South Carolina School Bus Driver Classroom Training

Getting started in Microsoft Teams

Molly M. Spearman – State Superintendent of Education

SCDE Transportation Classroom training with Microsoft Teams

Getting started

Welcome to remote learning

In this lesson you will learn:
- What is needed to participate
- How to accept a meeting request
- How to join a meeting
- How to control your microphone
- How to control your camera
- How to access chat
- How the training will be conducted
- Requirements to participate in class and complete training

Items needed to participate in classroom training

- Valid email that you can access

- Smartphone, tablet, or computer with speakers

- Strong Internet connection

Internet Browser

- Please check your internet browser settings to be able to accept 'Third Party Cookies' to Join the Meeting
- Microsoft is encrypted so it is considered 'Third Party Cookie'
- It is best to test your connectivity prior to the meeting
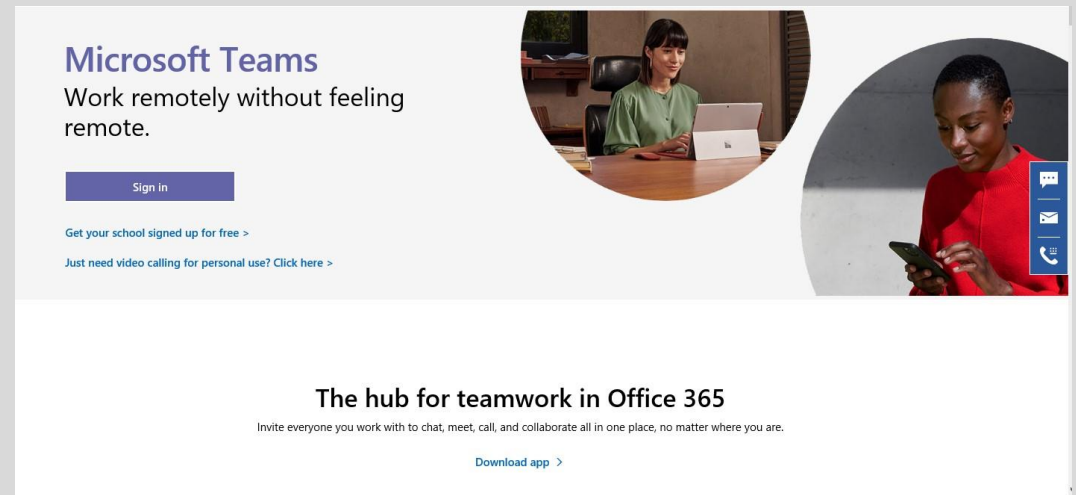
Microsoft Teams Platform

If you have the app

- Sign in and set up prior to accepting meeting request

If you don't have the app

- Teams is a free web-based application

Accepting a Meeting Request

- You will receive an email with a Meeting request to join a meeting.

Krause, Patricia J <pjkrause@ed.sc.gov>
Tue 3/24/2020 2:12 PM

let's see if you need outlook or not

🕐 Tue 3/24/2020 12:00 PM - 1:00 PM

📍 Microsoft Teams Meeting

No conflicts

🗓 RSVP to this event

Add a message to Krause, Patricia J (optional)

| ✓ Yes | ? Maybe | ✕ No |

Join Microsoft Teams Meeting

+1 469-480-6671   (Toll)

Conference ID: 83   2 8#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

Accepting a Meeting Request

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- It will have the date and time in the email along with Join Microsoft Teams Meeting.

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- At the time of the meeting you will need to click on 'Join Microsoft Teams Meeting' to connect to the meeting.

At the time of the meeting, click on
Join Microsoft Teams Meeting

You have the Teams app
click on Launch it now

You don't have the Teams app
click 'Use the web app instead'

Stay better connected with the Teams desktop app

Download the Windows app   Use the web app instead

Already have the Teams app? Launch it now

Next step if you are using the web app

- The app will ask to use your camera and mic if you have one. **Select Allow.**

- On the next screen you will need to enter your first and last name, then click **Join Now**.

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

🎤 Use your microphone

🎥 Use your camera

Block   Allow

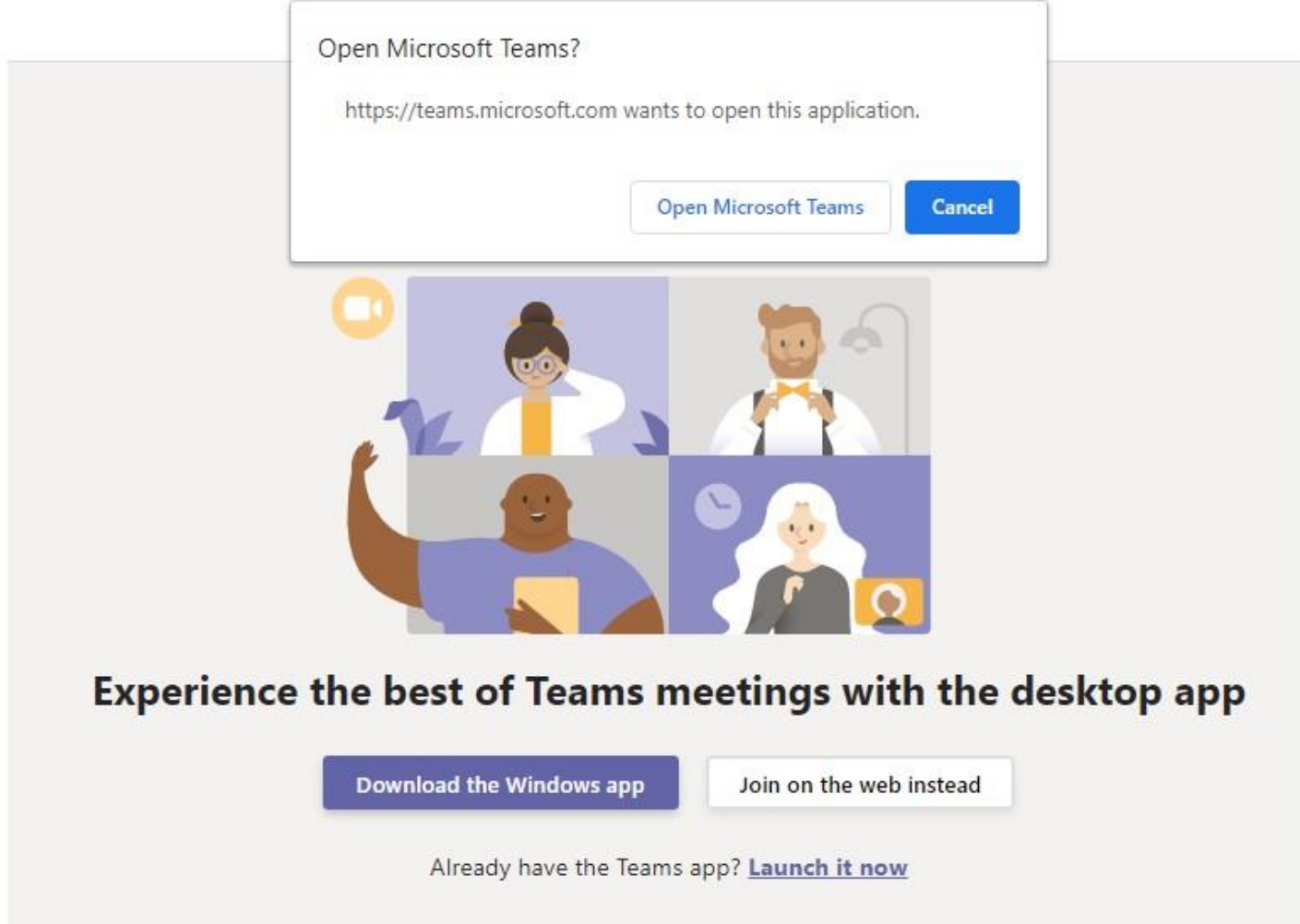Choose your audio and video settings for
Meeting now

Enter name   Join now

🎥 ⚪ 🎤 ⚪ ⚙️ Devices

Next step if you have Teams App

Once you click on Join Microsoft Teams Meeting your internet browser will open. Click on Launch it now another box will pop up. Click on 'Open Microsoft Teams' to launch Teams. The join now will be the same as the previous slide.
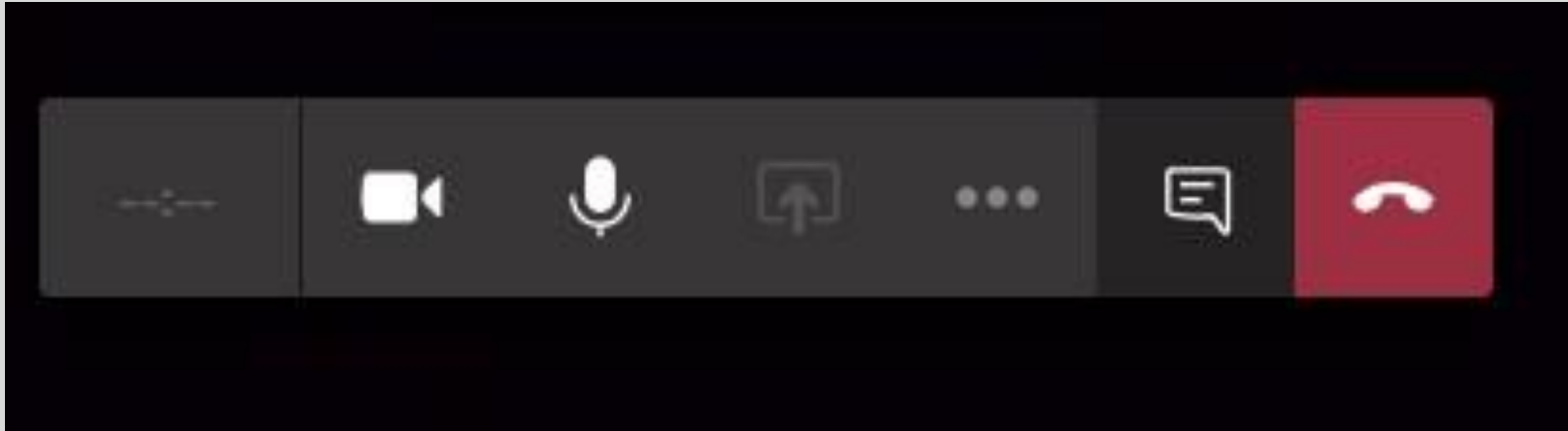
After you have clicked on Join Now

You will wait until the presenter lets you into the meeting. At this time you can click on the mic and camera icons to turn them off. It is important to know how to turn on your microphone in case you want to ask a question instead of typing. The presenter can turn off your mic when needed.
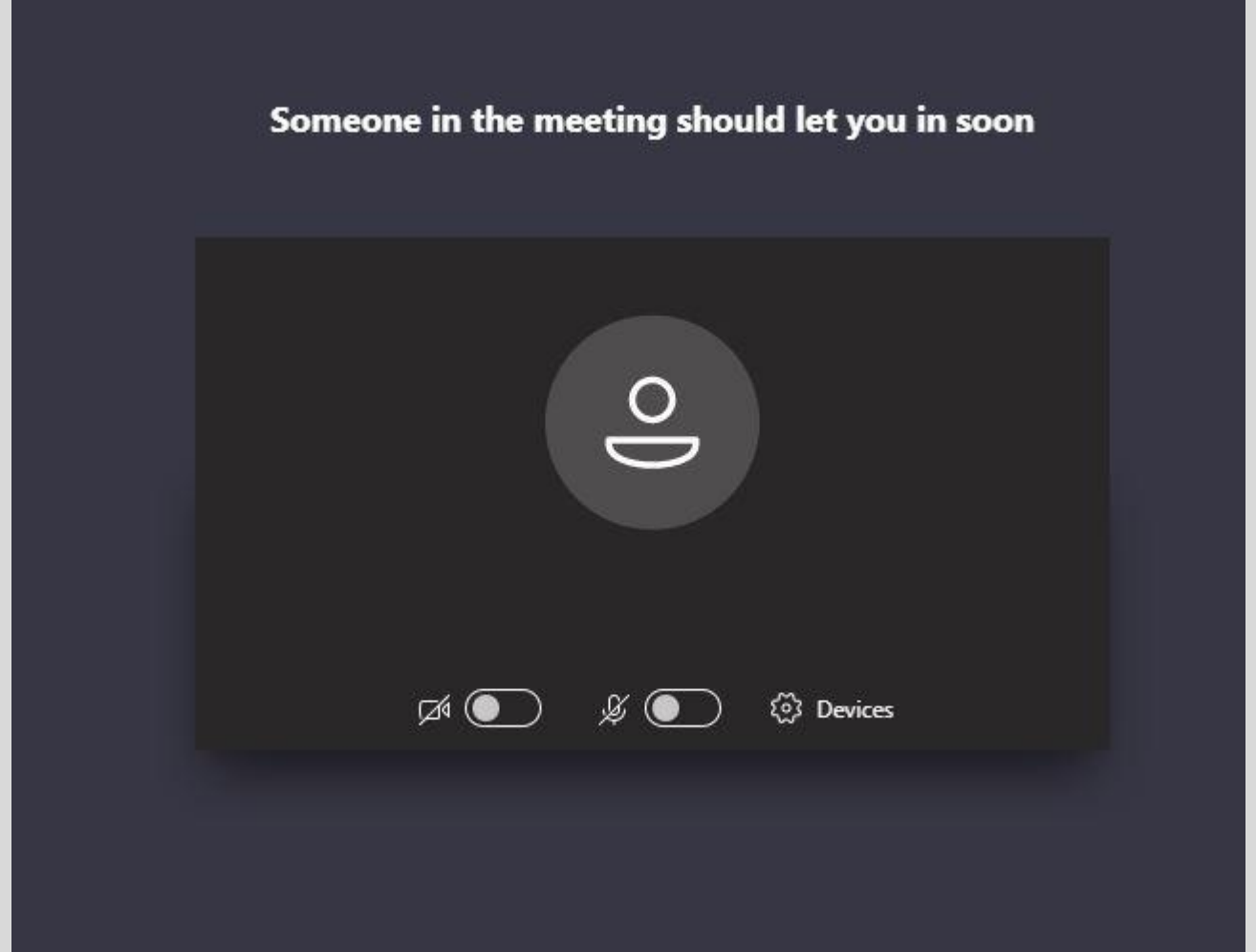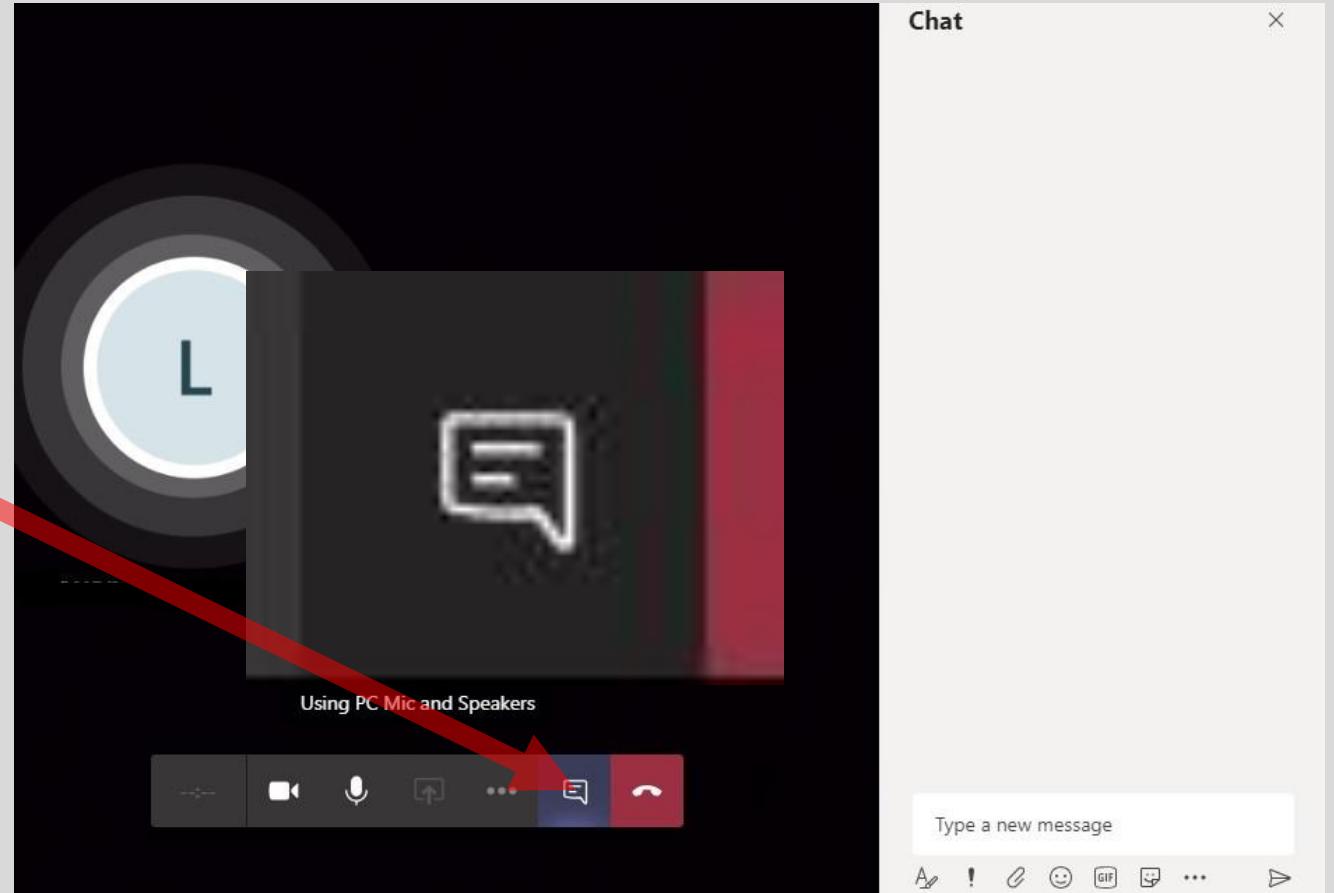
Control Bar

Once you are in the meeting you will see this control bar. If ever it disappears just move your mouse and it will re appear. This is how you can turn your mic on and off, camera on and off, open the chat menu, blur your background and hang up the call.
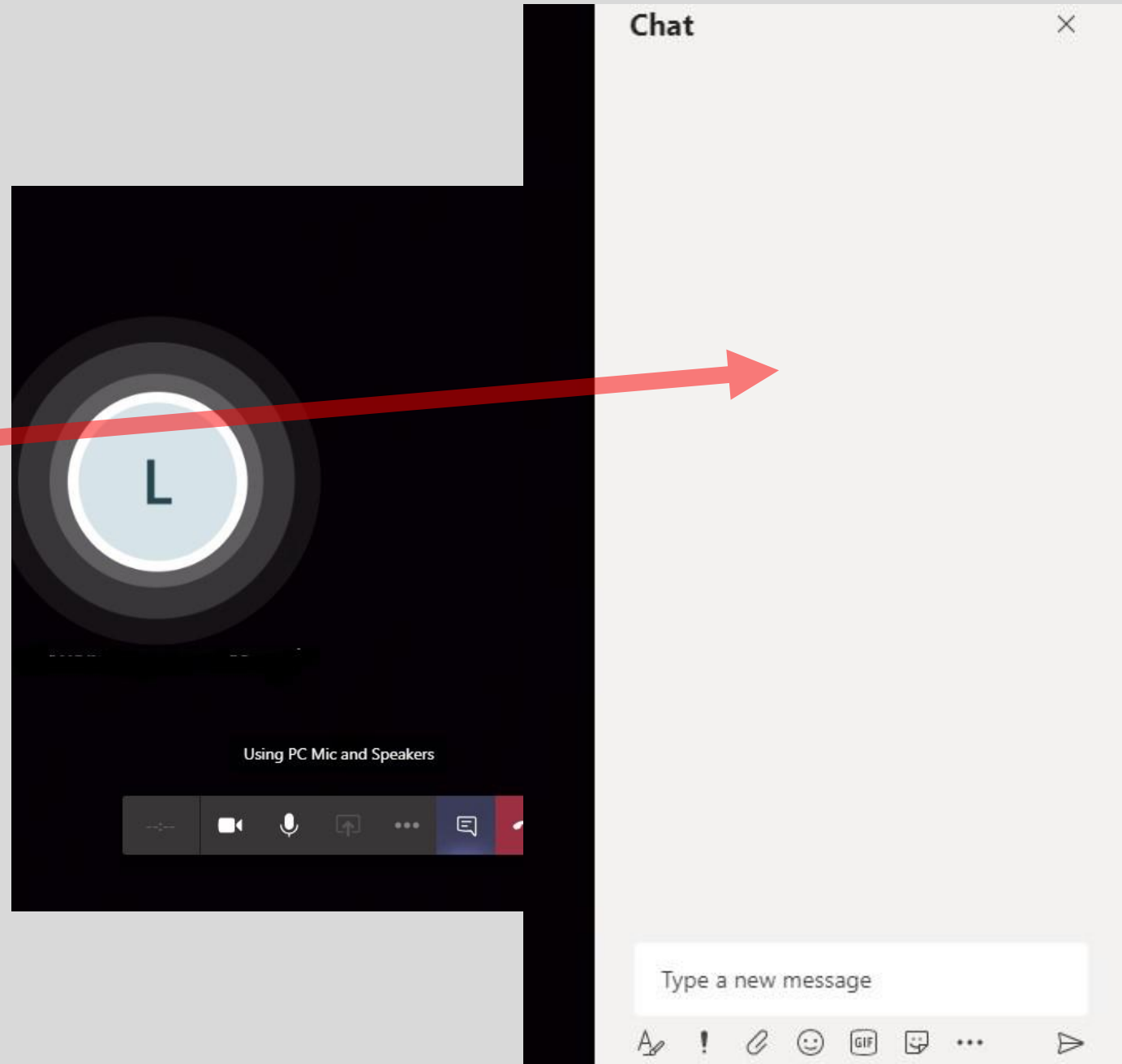
Chat menu open

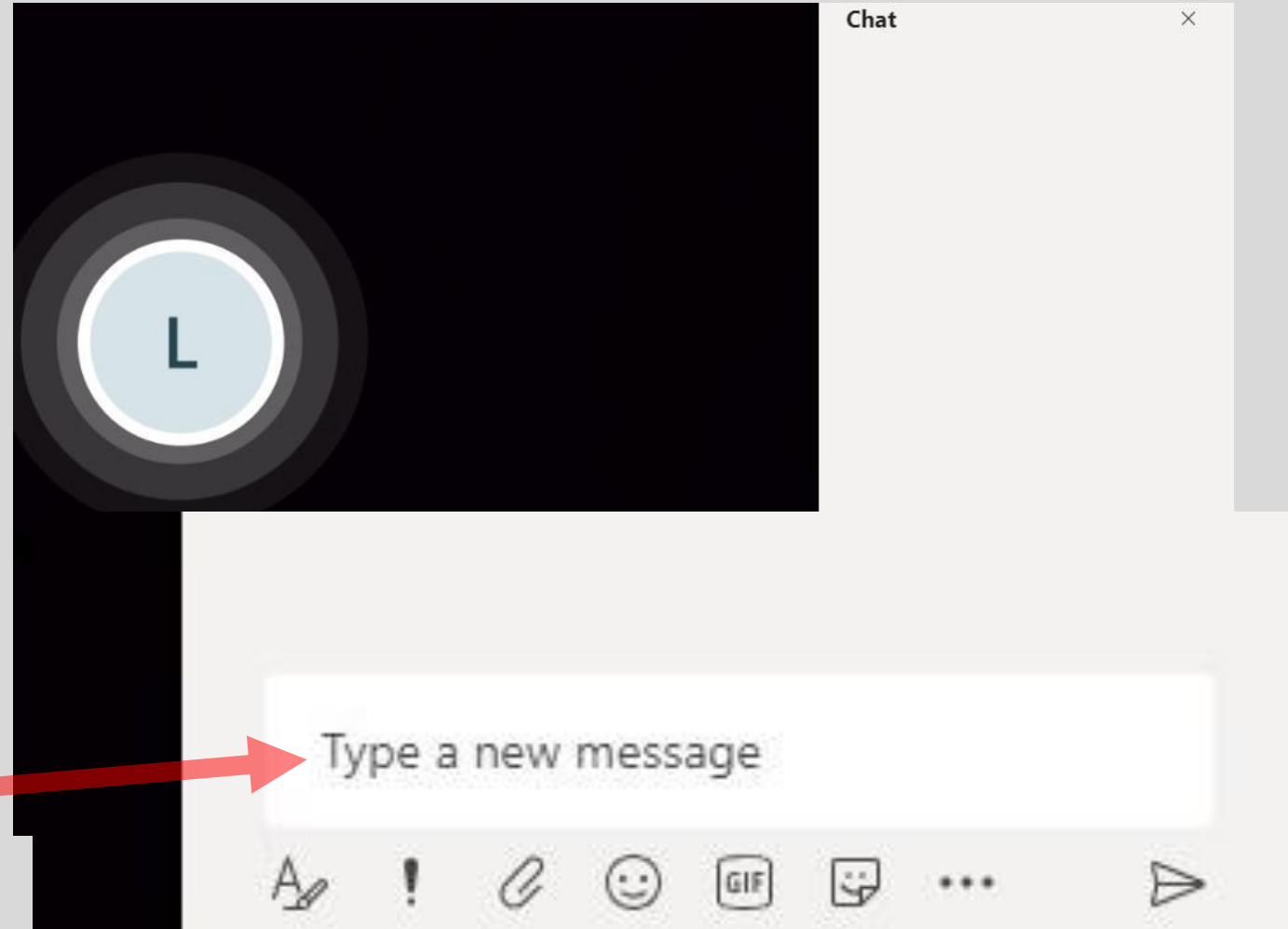- On the Control Bar, when you click on the icon that looks like a text balloon,

Chat menu open

- On the Control Bar, when you click on the icon that looks like a text balloon, the chat box will open to the right.

Using PC Mic and Speakers

Chat

Type a new message

Chat menu open

- On the Control Bar, click on the icon that looks like a text balloon and the chat box will open to the right.

- At the bottom of the Chat box you will be able to type messages. Click the paper airplane/triangle icon to send the message.
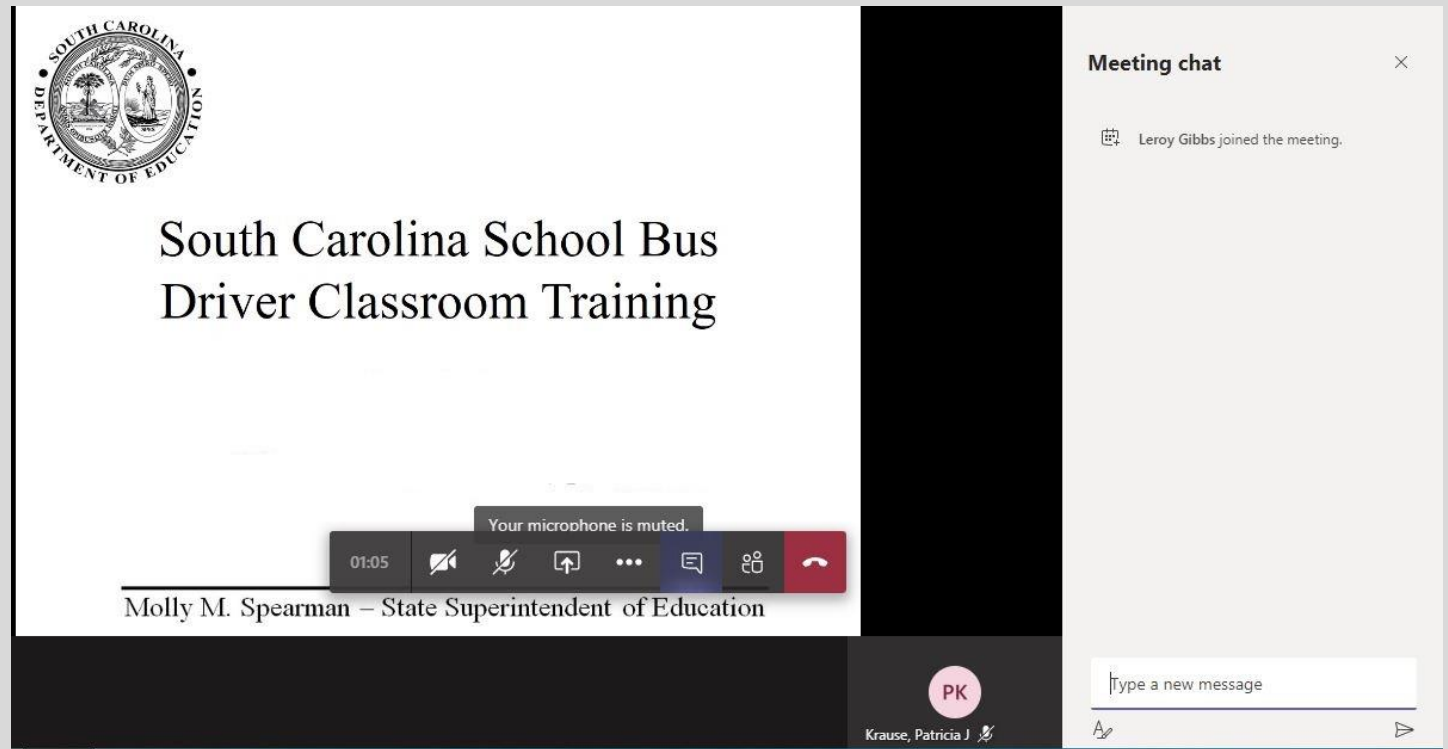
Chat menu open

- On the Control Bar, click on the icon that looks like a text balloon and the chat box will open to the right.

- At the bottom you will be able to type messages. Click the paper airplane/triangle icon to send the message.

- Your message will appear above and everyone can read it.
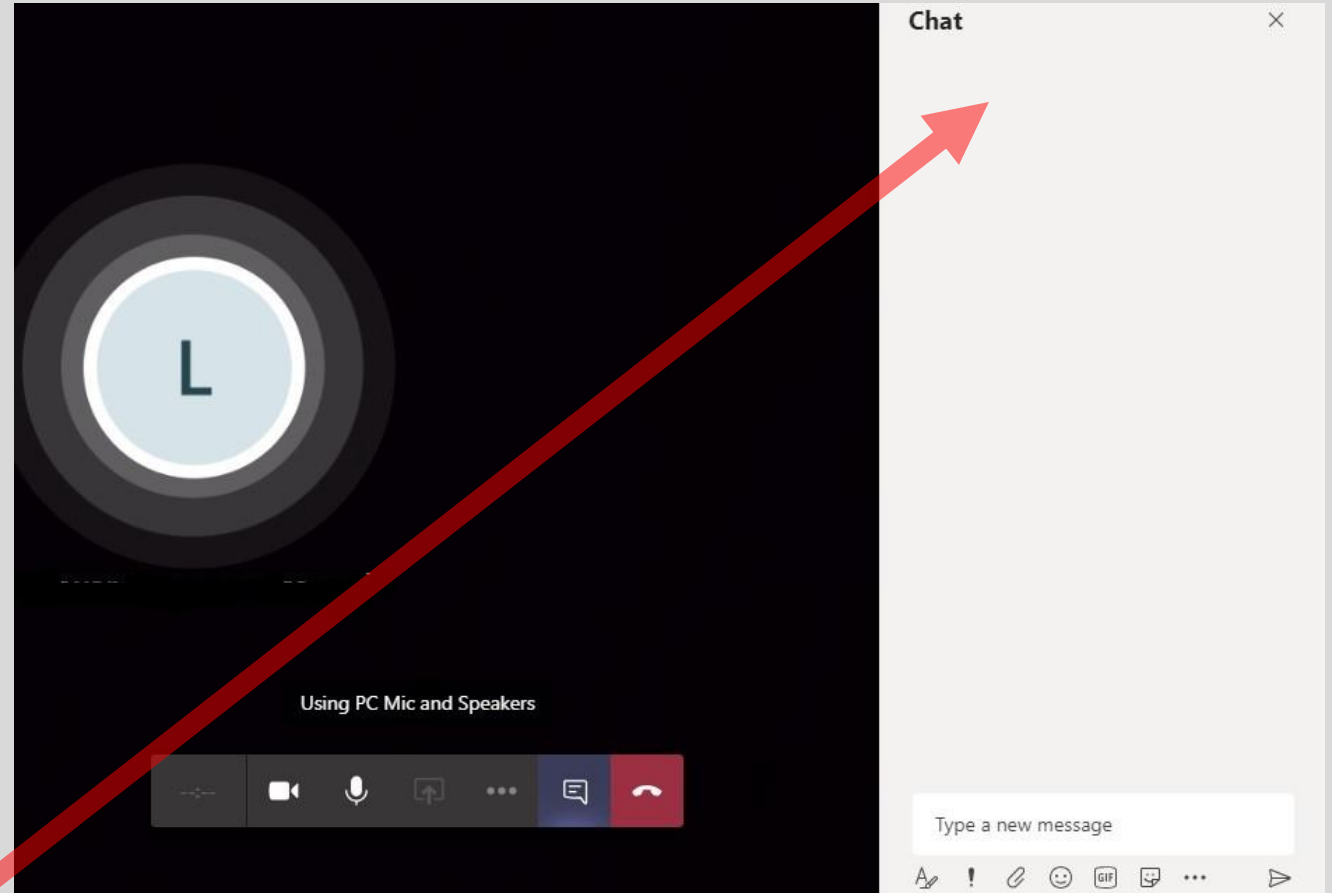
Learning the Material

- We will share the PowerPoint with you and you are able to have the chat screen open to the right.

- When you want to ask a question or need assistance, you can unmute your mic or type in the chat box.

Requirements to complete the training

- Logging into Teams gives a digital stamp of your entry and exit.

- We will be asking questions during the presentation and you must respond to prove you're participating.

- If you do not participate, you will be removed from the lesson and documented as not completing.

- If signal is lost, go back to your email and re-join meeting. Let instructor know what happened.

Thank you!