

Student Guide – Participating in Teams Online Sessions

Contents

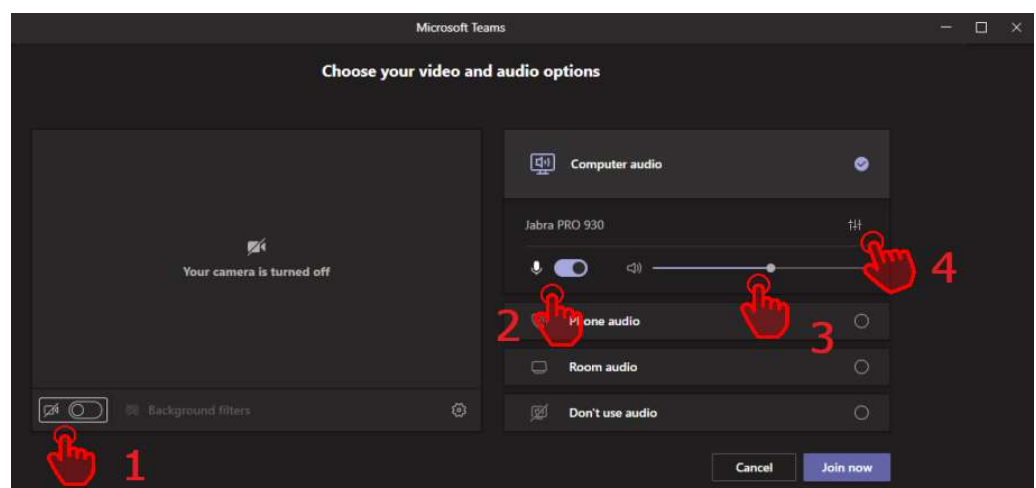
1	Before you join a Teams Online Session	1
2	What can I do during a Teams Online Session?	2
2.1	Chat	2
2.2	Raise hand tool and emoji reactions	3
2.3	Sharing content	3
2.3.1	Sharing your screen	3
2.4	Breakout rooms	3
3	Etiquette	4
4	Troubleshooting	4
5	Get help	4

1 Before you join a Teams Online Session

Before you join a Teams Online Session, make sure your camera and microphone are working properly. You may have to:

1. toggle your camera on
2. toggle your microphone on
3. adjust your speaker volume.

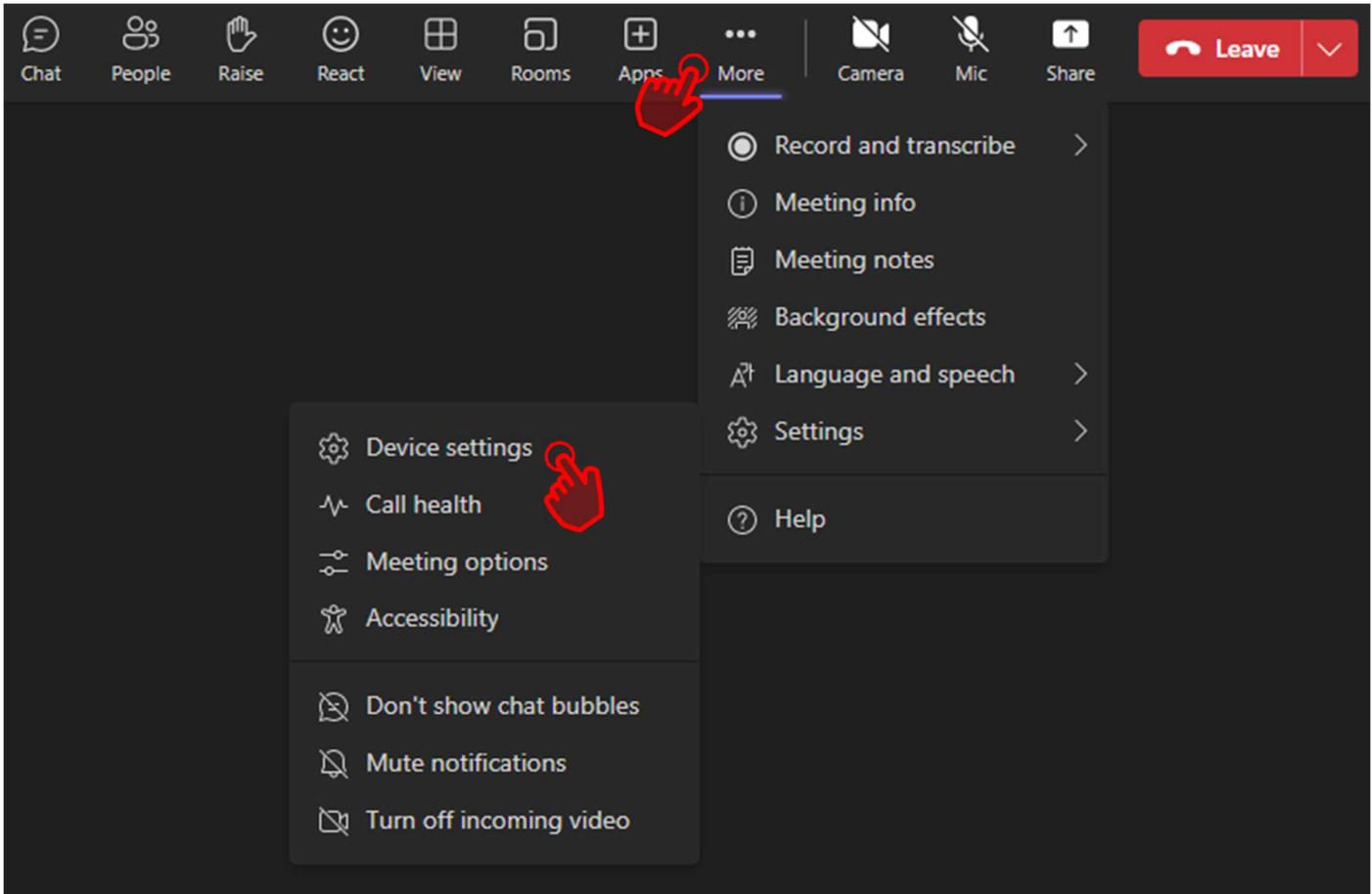
You can also click on the cog wheel [4] to open your device settings.



The Device Settings menu pane allows you to choose the inputs and outputs from your connected devices using the drop-down menus.

When you are satisfied that everything is operating properly, click **Join now**.

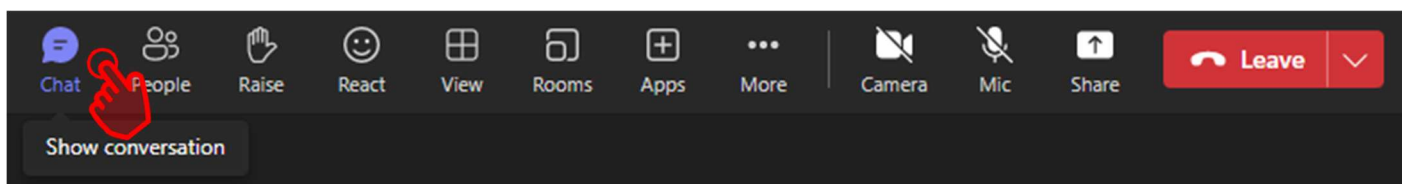
Once the session has started you can always change your camera and microphone settings by clicking the **More** button and then selecting *Settings* followed by *Device settings*. You can also toggle your camera and microphone on/off during a session.



2 What can I do during a Teams Online Session?

2.1 Chat

Teams Online Sessions include a chat feature. If Chat is enabled by your instructor, you can click on the **Chat** icon to *Show conversation*. This will open the meeting chat window to the right of the main screen.

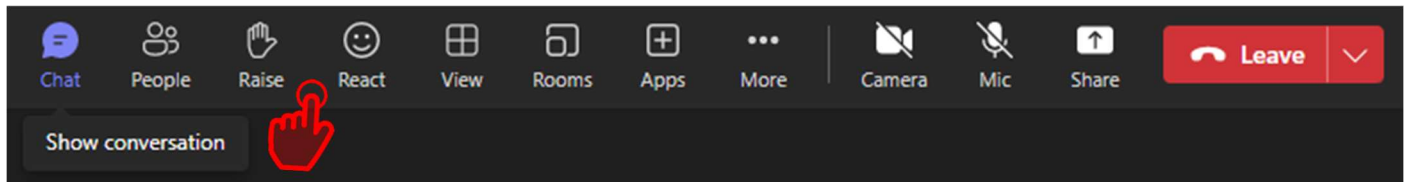


To send a message, compose it in the text box or use the attach file, emoji or GIF options. You can tag other participants in the conversation by typing @ and then their name. Click **Send** to post your message to the chat.

2.2 Raise hand tool and emoji reactions

Your instructor may ask you to use the non-verbal feedback tools such as the 'raise hand tool' during the session. Emoji reactions are also useful to communicate without disrupting the flow of the meeting.

- Click the **Raise** icon to let others know you'd like to speak up.
- Click the **React** icon to applaud or heart to show how you feel.

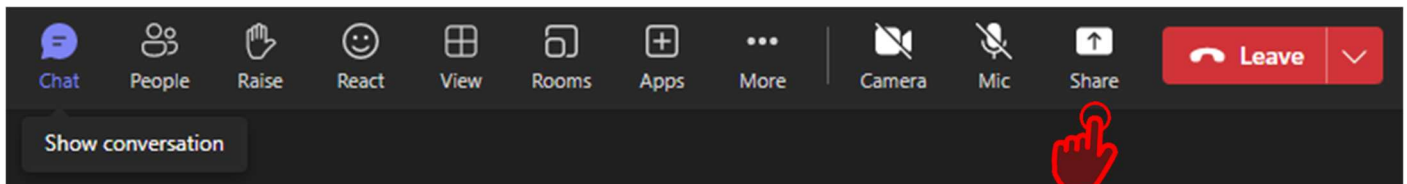


2.3 Sharing content

Not all Teams Online Sessions allow you to share content. Typically, your instructor must grant students permission to share. If you are required to share, follow the instructions below.

2.3.1 Sharing your screen

You can use the **Share** option to share your presentation slides, your desktop (computer screen), a specific application, or the whiteboard.



- Click the **Share** icon.
- Select a presenter mode.
- Select what you want to share:
 - *Screen* lets you show everything on your screen.
 - *PowerPoint Live* lets you share a PowerPoint presentation.
 - *Microsoft Whiteboard* lets you share a whiteboard where participants can sketch together.
 - *Window* lets you share an open window like a specific app you have open

2.4 Breakout rooms

Your instructor might momentarily split the group into breakout rooms for smaller discussions. Typically, this is done automatically without you having to join a room yourself.

Once inside a breakout room you can chat as usual. Keep an eye out for any announcements made by the instructor or for the timer (if a time limit has been set by your instructor).

3 Etiquette

Think of participating in a Teams Online Session as the same as participating in a physical classroom.

1. Dress appropriately, just as you would if attending an in-person class.
2. Make sure your microphone is muted when joining the session and keep your microphone muted if you are not speaking. It's always a good idea to mute yourself so there's no background noise.
3. Avoid interrupting other speakers by using the Raise Hand feature or by posting questions in the Chat.

4 Troubleshooting

Sound or microphone not working?

If you're using a Mac and you're having trouble getting your microphone or camera to work, you might need to change one of your privacy settings.

- Open System Preferences
- Select Security & Privacy
- Under Privacy, choose Microphone on the left
- Make sure Microsoft Teams is selected

For other issues refer to [Microsoft's Teams troubleshooting portal](#).

5 Get help

[myMurdoch Student IT](#)

Get connected with the technology, apps and facilities you need to support your studies.