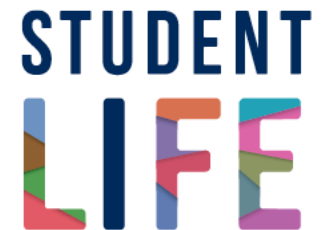


Thank you for registering!

Please review this document to learn a little more about the functionality of Microsoft Teams, the platform we are using to facilitate workshops.

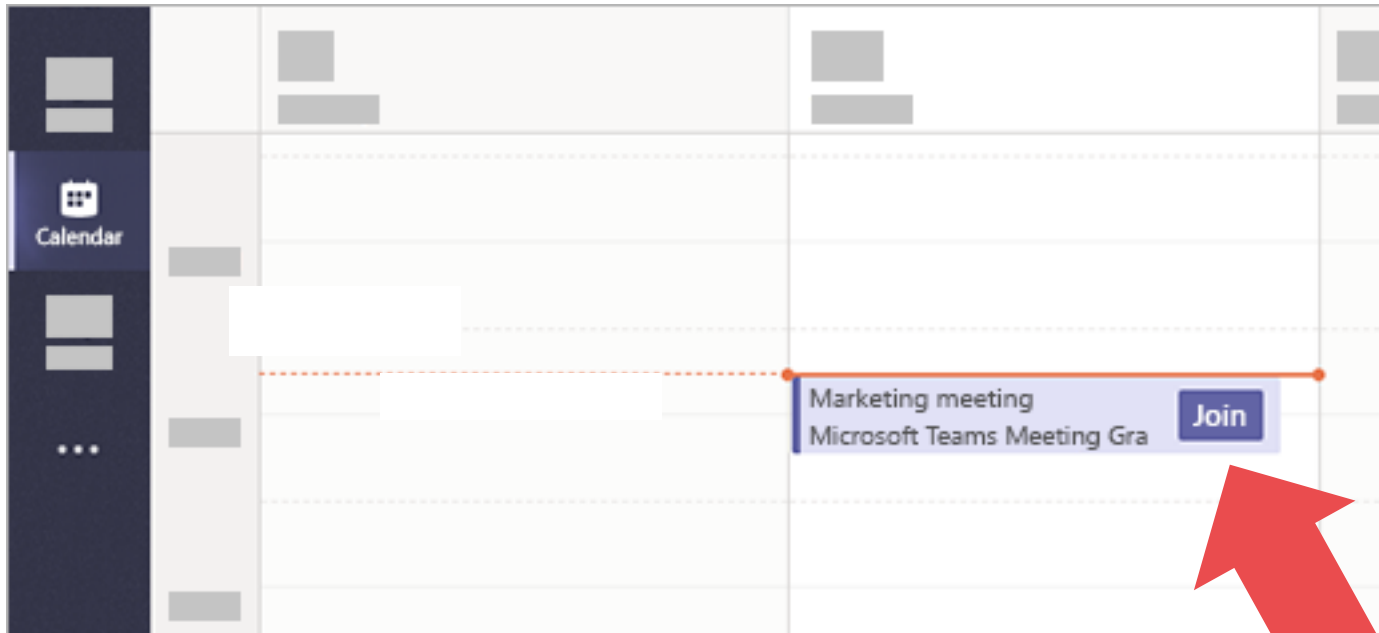
If you have any questions, don't hesitate to email us at leadership@utoronto.ca



ENTERING A MEETING BY CALENDAR;

In the Teams app or Teams on the web, you can join by Calendar.

Select **Calendar** on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.

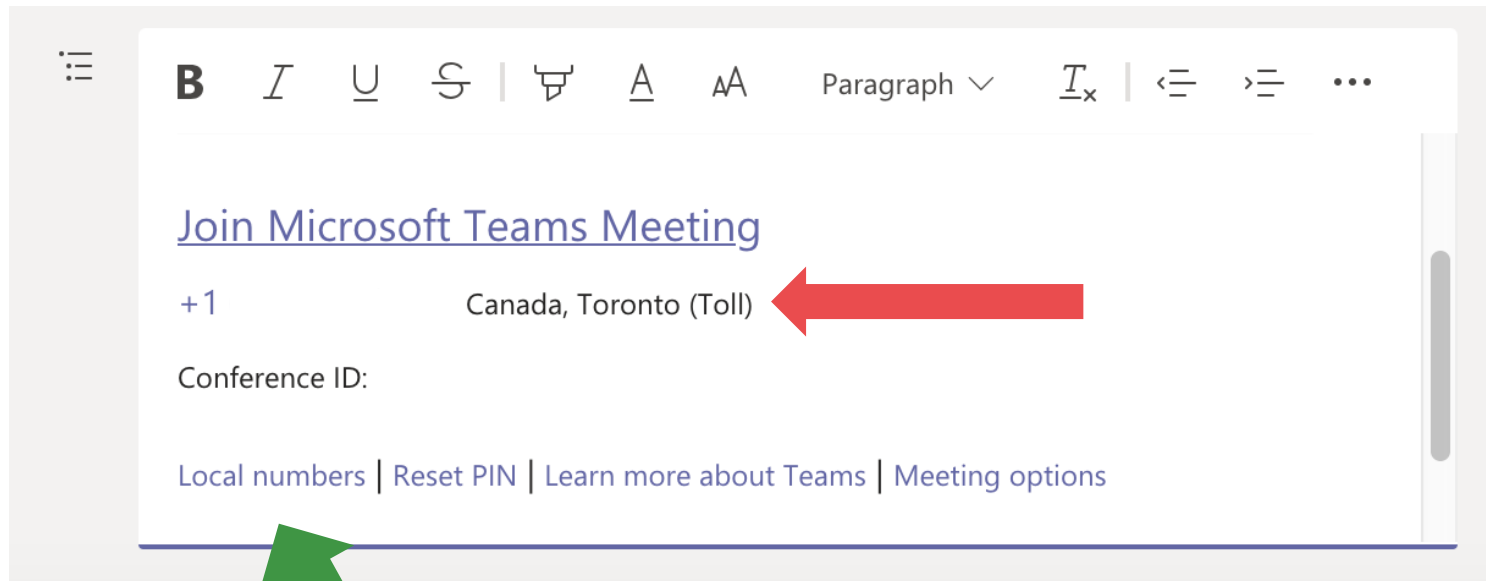


ENTERING A MEETING BY CALLING IN;

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

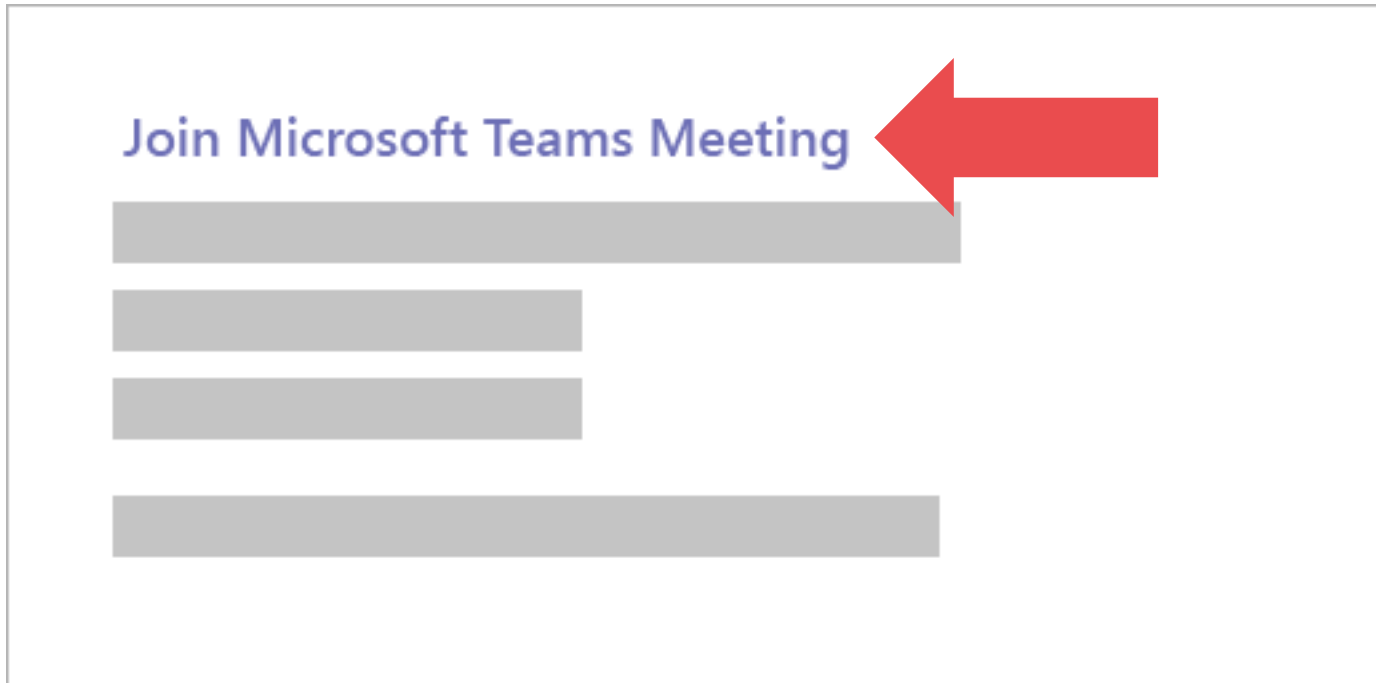
If there's a phone number and conference ID in the meeting invite (as shown), just dial the number to join.

The number in your invitation may not be local to you. Select Local numbers to find one that is.



ENTERING A MEETING BY LINK;

Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

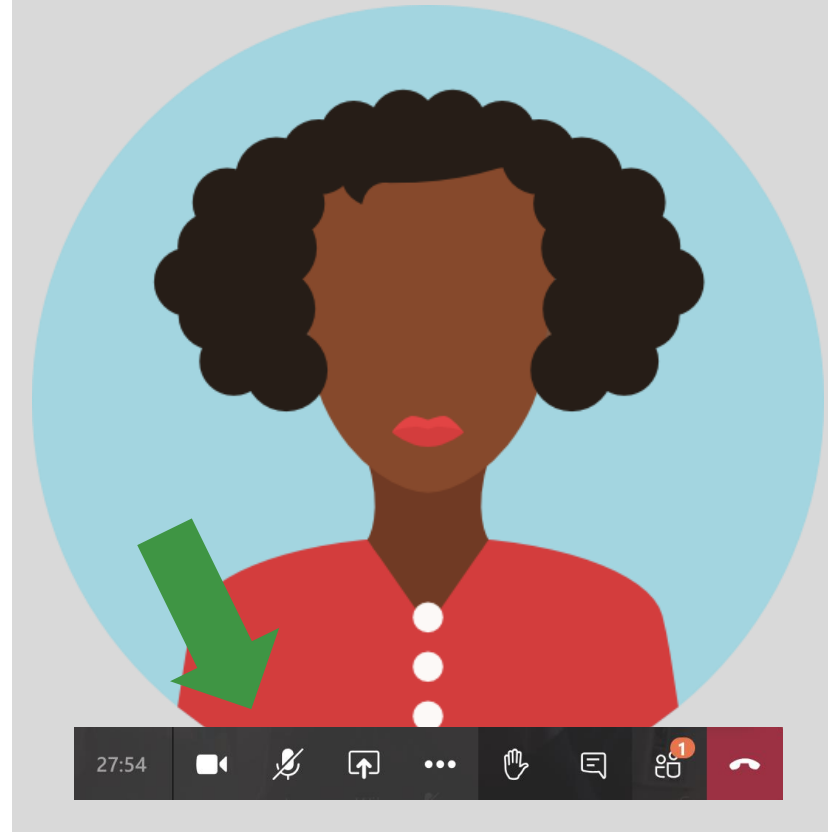


JOINING A MEETING;

Upon joining a meeting, you can select whether your video and mic are **on or off** by **clicking the camera icon and microphone icon**.

Please be considerate when joining with your mic on if there is significant background noise in your immediate surroundings. We ask that you keep your microphone **muted if you are not speaking** to reduce background noise.

Desktop/Laptop View



Mobile View



BACKGROUND OPTIONS;

Blur or replace with image.

Before a meeting starts – Select “Background Effects”, located to the right of the mic switch.

During a meeting – Select “More Options” (the three dots) and “Show Background Effects” (as pictured)

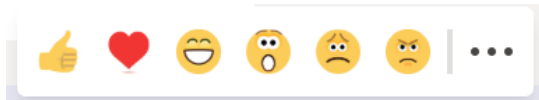


MEETING CHAT;

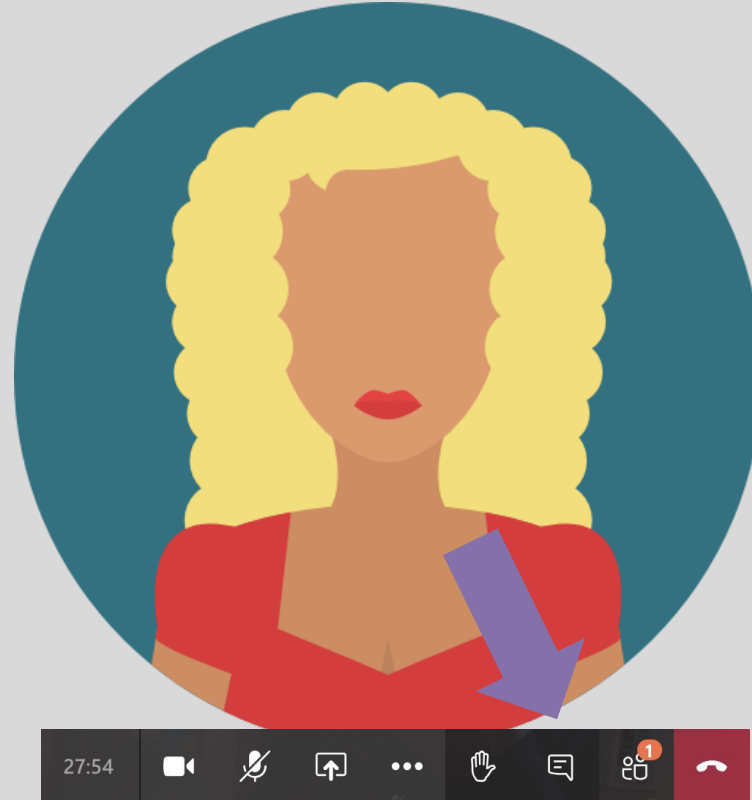
We are excited to be using the **chat function** throughout the workshop.

When you open the chat, you can see messages sent by other meeting participants.

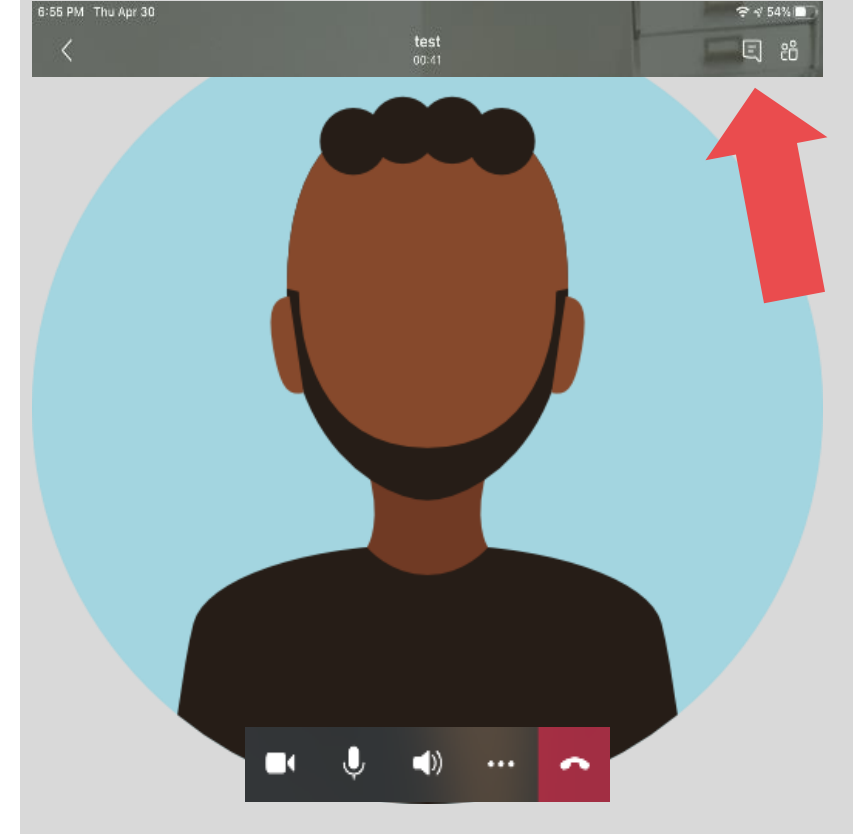
If you hover over a message, you can “react” to it with an emoji.



Desktop/Laptop View



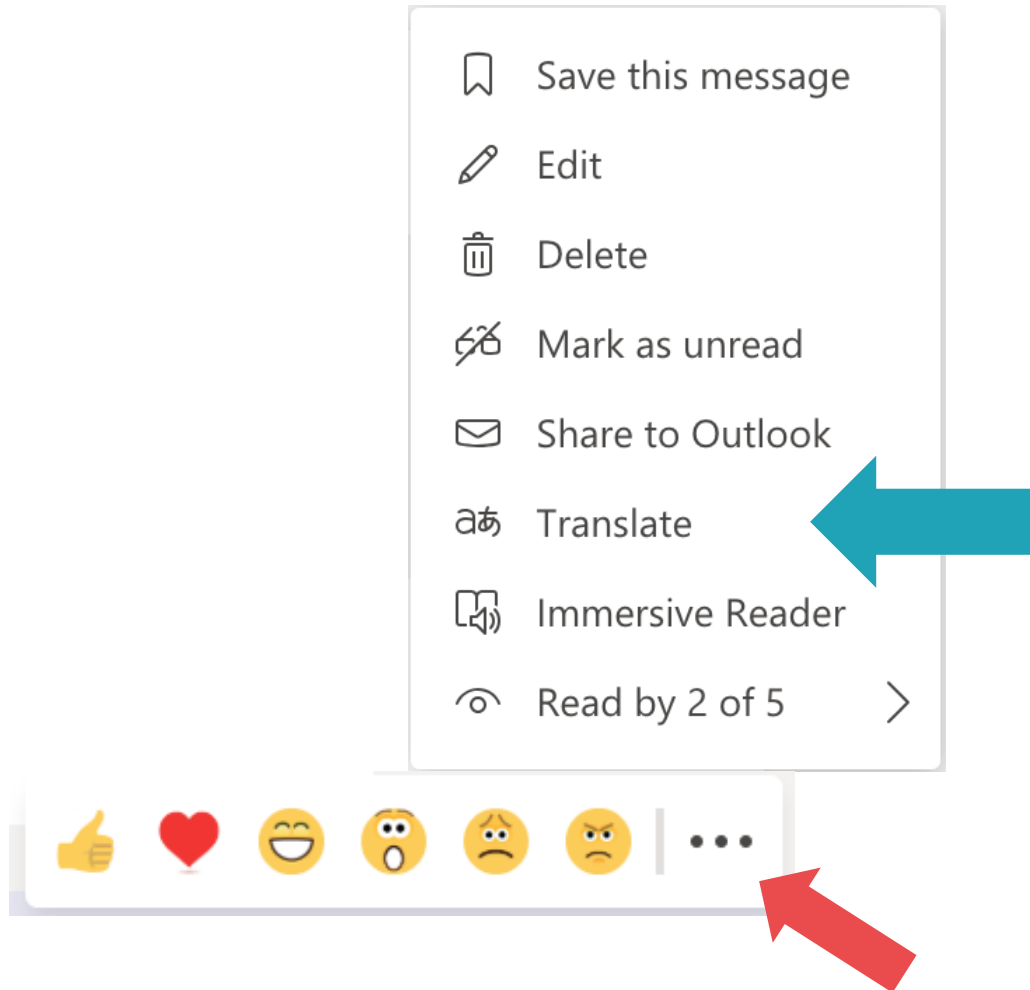
Mobile View



CHAT TRANSLATION OPTIONS;

Click on the ellipses (the three dots) at the top right-hand side of the message. You will see the menu pictured on the left.

Select **“Translate”** which will allow you to translate the message into your desired language.



LIVE CAPTIONS OPTION;

To use live captions in a meeting, go to your meeting controls and select **More options** > **Turn on live captions (preview)**.

To stop using live captions, go to the meeting controls and select **More options** > **Turn off live captions (preview)**.

For caption accuracy, speak clearly, slowly, and directly into your mic. We suggest you avoid locations with background noise and try to avoid having multiple people speak at the same time.



Thank you!

For more accessibility information;

microsoft.com/accessibility

For screen reader support;

<https://support.microsoft.com/en-us/office/use-a-screen-reader-to-explore-and-navigate-microsoft-teams-47614fb0-a583-49f6-84da-6872223e74a0#PickTab=Windows>

