

## How to set up Microsoft Teams and create a live video meeting

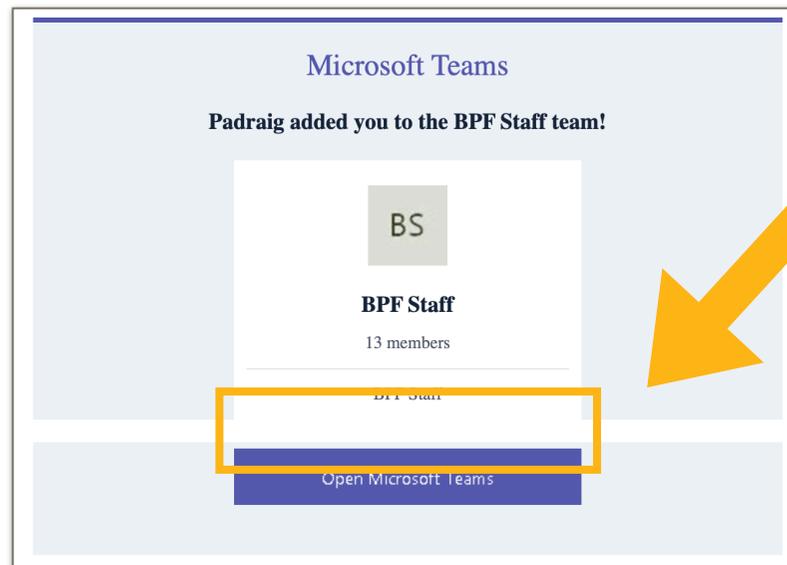
**bpf** has chosen to use Microsoft Teams for remote working, meetings, seminars and events.

Microsoft Teams is free to use and allows for the easy set up of groups and video meetings/conference calls.

This guide shows you how to use Microsoft Teams at home to set up and hold meetings/seminars/events.

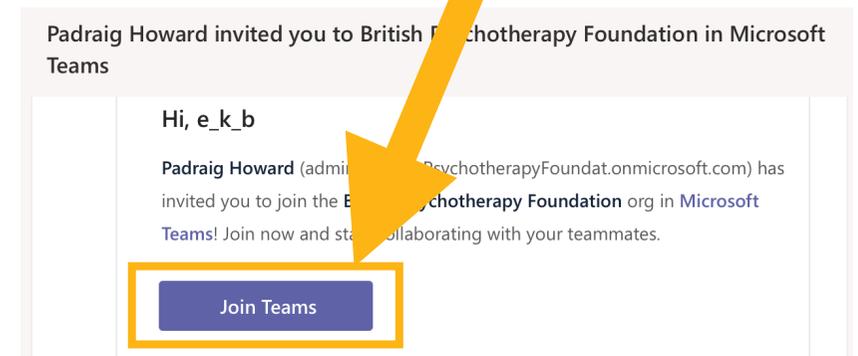
---

**If you have received an invitation email to teams, open your email and...**



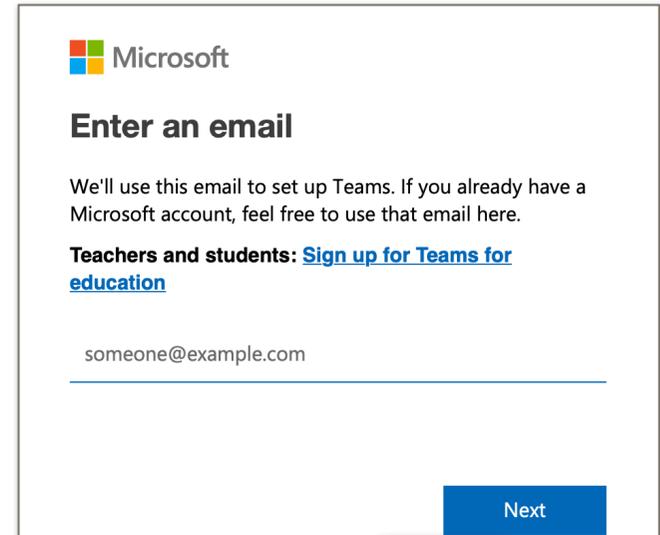
...click here...

...or here

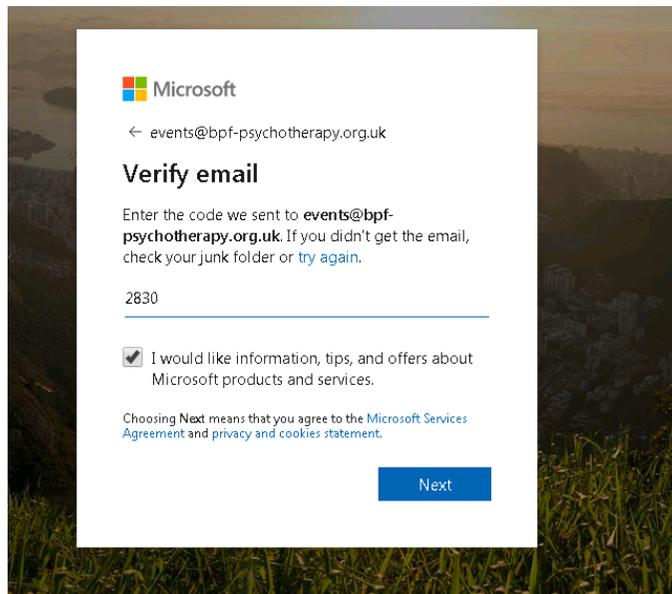


If you already have an account, it will ask you to sign in. Use your regular email address and password.

If you do not have an account, follow the prompts to enter your details and set up your account.



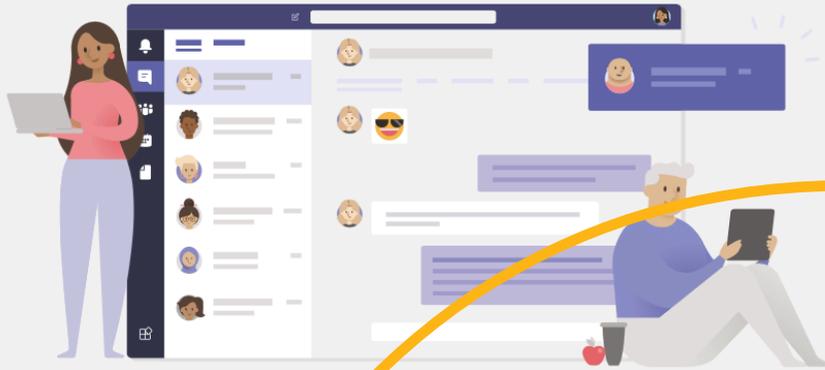
The screenshot shows the Microsoft 'Enter an email' setup screen. At the top left is the Microsoft logo. Below it, the text reads 'Enter an email'. A paragraph explains: 'We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.' Below this, there is a link: 'Teachers and students: [Sign up for Teams for education](#)'. A text input field contains the email address 'someone@example.com'. At the bottom right, there is a blue button labeled 'Next'.



The screenshot shows the Microsoft 'Verify email' screen. At the top left is the Microsoft logo. Below it, the text reads 'Verify email'. A paragraph explains: 'Enter the code we sent to [events@bpf-psychotherapy.org.uk](mailto:events@bpf-psychotherapy.org.uk). If you didn't get the email, check your junk folder or [try again](#).' Below this, a text input field contains the code '2830'. Below the input field, there is a checkbox that is checked, with the text: 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, there is a link: 'Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' At the bottom right, there is a blue button labeled 'Next'.

You may be asked to verify your email address.

Check your email account to find your code and enter it when prompted.



Once you are signed up, you will see this window. You can choose to download the software (recommend as this often gives a faster connection)

or to use the web app instead (through your browser i.e. Internet Explorer).

## Stay better connected with the Teams desktop app

Get the Teams app

Use the web app instead

Already have the Teams app? [Launch it now](#)

## Using the Teams app (downloaded software)

Microsoft Teams



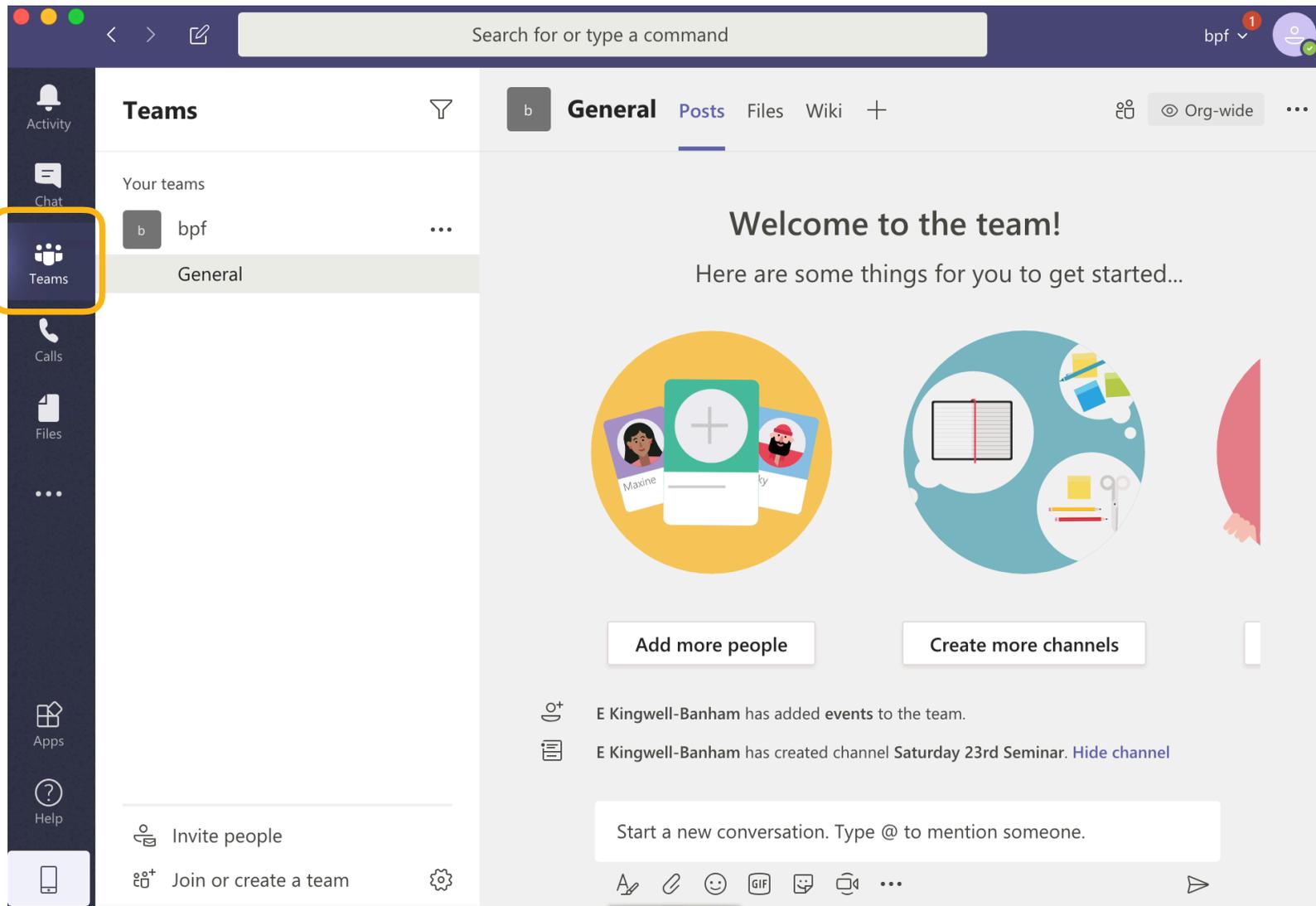
**Enter your work, school  
or Microsoft account.**

Sign-in address

Sign in

When you open the app you will be prompted to sign in. Enter the e-mail address and password you used to sign up.

You will then see a window that looks something like this:



This is where your teams will appear, and where you can set up new teams

**Teams** 

Your teams

-  bpf 
- General
- Saturday 23rd Seminar**

You will see any meetings/seminars/conferences that you have been added to in your 'teams' menu, for example

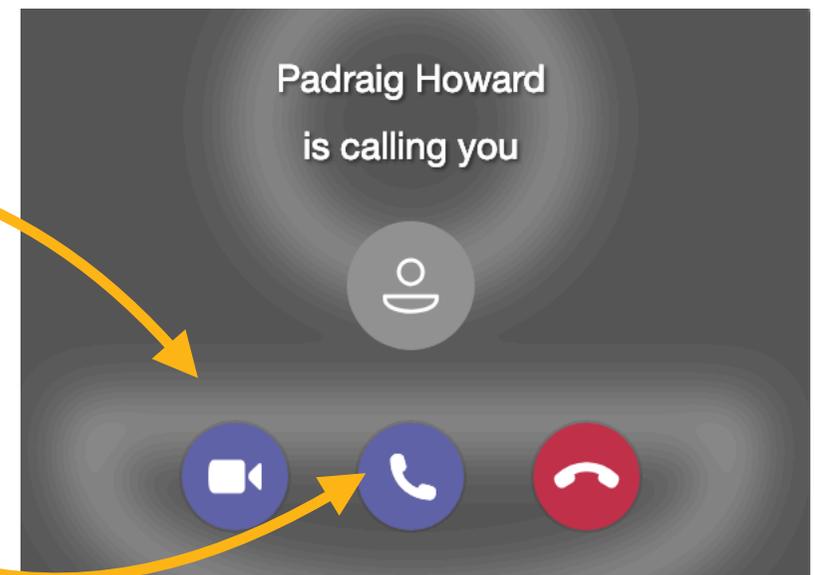
When it is time for your meeting/seminar/event to begin, the leader/tutor/etc will start the meeting and you will receive a call.

A window will appear that looks like this 

Click the purple video button to video call

Click the purple phone button for audio only

**NOTE:** you can add/remove audio or video during your meeting/seminar/event



**NOTE:** Meetings will start about 20-15 mins before the meeting/seminar/event is scheduled to start



You will see a large video of the person currently speaking (usually the meeting/seminar/event leader) and a smaller video of yourself at the side



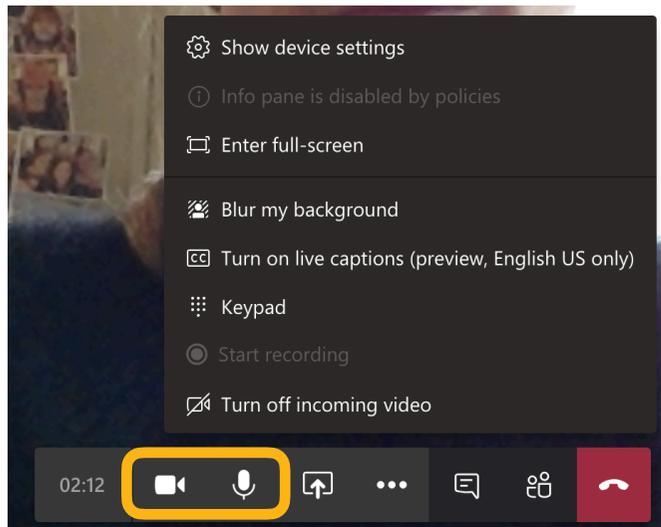
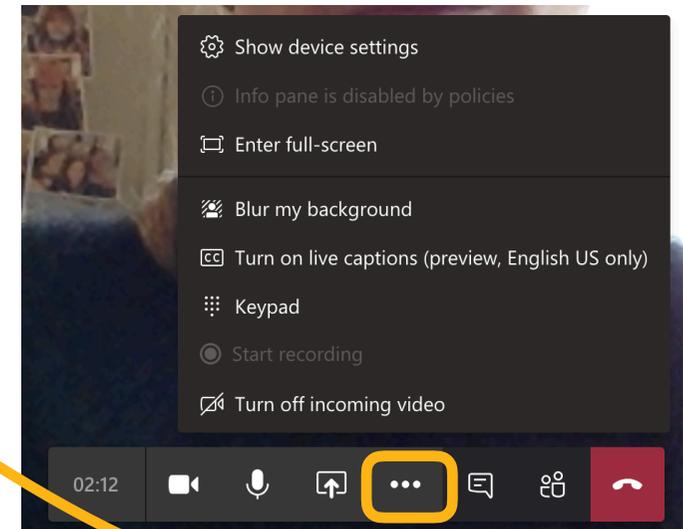
**NOTE:** You may need to turn on your video/microphones if you want to talk. Check your settings (see below).

**IMPORTANT:** We strongly recommend muting your sound initially. If you do not, you may end up with a lot of people talking all at once, potentially with sound delays. This can get very confusing! You can also turn off your video if you feel uncomfortable, but we recommend turning it on again if you wish to speak.

## Changing your video and audio settings

If you hover your mouse above your video you will see this menu bar appear. From here you can access settings including video, audio and screen sharing.

The three dots icon shows you further options (shown here on the right)



Click on the camera icon to turn your video on and off.

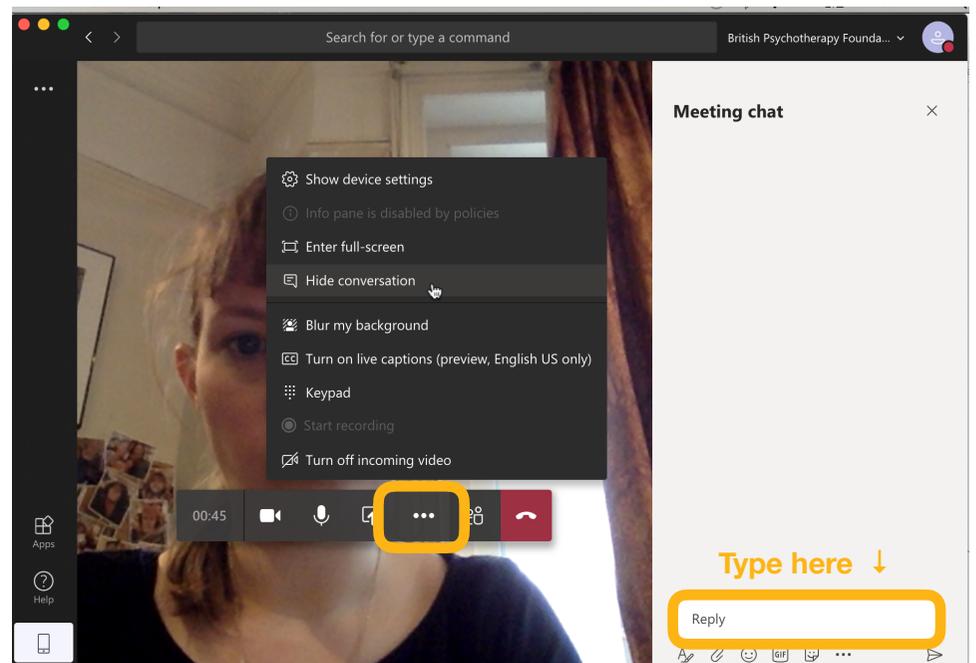
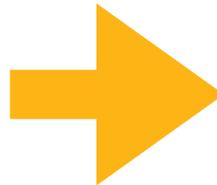
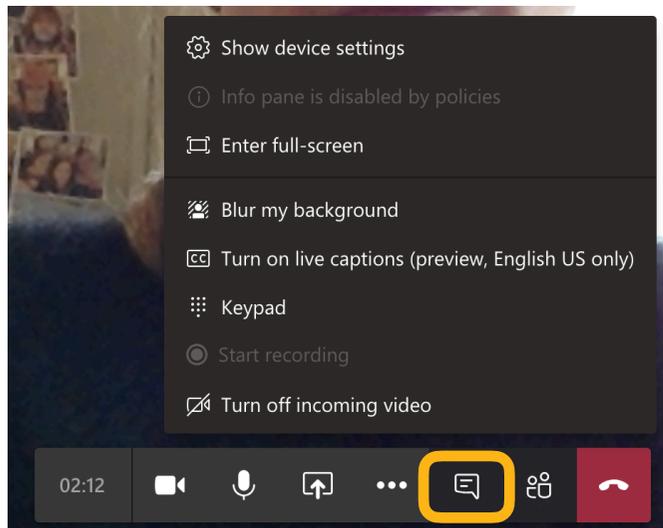


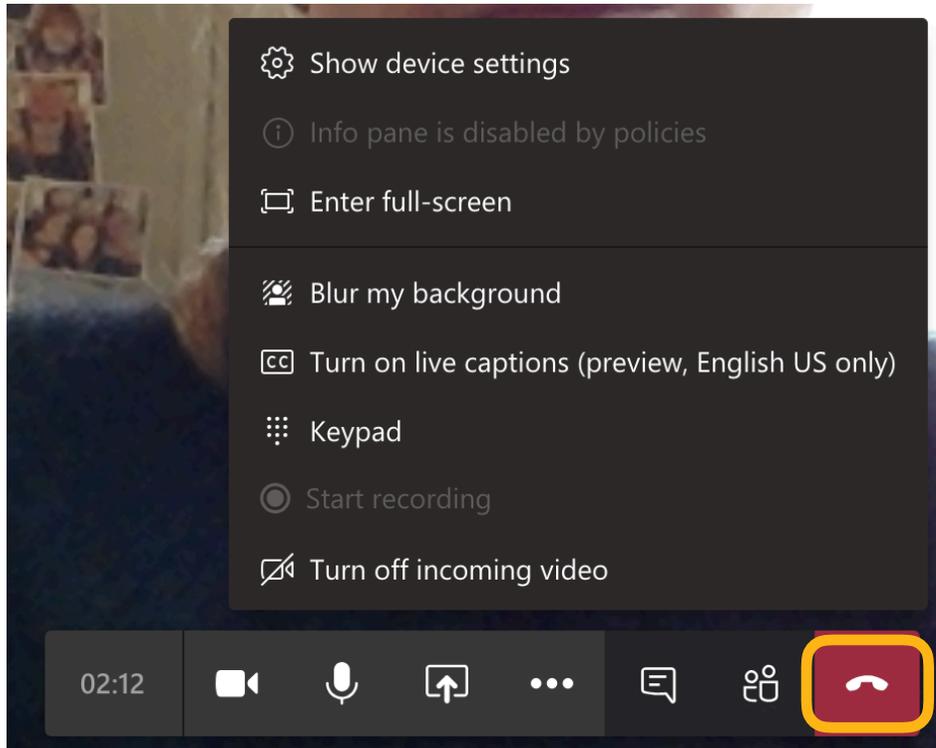
Click on the microphone icon to turn your audio on and off.



To start a chat window (where you can type messages and questions during a meeting/seminar/event) click on the speech bubble icon. The chat window will appear on the right hand side. You can also hide the conversation by clicking the speech bubble icon again.

**NOTE:** the speech bubble icon may be hiding in the three dots menu.





When your meeting/seminar/event is finished, click on the red button to hang up.

