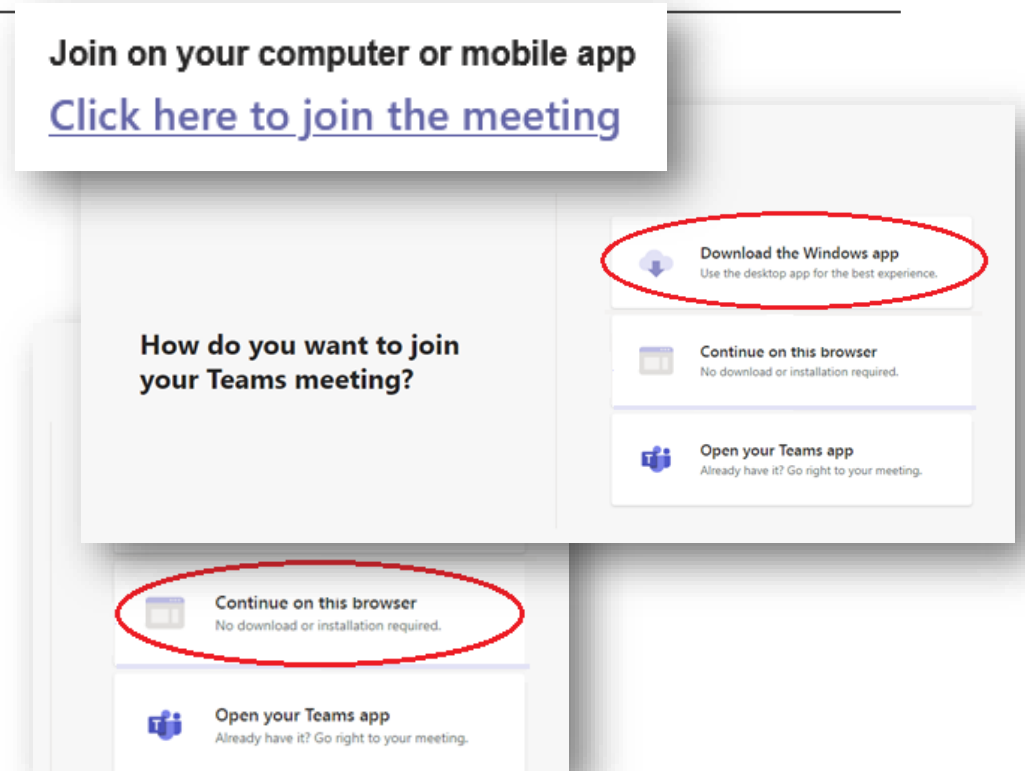
To learn about how to take part in meetings, go to slide 12

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Join a meeting from an email link in the App 1

In an email, click the **join the meeting** link

- If you have the Teams app and are signed in, Teams will open and the meeting join window will display

- If you don't have the Teams app, you can choose *Download the Windows app* to download, install, and sign into the app and join the meeting
  OR

- Choose *Continue on this browser*. A new tab will open to sign into Teams

Join on your computer or mobile app

Click here to join the meeting

How do you want to join your Teams meeting?

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.
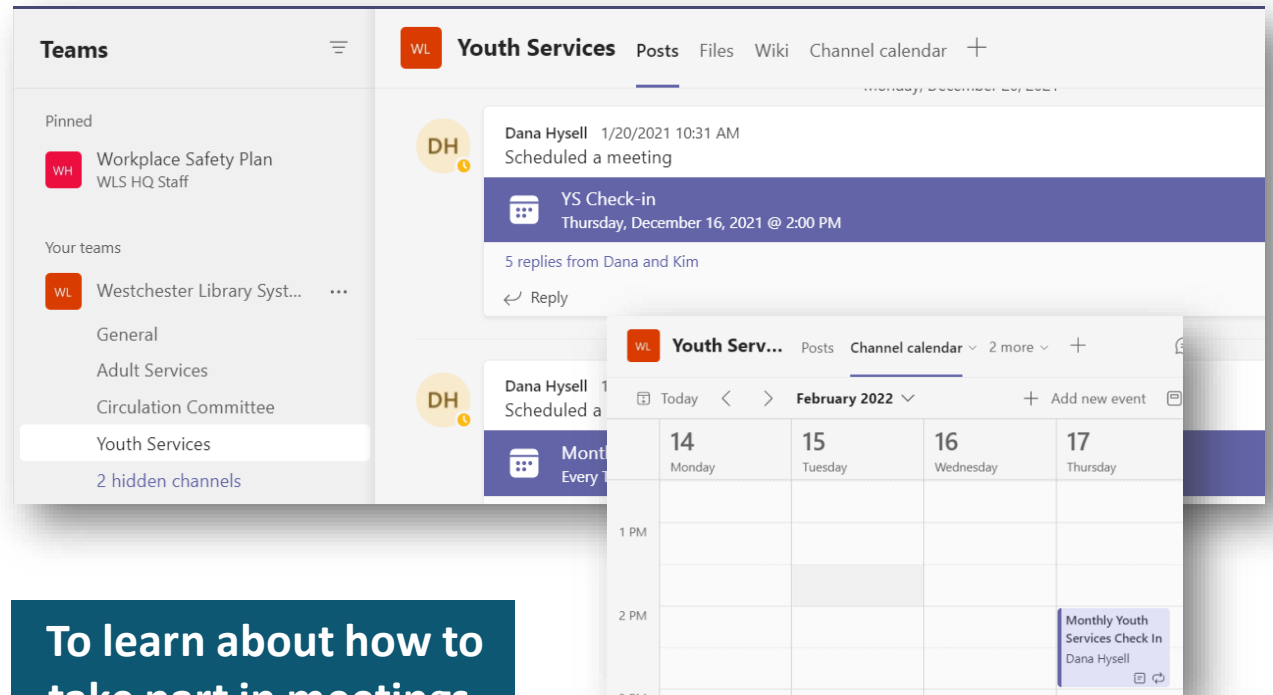
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Join a Meeting **in the App 2**

If you have the Teams app installed and you are signed in,

- go to the Teams channel and
  - join from the meeting link in the posts
  - join from the channel calendar
- search for a committee name in the command bar to find the committee team or channel

To learn about how to take part in meetings, go to slide 12

Trouble signing in?

If you can't sign in with your Active Directory username and password,

1. In the Enter (Guest) name box, enter your name and 3-letter library code.
2. Choose audio and video settings
3. Click *Join now*. You will be signed in as a guest
   - Not recommended
   - May not have access to chat and other functionality

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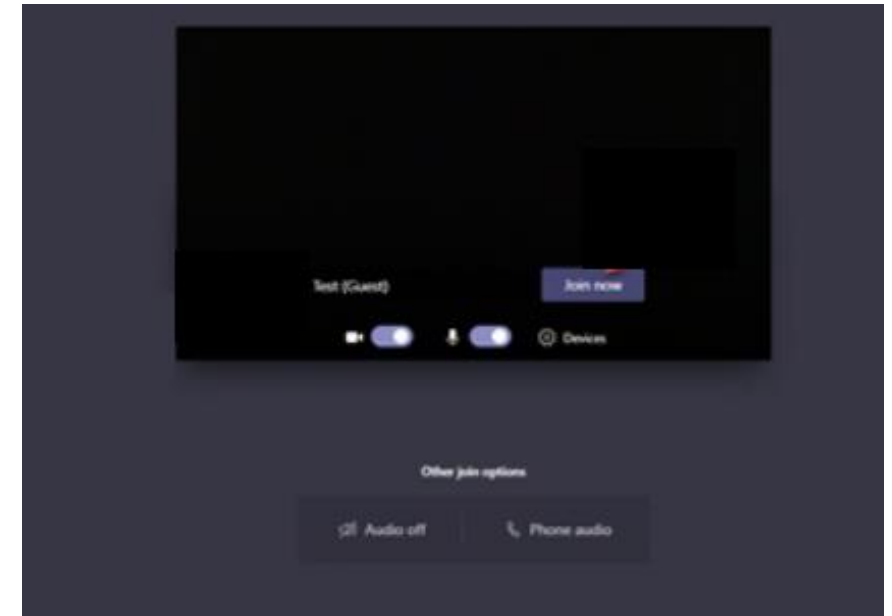
Join a Meeting in the Teams App

In Teams, look for a *Join* link
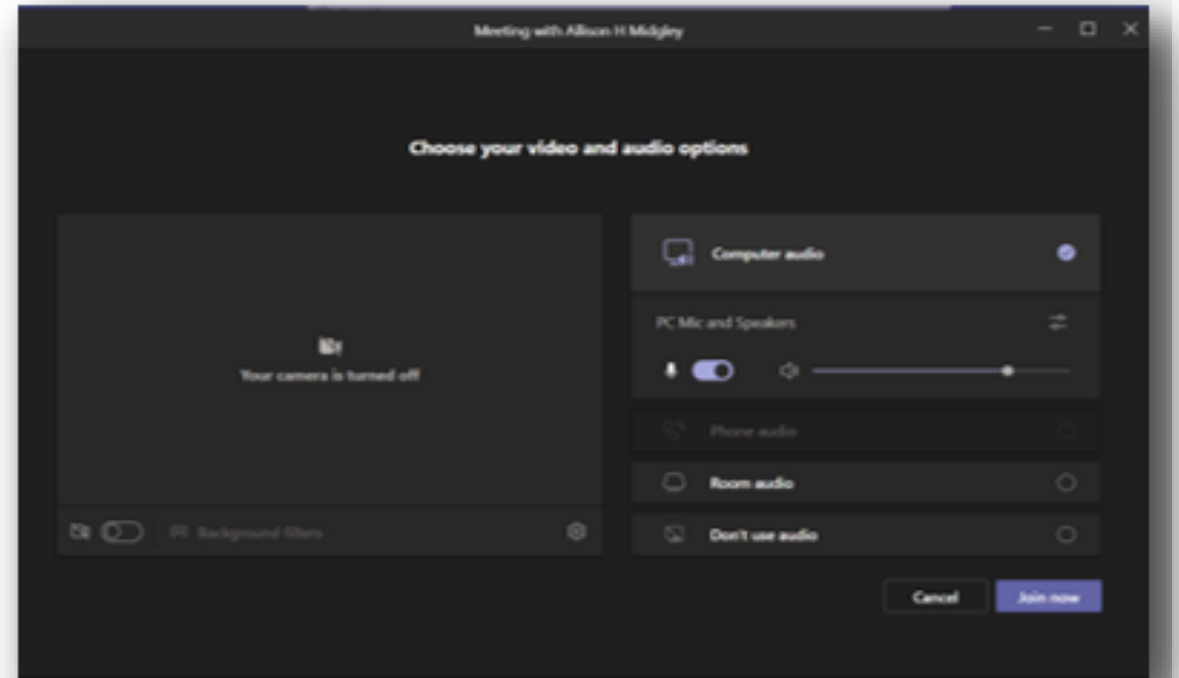
- In a Team Channel post
- In a channel calendar
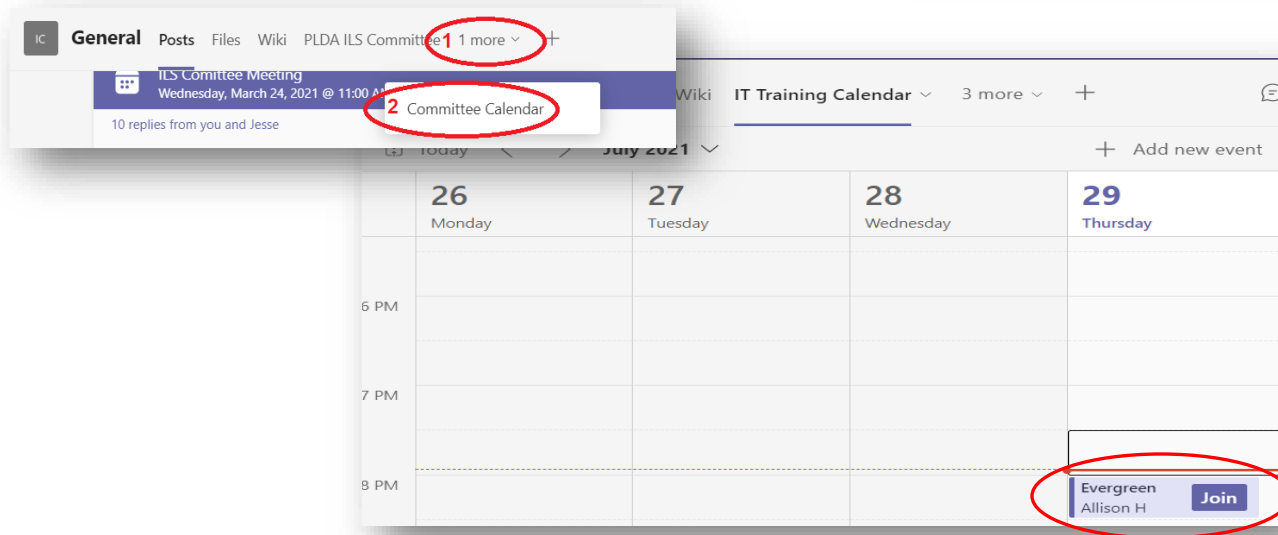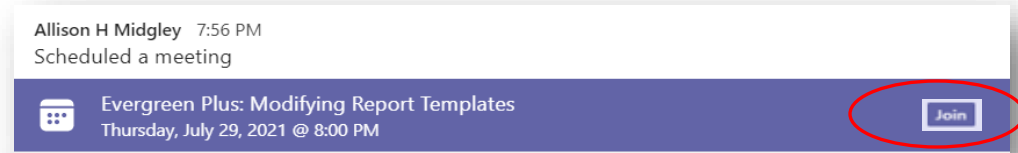
Meeting Options window

- Choose options
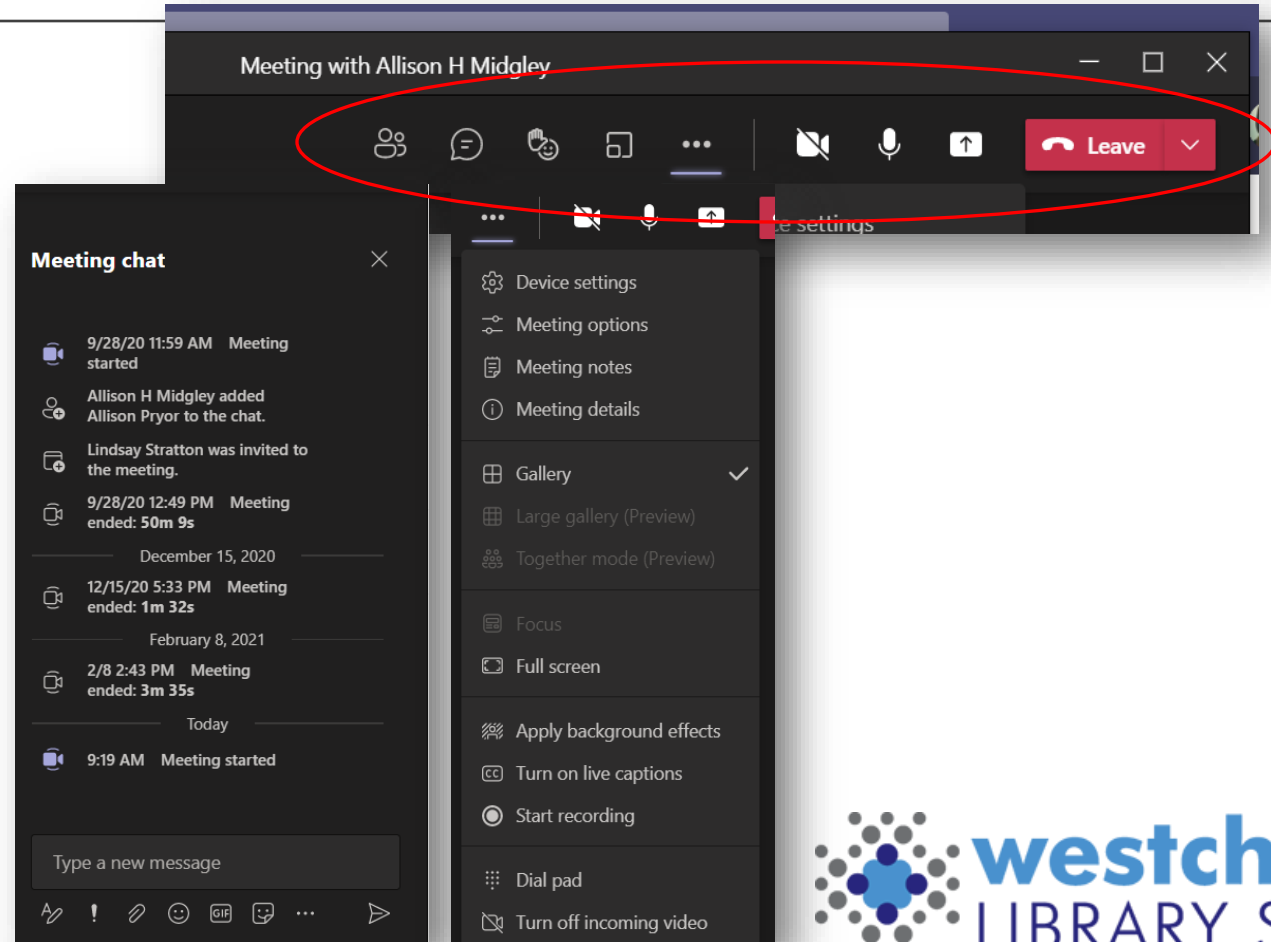 - Video
  - Audio
- Click *Join now*
  If the button is greyed out, make sure that Computer audio is checked and active.

Taking Part in Meetings

Participate in a meeting through the Control bar

- Chat (only participants who are signed in)
- Raise hand or react
- Turn Video on/off
- Mute or unmute
- In the 3-dot menu
  - Check settings
  - Apply a background

Meeting with Allison H Midgley

Meeting chat

- 9/28/20 11:59 AM   Meeting started
- Allison H Midgley added Allison Pryor to the chat.
- Lindsay Stratton was invited to the meeting.
- 9/28/20 12:49 PM   Meeting ended: 50m 9s

December 15, 2020

- 12/15/20 5:33 PM   Meeting ended: 1m 32s

February 8, 2021

- 2/8 2:43 PM   Meeting ended: 3m 35s

Today

- 9:19 AM   Meeting started

Type a new message

Device settings
Meeting options
Meeting notes
Meeting details

Gallery ✓
Large gallery (Preview)
Together mode (Preview)

Focus
Full screen

Apply background effects
Turn on live captions
Start recording

Dial pad
Turn off incoming video
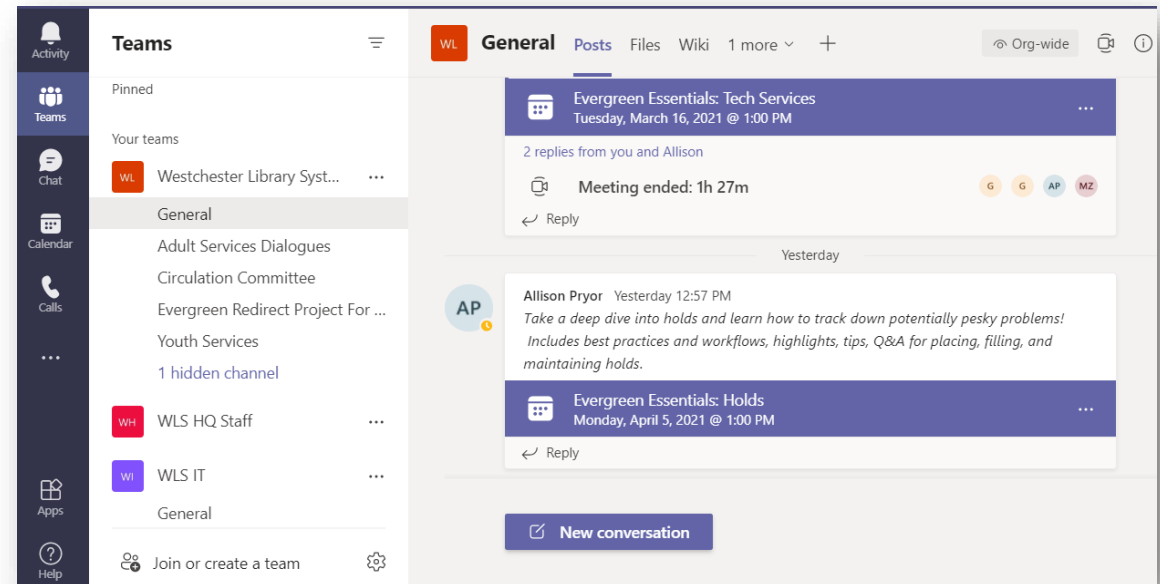
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Teams Navigation

- **Command Bar at top**
  - Enter search terms to find matching files, Teams, or channels
  - Enter @name to start a new chat
  - Type **/** to see a list of all commands
- Left Navigation Bar: Activity, Chat, Teams, Calendar, Files, Help
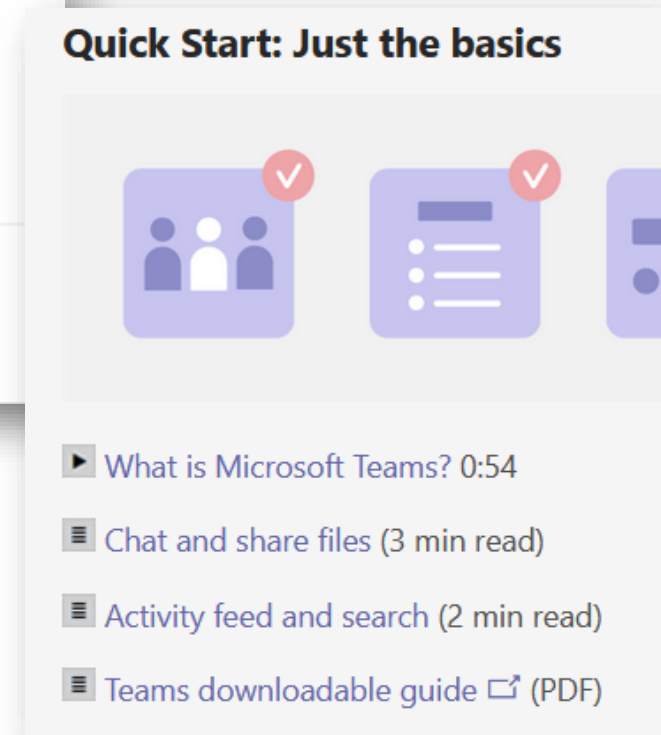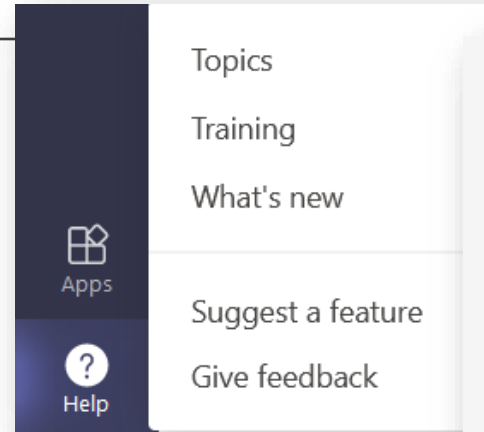

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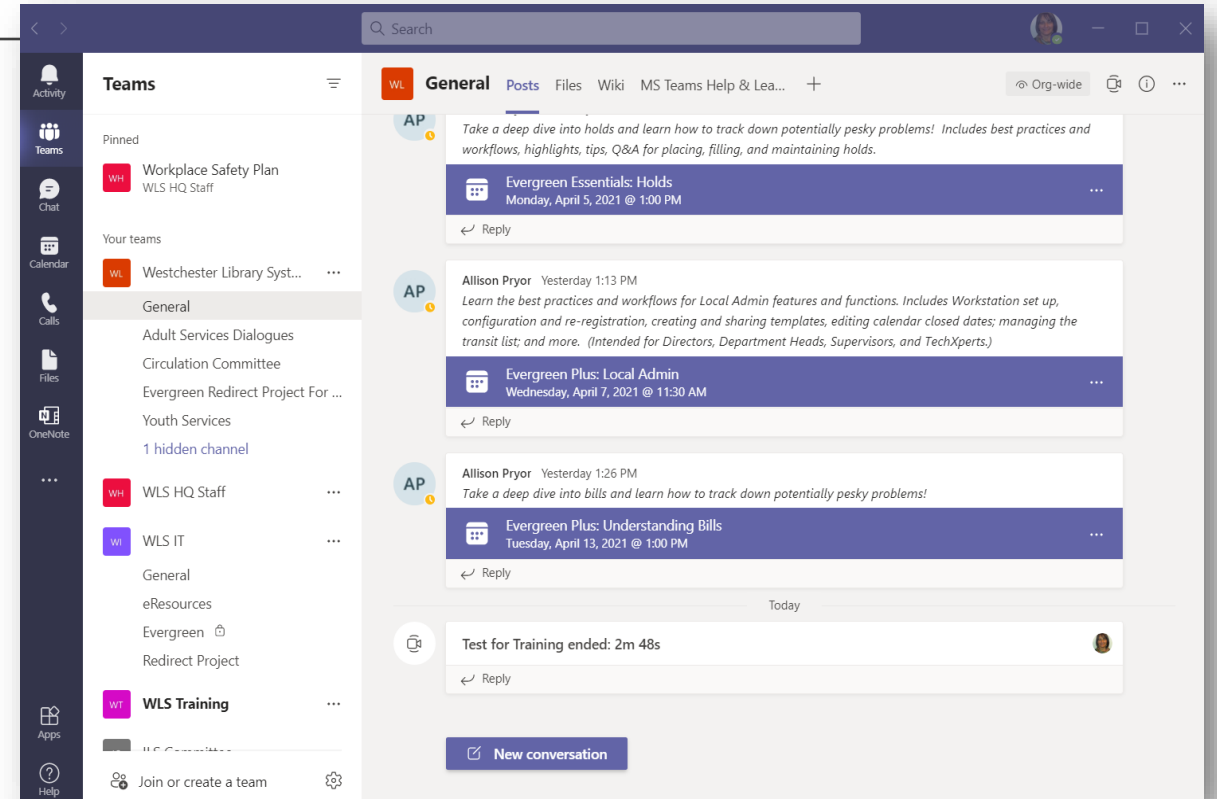
What are Teams and Channels?

- A team is group of people
- All library staff are part of the Westchester Library System team
- A channel is a topic or subgroup where the team can
  - Read and add Posts (like group chat)
  - Share and work together on files
  - Create a topical Wiki
  - Check the Channel Calendar
  - Meet, Audio call, Video call

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Teams Help

- Topics
- Training videos and short reads
- What's new

- [Microsoft Teams help and learning](#)

Quick Start: Just the basics

▶ What is Microsoft Teams? 0:54

☰ Chat and share files (3 min read)

☰ Activity feed and search (2 min read)

☰ Teams downloadable guide ⬀ (PDF)

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Links and support

- Office.com
- Teams.office.com
- The IT Wiki at it.westchesterlibraries.org
- Training@wlsmail.org
- Support@wlsmail.org
- Microsoft Teams help and learning