

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.

Note: You can use Microsoft Teams via your web browser or by downloading the software. We strongly recommend downloading the software as this creates more stable connections and less issues during video meetings.

“Teams” means the group of people that you will be working with or holding an event etc. with.

In most cases you will have already been added to a team by Pod (marketing@bpf-psychotherapy.org.uk). These will be, for eg, “PPA training” or “MSc” or “Endings event”.

Within these “teams” you can set up specific meetings using the guidelines. For example, specific tutorials for groups of students or specific meetings with selected staff members.

Microsoft Teams



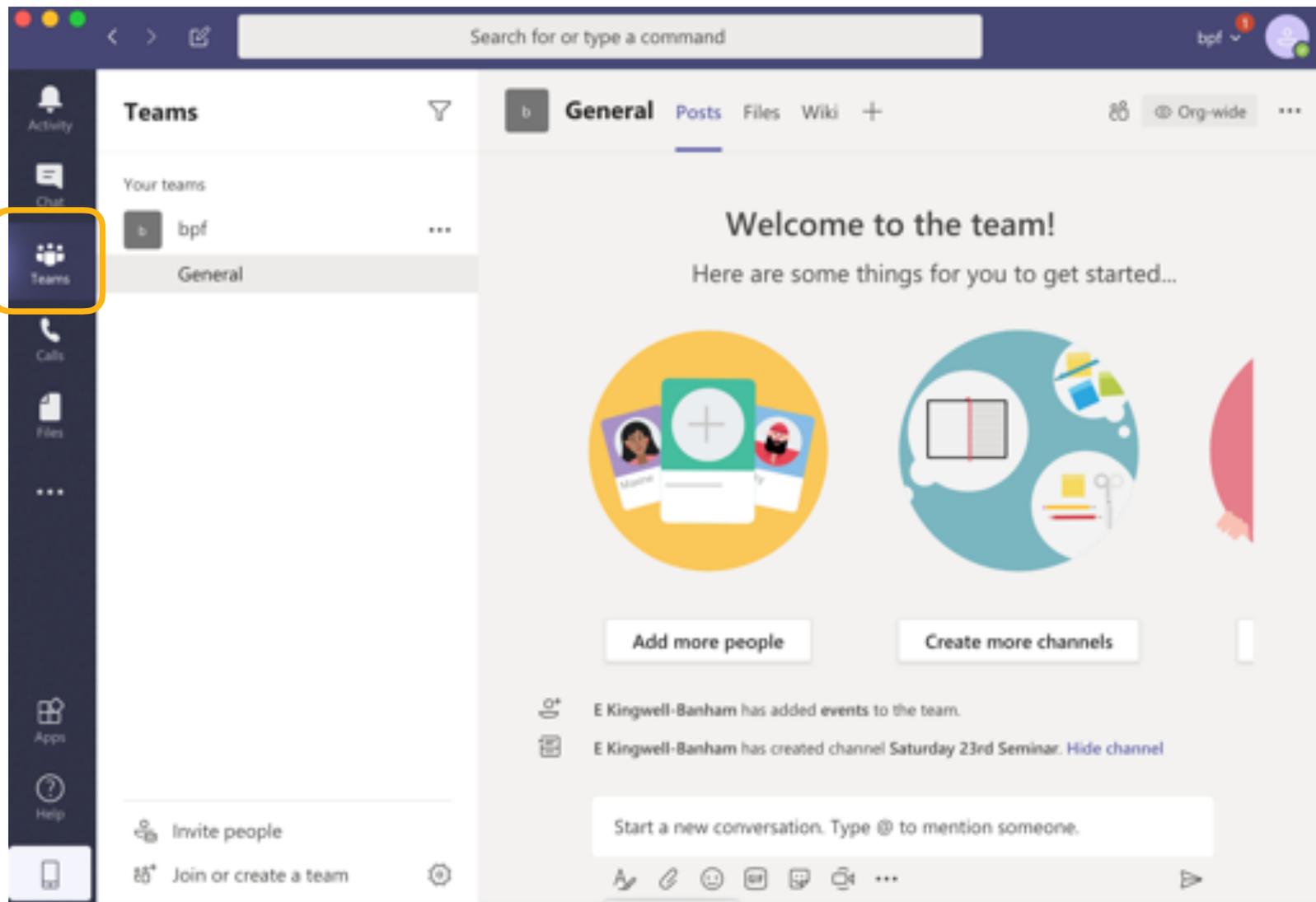
**Enter your work, school
or Microsoft account.**

Sign-in address

Sign in

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

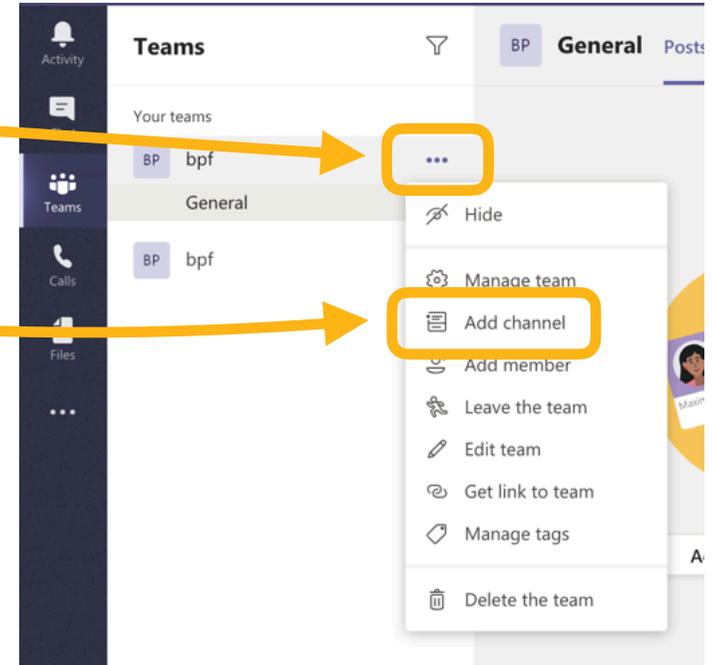
You will then see a window that looks something like this:



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

To set up a new meeting/seminar/conference click on the three dots next to your relevant team.

Next, click "Add channel".



Create a channel for "bpf" team

Channel name
Saturday 23rd August Seminar

Description (optional)
PPA Saturday seminar - Eleanor Banham (seminar leader)

Privacy
Private – Only accessible to a specific group of people within the team

Cancel Next

You will then see this window, where you can put in the details for your meeting/seminar/conference.

Under "Channel name" enter the name of your meeting/seminar/conference. You can also add a description.

IMPORTANT: In "Privacy" select "Private - only accessible..."

Click "Next"

Add members to bpf

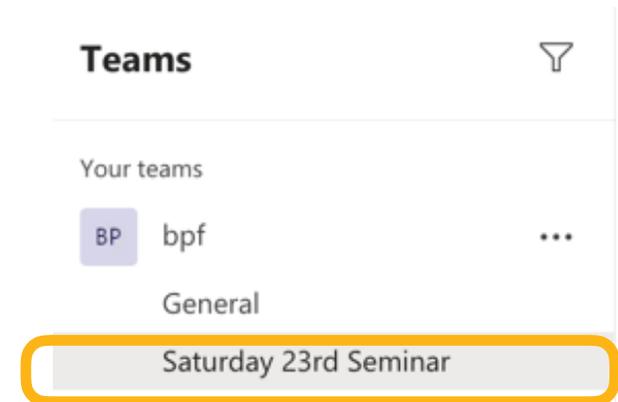
Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

events@bpf-psychotherapy.org.uk | Add

- Add events@bpf-psychotherapy.org.uk as a member
- Add events@bpf-psychotherapy.org.uk as a guest

You can then add members using their e-mail address.

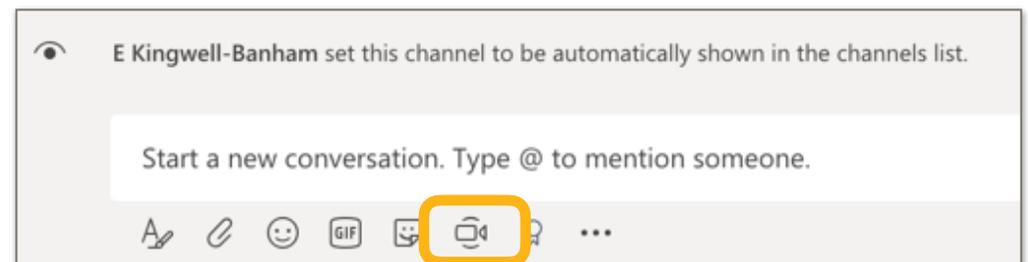
Once all your members are added and you are ready to start your meeting/ seminar/event, click on your channel, which will appear on the right under the name you set up (in this example "Saturday 23rd August Seminar")



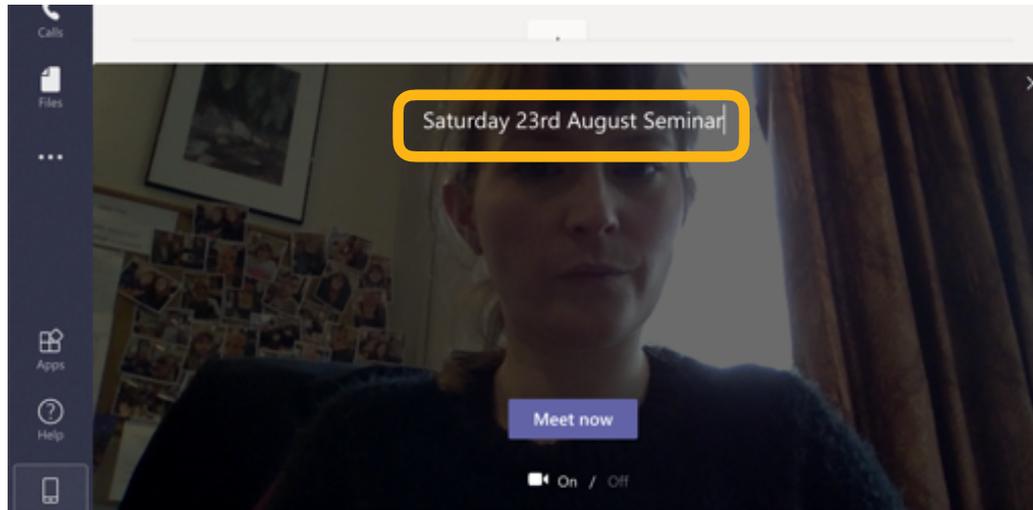
At the bottom of your window, on the right, you will then see this



Click on the video icon to start a meeting.

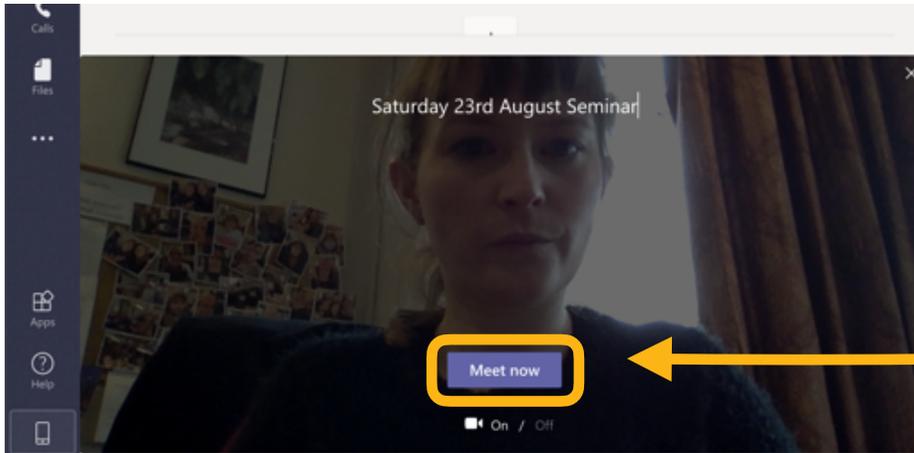


This window will then appear.



You can add a description for the meeting here.

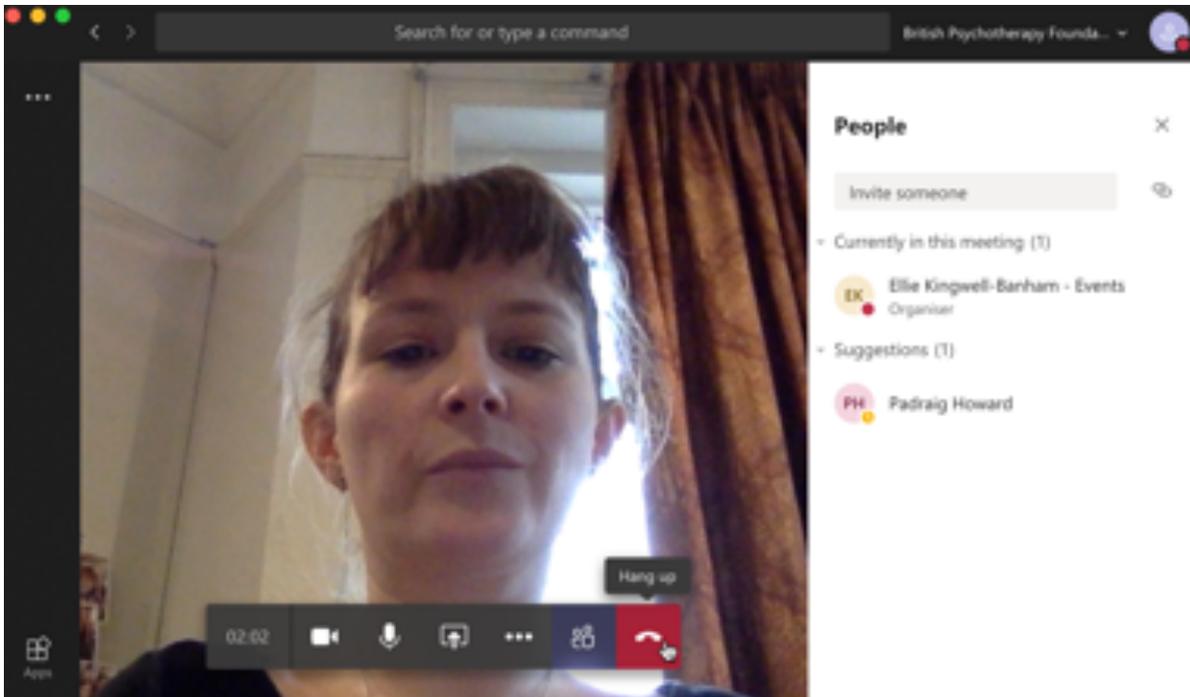
When you are ready (**we recommend about 20-15 mins before the meeting/seminar/event is scheduled to start**) click "Meet now"



This window will then appear.

You can add a description for the meeting here.

When you are ready (**we recommend about 20-15 mins before the meeting/seminar/event is scheduled to start**) click "Meet now"



Your video call window will open and you will see a list of people in the chat on the right hand side.

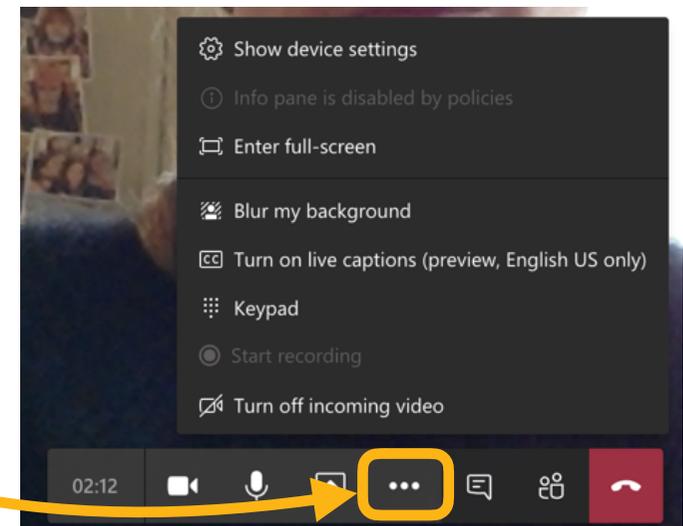
You will see your video, and the videos of other people in your meeting/seminar/events along side.

NOTE: You may need to remind people to turn on their video/microphones if they want to talk.

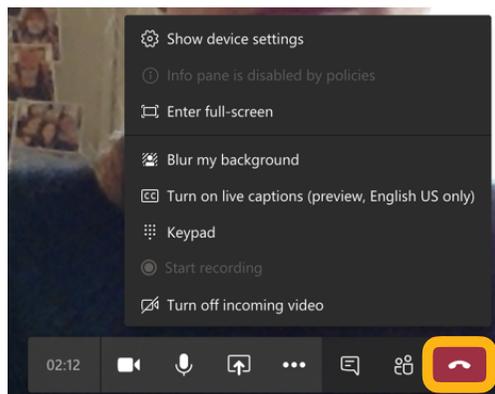
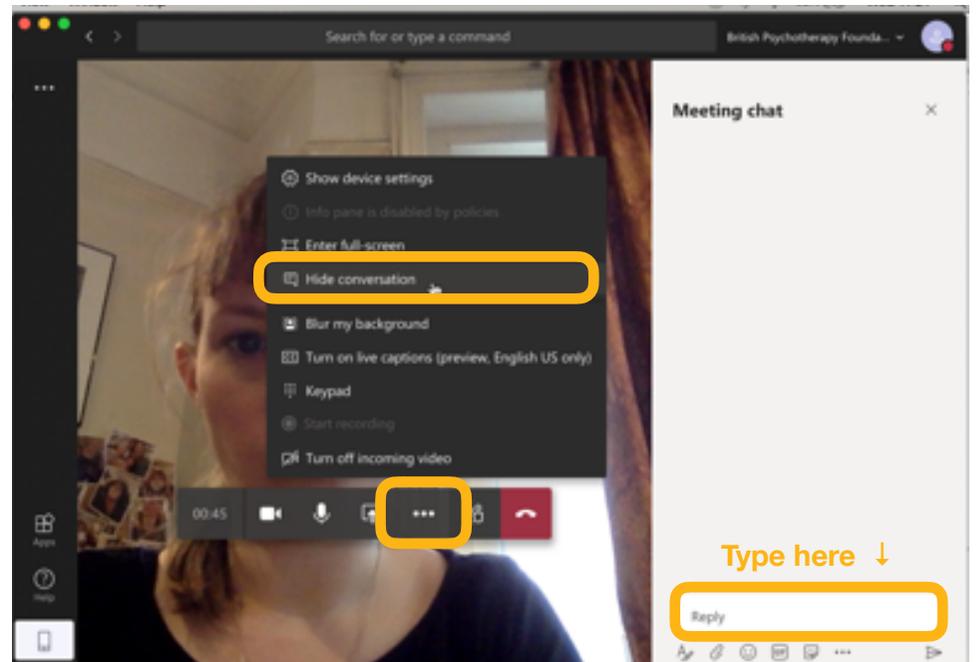
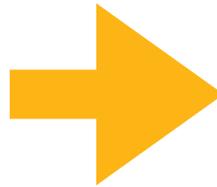
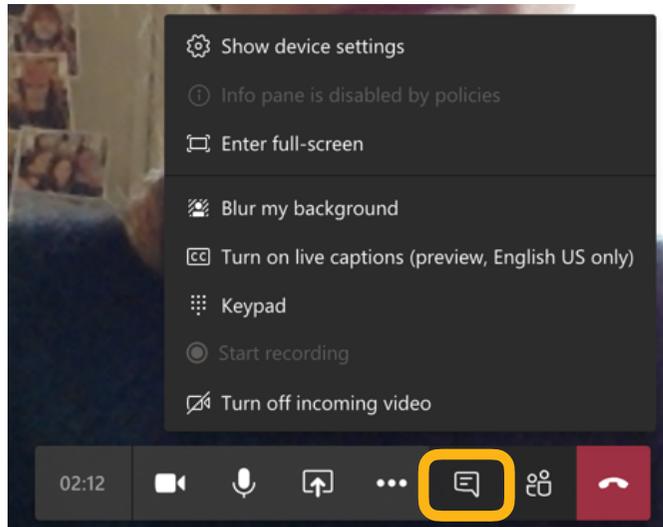
IMPORTANT: We strongly recommend muting the sound initially for all meeting/seminar/event attendees. If you do not, you may end up with a lot of people talking all at once, potentially with sound delays. This can get very confusing!

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)



To start a chat window (where people 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.



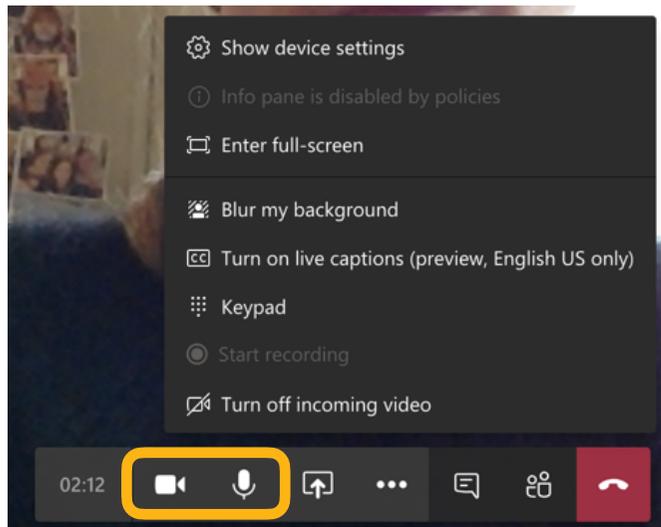
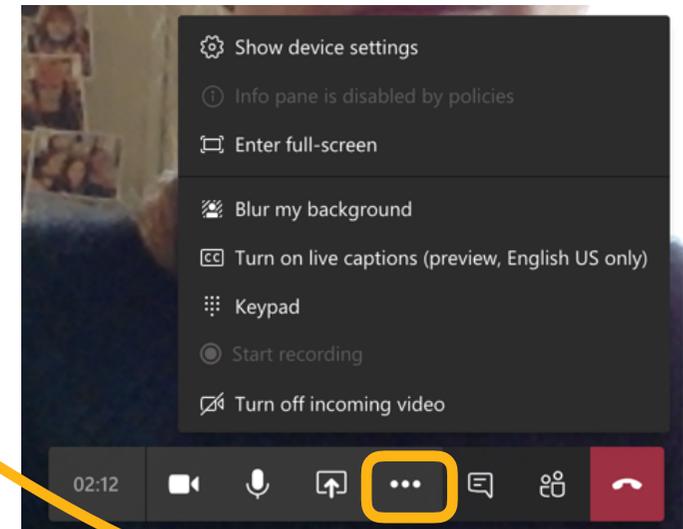
When your meeting/seminar/event is finished, click on the red button to hang up.



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.

