

How to join a Welcome Events session being delivered via Microsoft Teams

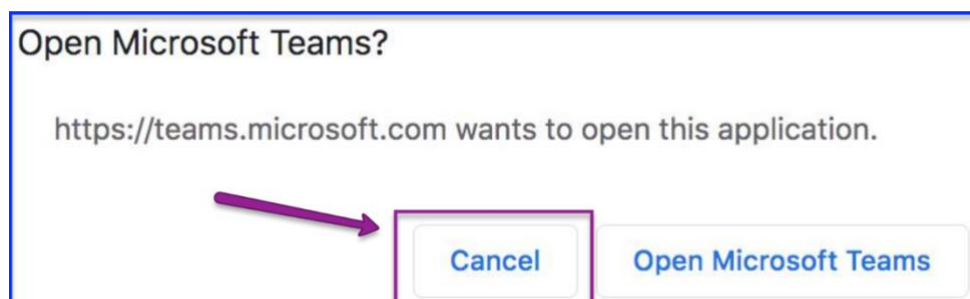
Most of the Westminster Welcome Events sessions will be delivered by a platform called Microsoft Teams. The platform describes sessions as meetings. This guide will show you how to join a Microsoft Teams Meeting and how to change your settings.

Getting Started

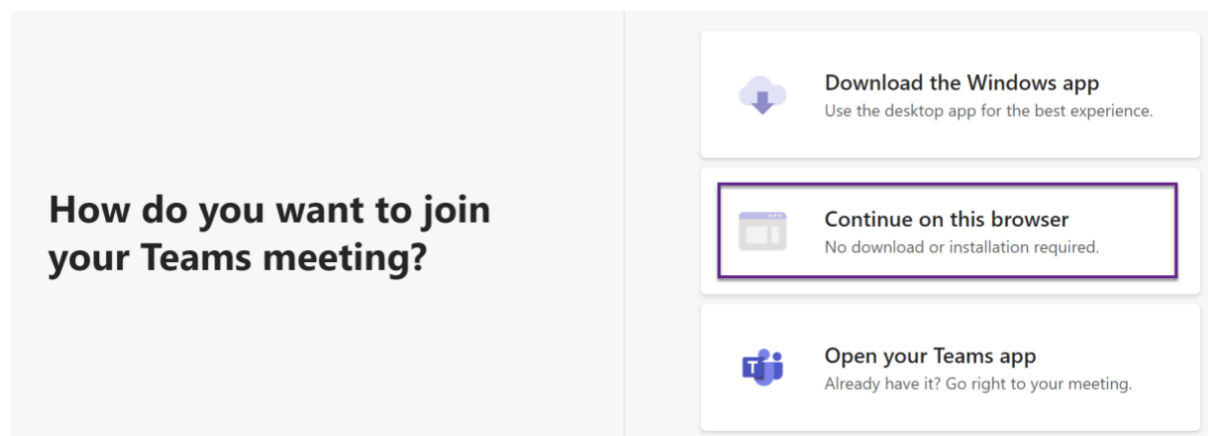
You will be able to join the meetings more easily if you use the following operating systems:

- Google Chrome
- The latest version of Microsoft Edge

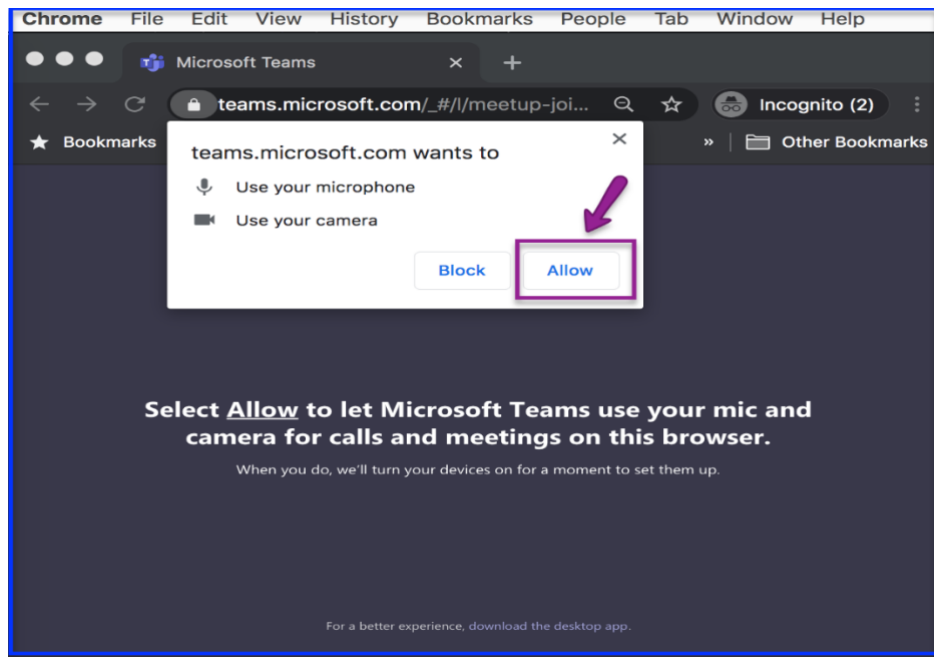
Once you have clicked the link for the session you will see a popup window as below, please select 'Cancel':



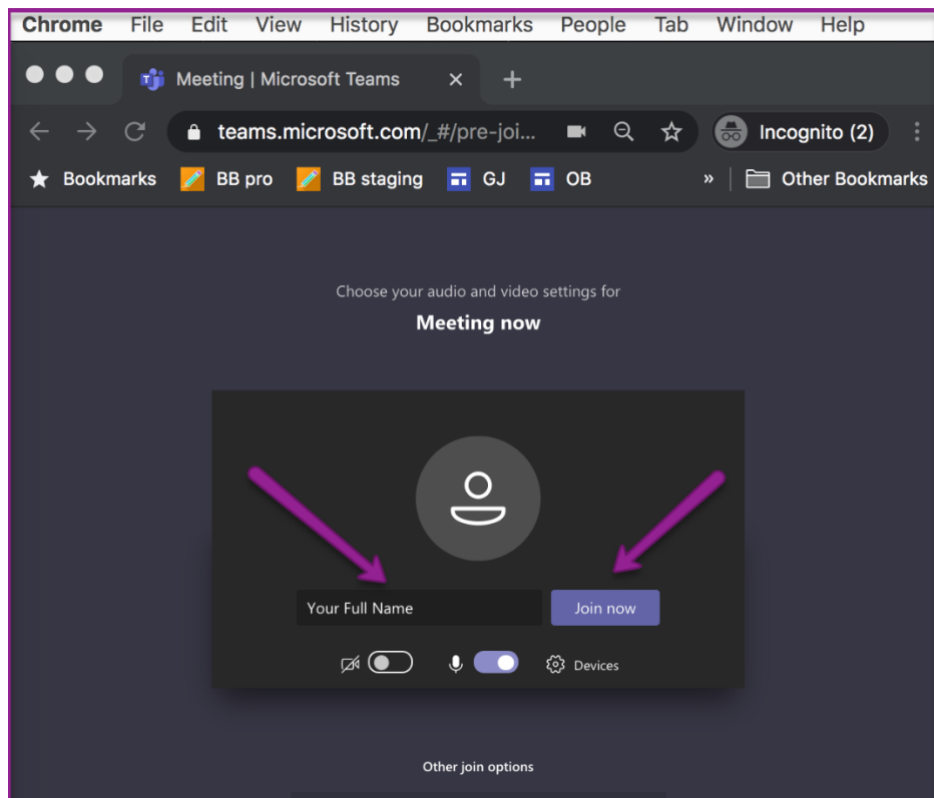
You'll be given three options as shown below. Select 'Continue on this browser' or you may see 'Join on the web' instead.



Now you'll need to click 'allow' so that Microsoft Teams can use your microphone and camera.

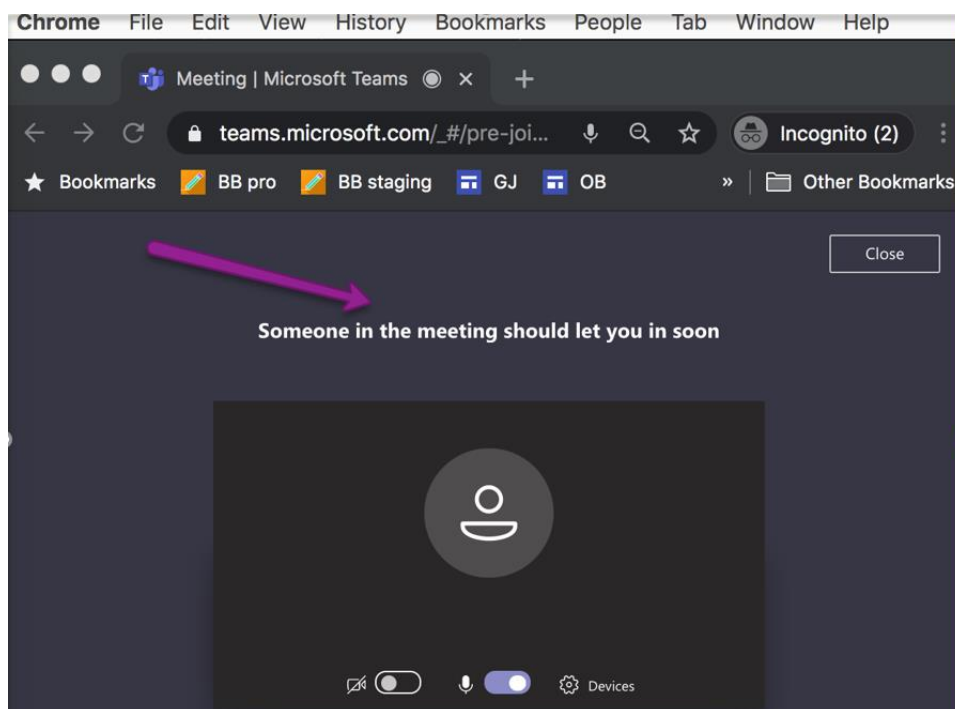


Before joining the meeting, you'll need to type your full name in the textbox then turn your camera and microphone off and click 'Join now'.

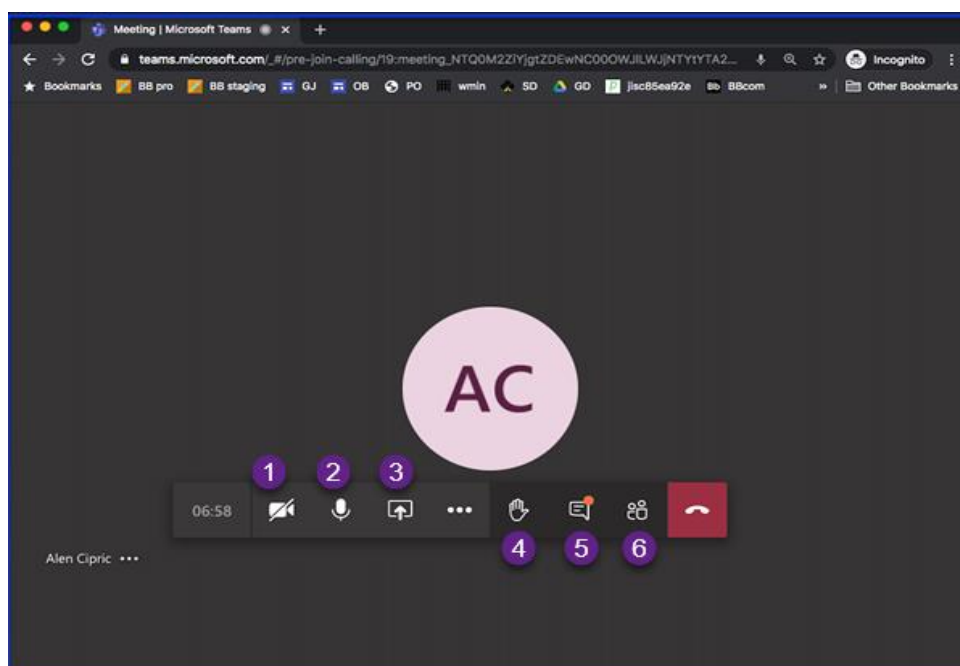


You will enter the lobby area before being admitted to the meeting by the organiser.

Please note: The events are first come first serve basis, if you are unable to join a session this may mean that the event is full. Please attend another event or as some sessions are repeated please attend the next available session.



Now that you have joined the meeting, you will see a toolbar that occasionally disappears. You can find it again by hovering over where it should be.



The toolbar allows you to do several things, you can:

1. Turn your camera on or off by toggling the camera icon
2. Mute or unmute your microphone by toggling the microphone icon
3. Share your desktop (you won't be able to do this)
4. Raise your hand – this signals that you have something you'd like to say
5. Show the chat window in which you can type out messages to all participants
6. Show the other participants