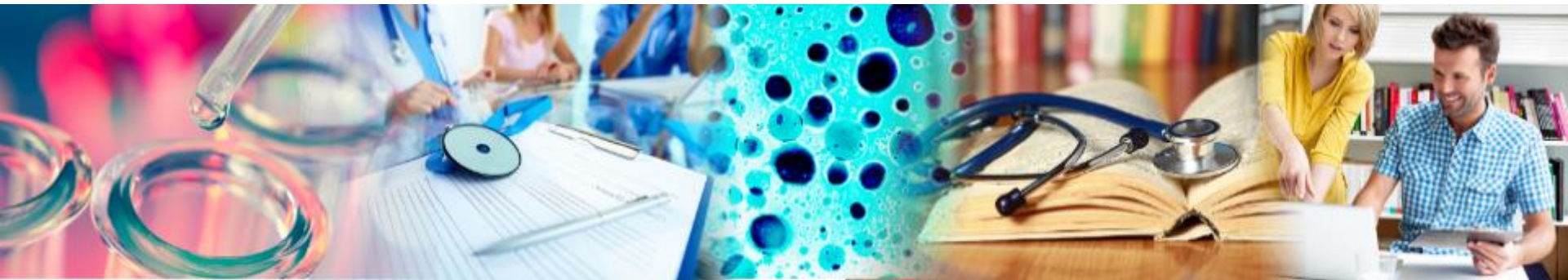


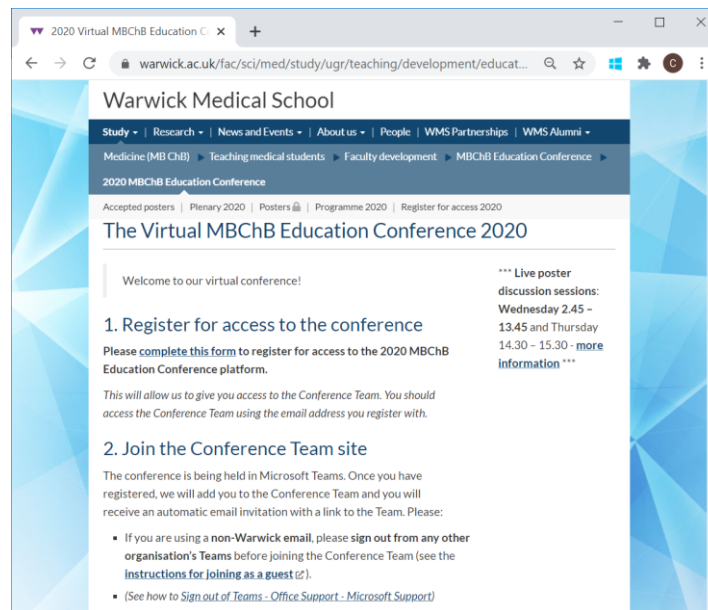
# MBChB Education Conference 2020: Teams Tips

<https://warwick.ac.uk/MBChBEducationConference/2020overview/>



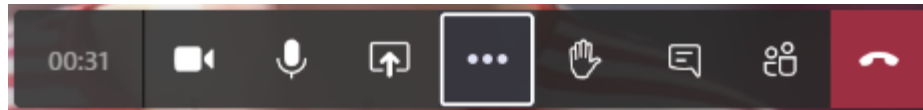
# Joining the Conference Team

- Please follow the instructions at:  
<https://warwick.ac.uk/fac/sci/med/study/ugr/teaching/development/educationconference/2020overview/>



# Microsoft Teams Help

- [University of Warwick Teams help](#)
- [Microsoft Teams video training](#)
- [Microsoft Teams help](#)
- **Note: Teams is different on different devices (phone / tablet / laptop / Mac and in web browser / app**
- 'In' meeting - hover mouse over screen to see toolbar

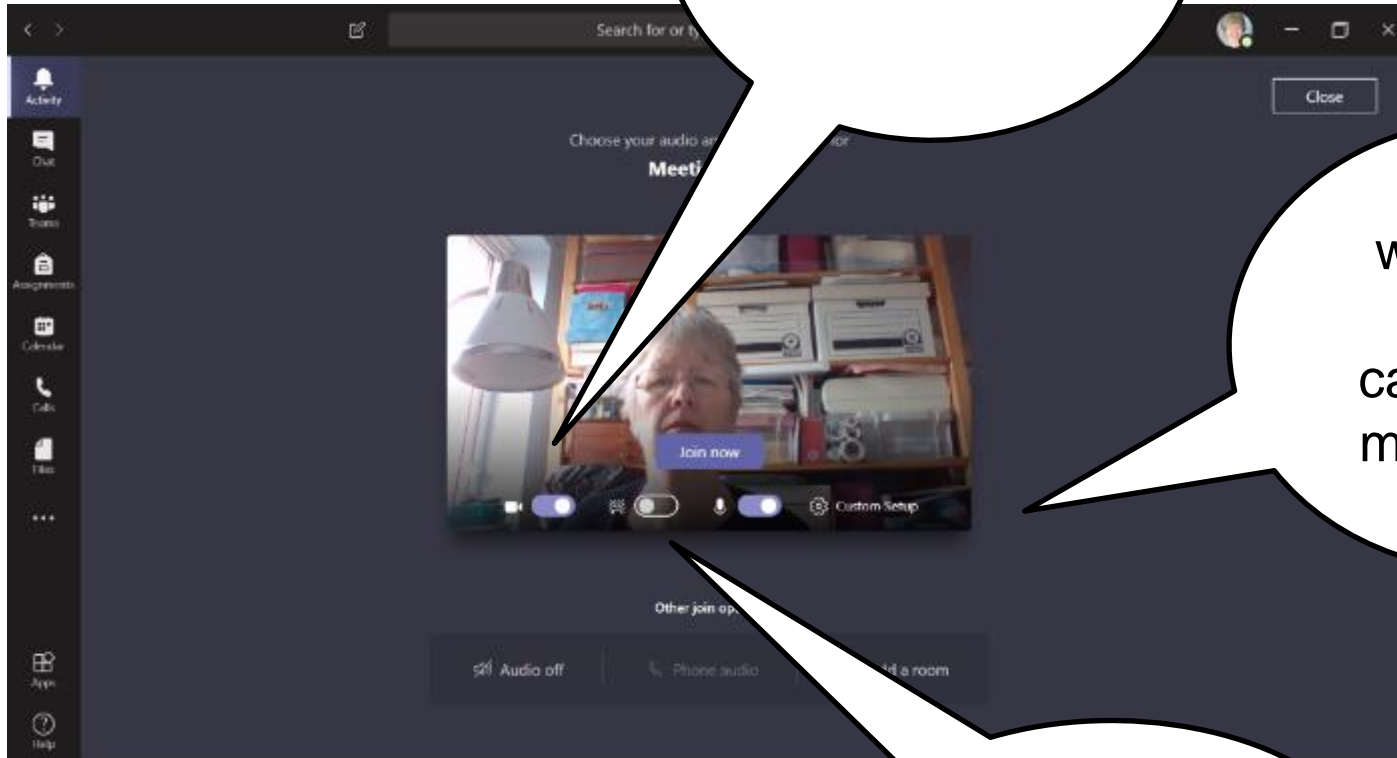


# Join a meeting

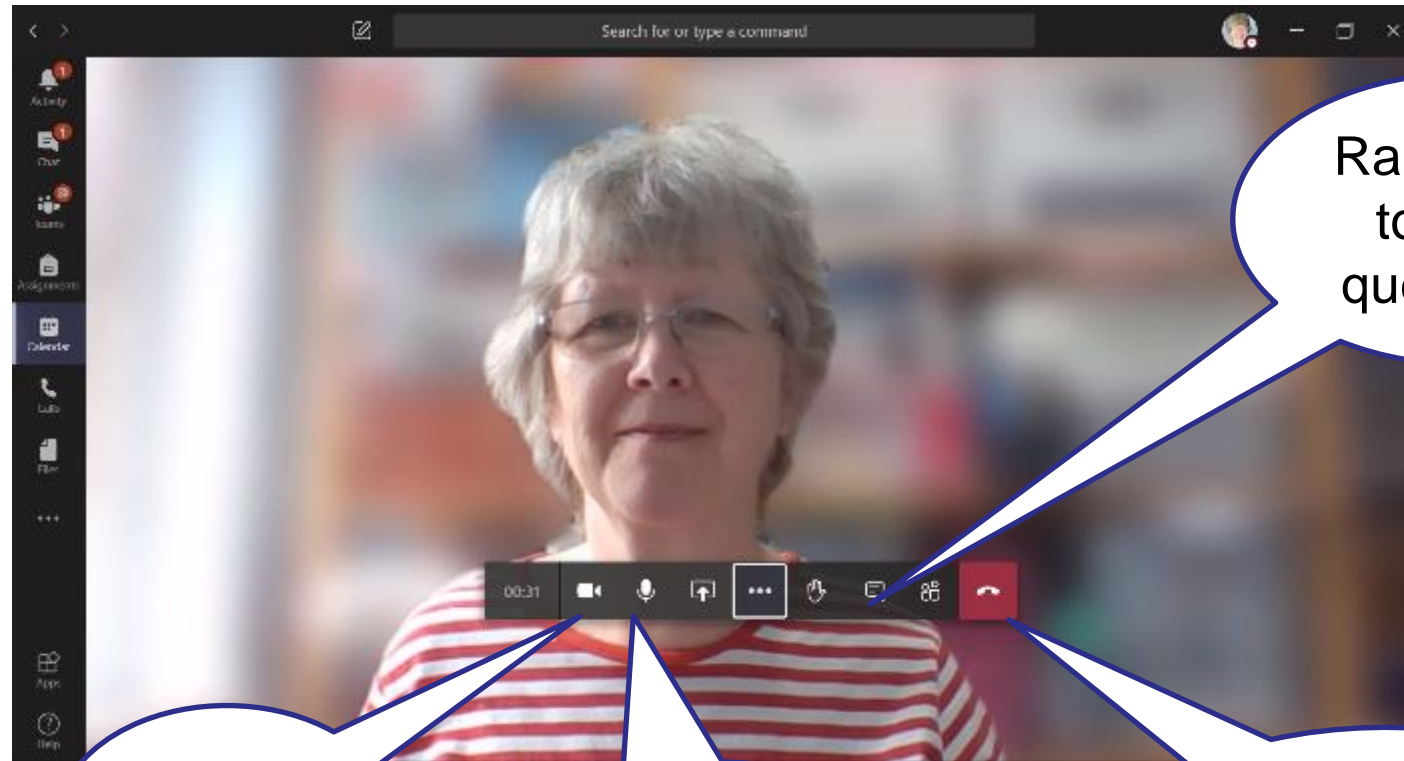
Please join muted

Choose whether to join with camera and microphone on / off

Blur or change your background



# Move mouse to see toolbar during a meeting



Camera  
on / off

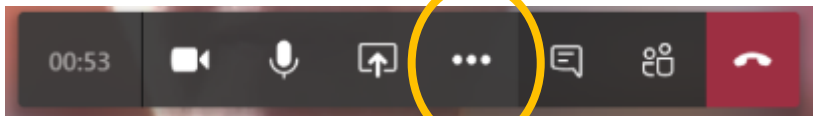
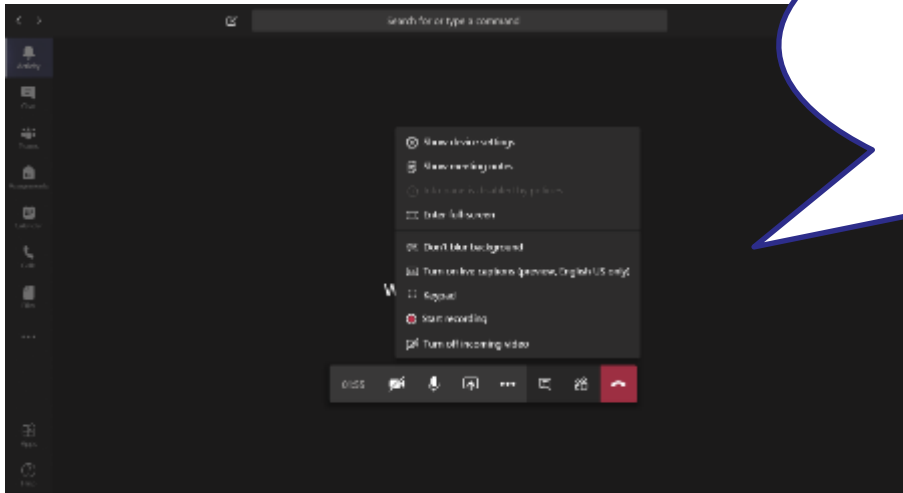
Microphone  
mute /  
unmute

Hang up to  
leave the  
meeting

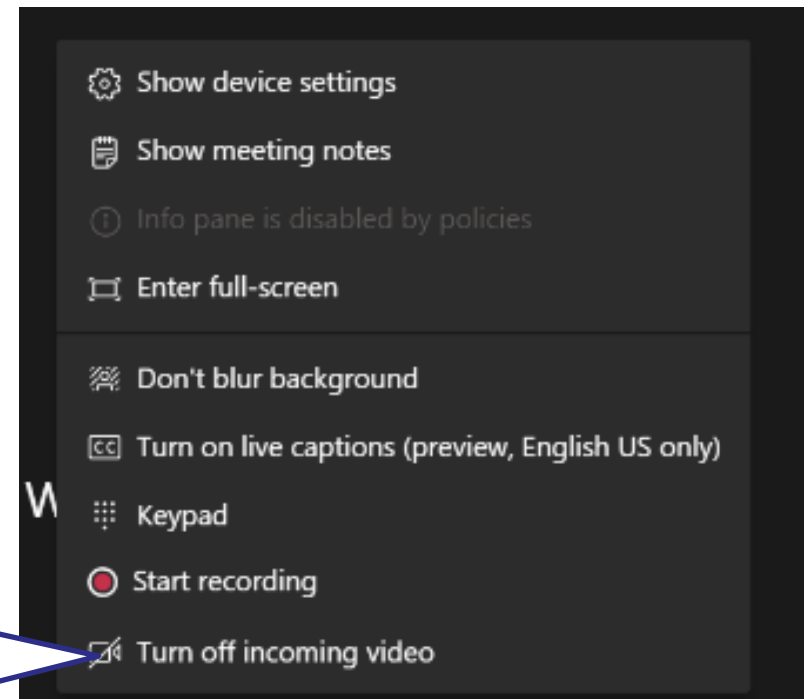
Raise hand  
to ask a  
question...

# Click on '3 dots' for more options

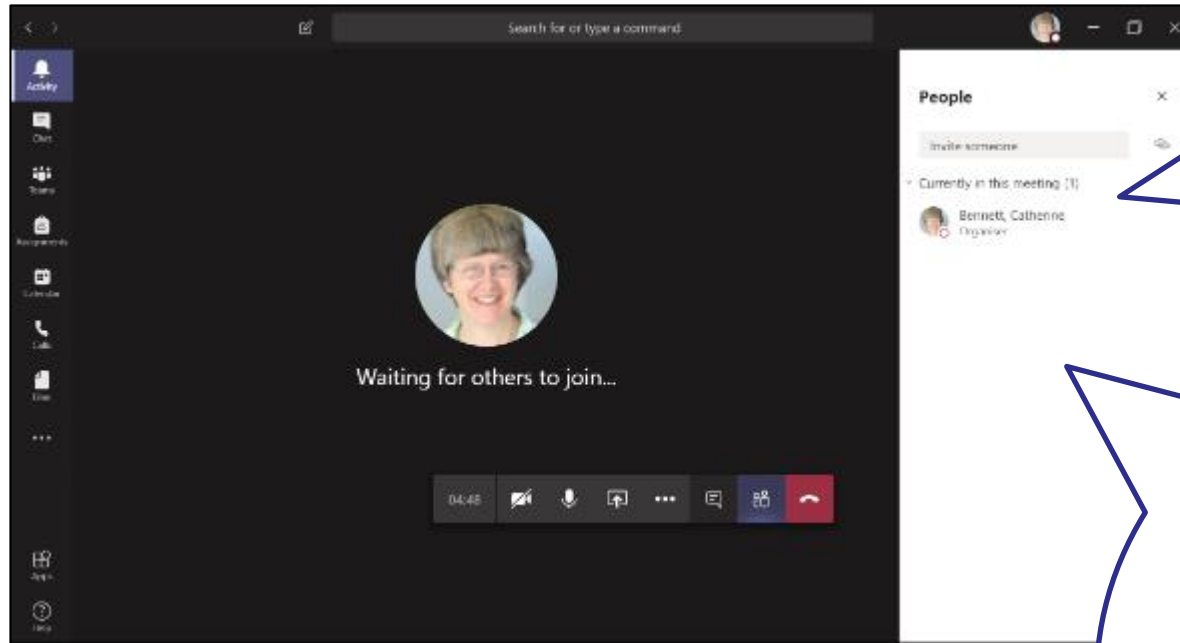
Options vary with device / web browser / app – full options are only available in the app



You can **'Turn off incoming video'** if you have connection problems



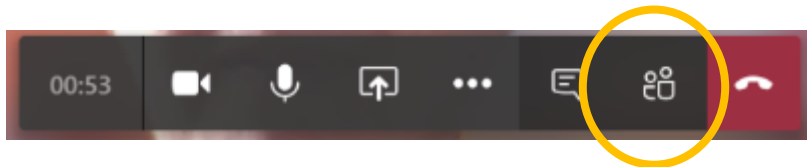
# Show *People* window (“*Show participants*”)



People with hands raised will move to the top of participant list

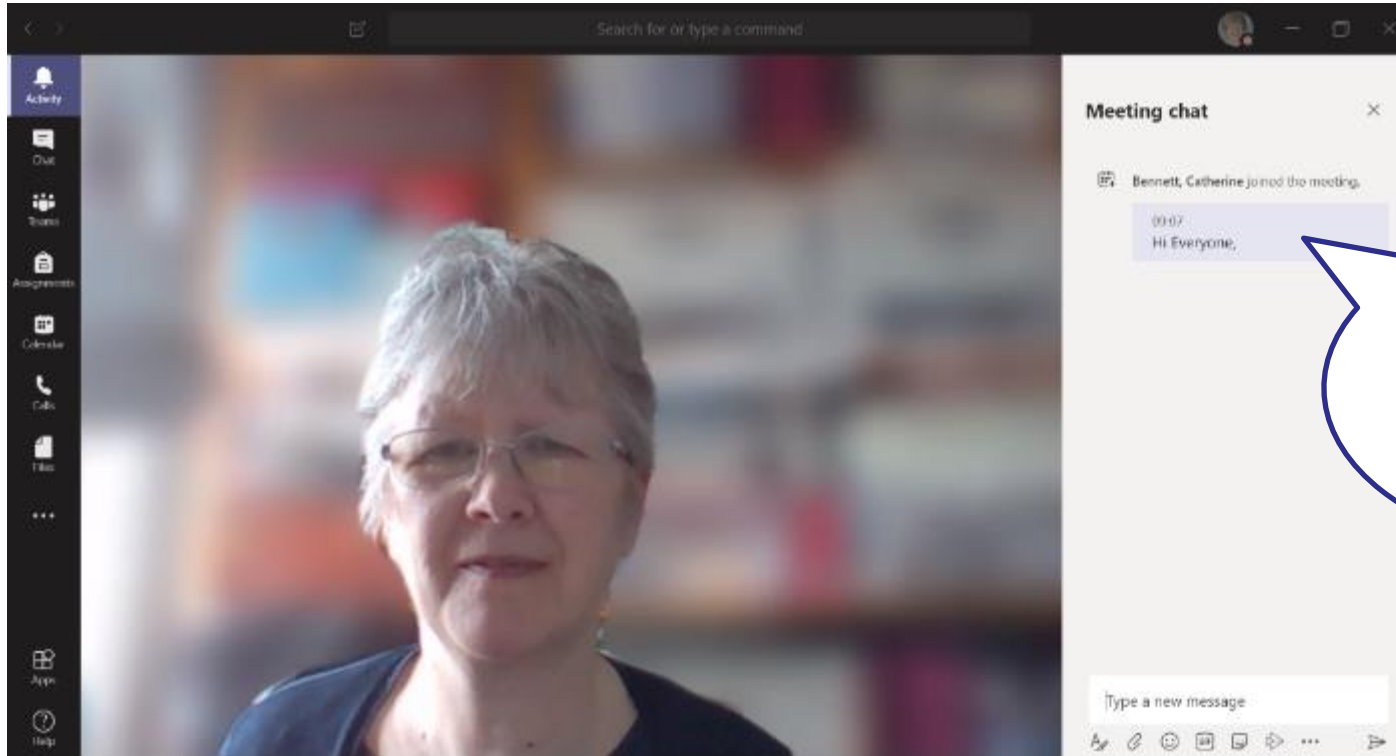
## **View:**

- People currently in the meeting
- Their microphone status
- Others invited but not present
- “Mute all” option at top of list





# Show *Meeting chat* window (“*Show conversation*”)



See messages here (may need to scroll)

Send button

Type messages here

