Instructions for Audience Guests to join Loughborough Branch RAeS lectures on MS Teams

1. The Branch e-mail announcing lecture details contains a hyperlink button to **Join Meeting**.

   NB– If you want to join and listen to the lecture you should retain this e-mail in your Inbox so that you can press the hyperlink button on the evening

   If you wish to practice at any time <u>beforehand</u>, you can press the hyperlink button, which will take you through the process up to where you will be placed in a lobby for the Meeting Organiser to admit you (see below). If you would prefer an individual practice session: e-mail **j.j.mcguirk@lboro.ac.**uk with time(s) you are available and one will be arranged for you.

2. Here is how to proceed:

   - **For PC users:**

     - When you press the **Join Meeting** link you will be asked "How do you wish to join the Teams Meeting?" with 3 choices shown: (i) Download the Windows app, (ii) Continue on this browser, (iii) Open your Teams app. Continuing on your browser (Chrome, Edge, or latest Explorer) should work fine.
     - On 1st use of the link you will be asked to supply your name (for labelling your video feed).
     - If continuing on your browser it will take ~30 secs for Teams to start-up fully
     - You will then be shown a Teams **Meeting Now** screen where you can check your video and audio feeds are switched on and can then press the **Join Now** link when you will be entered into a 'lobby' to be admitted to the meeting by the Organiser when the lecture is to start. Press the *end call* button (see below) to exit Teams.

   - **For Mac and iPad users:**

     - You must use Microsoft Teams.app; there is no option to use your browser. And we advise you to ensure that the app is active <u>before you press</u> **Join Meeting**. If you do not already have the app installed, download it from the App Store. When you open the app for the first time you will be asked to sign using your Microsoft account. If you do not already have an account you can "Sign up for free" at the bottom of the page. To do so you will have to enter identification information and set a password.
     - When you select **Join Meeting** you will be offered two options: (i) download the Teams app (a download button is provided) or (ii) use the app to join the meeting. Upon selecting option (ii) take the following steps to reach a 'lobby' where you will wait to be admitted to the lecture by the Meeting Organiser:-
     - **Mac:** in a **Meeting Now** screen, switch on audio and video settings and press **join now.** You will then be advised "when meeting starts we'll let people know you're waiting". (If you are just practicing, press **close** and then quit Teams.)
     - **iPad:** in the **Microsoft Teams** screen join as a guest; then enter your name and press **Join meeting**. Switch on your video and audio feeds. Then "Someone in the meeting should let you in soon". (If you are just practicing press red telephone button and the **Exit Meeting**.)

Additional Information

1. Ensure you have a strong wi-fi signal - move closer to router if necessary.
2. Recommended minimum broadband speeds are: greater than 2Mbps (download), 1Mbps (upload). If unsure check via https://www.broadbandspeedchecker.co.uk/.
3. When you are admitted to the meeting you will see this control panel (if not move your pointer over the screen until it appears). Click **here>** for a description of its features.
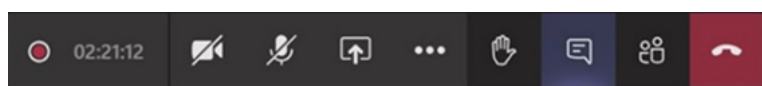
4. To check video/audio settings – toggles are shown for this (1st and 2nd icons above). An icon with a slash indicates 'off' (both video and audio above). Click the icon to change. The quality of video streaming/audio with multiple audiences is better when both are 'off'. It is suggested you leave both on when joining and switch to both to 'off' when you have checked it is the right meeting. Press the red *end call* button to leave the meeting and Teams.
5. After the lecture, the Organiser will open a Q/A session. To ask a question, use the 'hands raised' button on the menu bar (above 4th icon from right). The Organiser will ask you to switch on video/audio icons in the menu bar (below), please switch these 'off' after your question.