

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

1. Branch e-mails announcing lecture details contain a blue 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 beforehand, you can press the blue 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](mailto: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:**

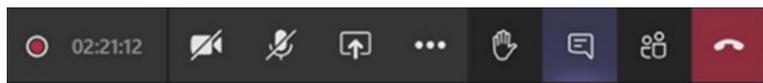
- When you press the [Join Meeting](#) button you will be asked “How do you wish to join the Teams Meeting?” with 3 choices shown: (i) Download the Windows app, (ii) Continue on this browser, (iii) Open your Teams app. Continuing on your browser (Chrome, Edge, or latest Explorer) should work fine.
- On 1<sup>st</sup> 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 that your camera and microphone 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 may or may not get the option to use your browser and in any event it is advisable to use the MS Teams app so if you do not already have it installed download it from the App Store. When you open the app for the first time you will be asked to sign in 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. Do ensure that the app is active before you press [Join Meeting](#).
- 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 your camera and microphone 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**.)
- Allow plenty of time, at least 5 minutes, to get set up before the lecture starts.

### **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. Toggles for camera & microphone (video/audio) settings are the 1<sup>st</sup> and 2<sup>nd</sup> icons above. A slash indicates ‘off’ - click the icons 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 **both ‘off’** when you have checked it is the right meeting. Press the red *end call* button to leave the meeting and Teams.
5. Please be sure that your camera and microphone are both ‘off’ during the lecture presentation.
6. 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). When ready the Organiser will ask you to switch on your microphone and camera. Please switch these ‘off’ after your question.