



Teams Calls for Students

Quick Start Guide



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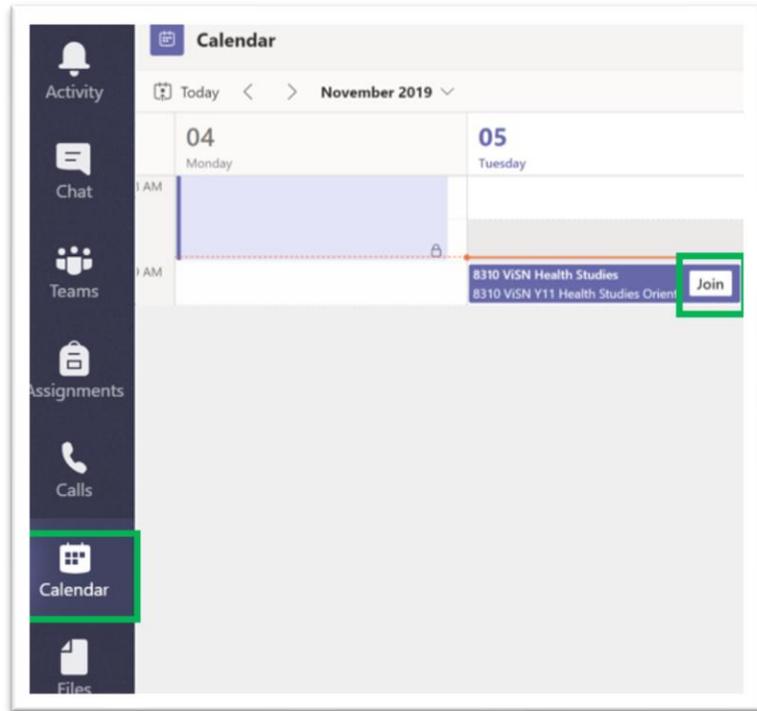
Microsoft Teams Calls



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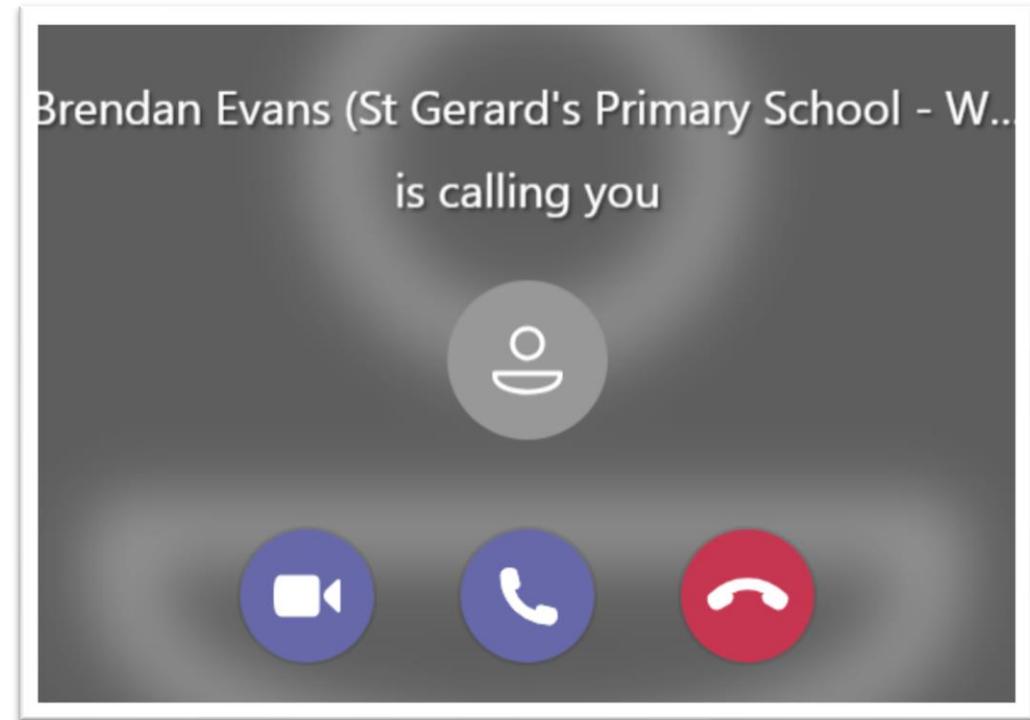
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Join a scheduled call



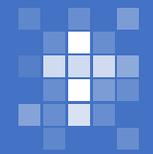
Join a call that is already scheduled, from your calendar

Join an impromptu call



Join an impromptu meeting by clicking on the camera button when the above image appears on your screen

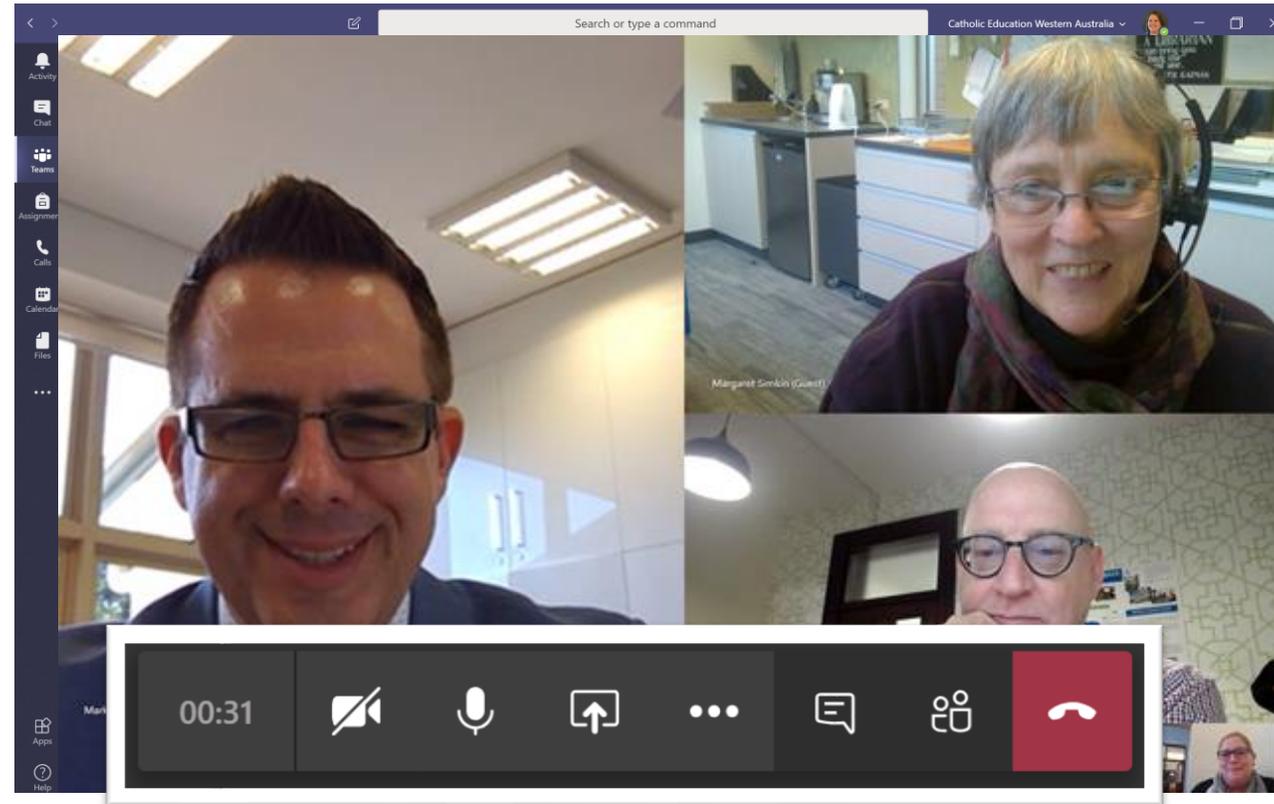
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Once in a Teams Call

- Show device settings
- Show meeting notes
- Show meeting details
- Enter full screen
- Blur my background
- Keypad
- Start recording
- Turn off incoming video



★
Camera
on/off

★
Mic
on/off

★
Screen Share
on/off

★
Chat

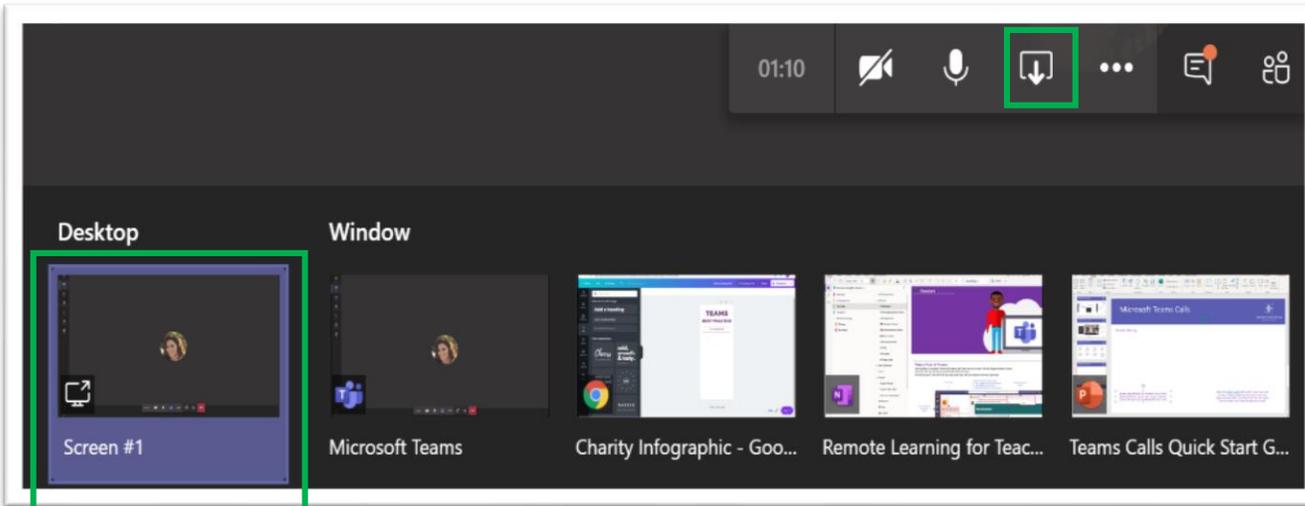
★ Important functions

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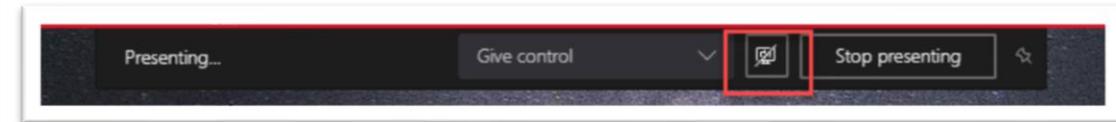


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Screen Sharing



Once you select the screensharing icon, always select Desktop as this allows you to move between different screens open on your desktop, without having to share/unshare/share each time.



Select the System Audio tick box (PCs only) once you have shared your screen (hover at the top of your screen) if you wish to share a video/something with sound at the time that you screen share. If you don't do this, then sound from the video won't come through on your call.

Communicating with Students via Teams



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Consider the following when communicating on Teams with Others

Cameras On!

Everyone should have their camera on. It humanizes the experience and allows others to feel more connected with you.

Blur backgrounds

It's always good to blur backgrounds when on a Teams call. It helps with focus and privacy.

Muting Etiquette

Get into the habit of muting your microphone if you're not speaking, to minimize background noise. This also helps to avoid interruptions by other things happening in your home.

Chat Open

Get into the habit of opening the chat function (click on the 'comment' icon at the bottom of the screen) at the start of each call so you can easily add/respond to a message during a call.

Turn Off Notifications

Prevent emails and other notifications popping up on your screen while you're sharing it with others on a call! Each device is a little different so find out how to do this on yours, before your first call.

Questioning

Ask as many questions as you need to, to feel confident in what you should know/need to do. Check with the teacher at the start about how you should ask questions (interrupt, put your hand up or ask in the chat).

Get involved

You will only get out of online communication what you put in and the more everyone contributes, the better the experience for everyone. Don't be shy – most people are new to this so lead the way and share, chat and collaborate!

Focus!

It's good manners and better for your online experience if you are focused. It can be easy to be distracted but remove all distractions and sit somewhere you won't be disturbed.

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Reminders



Be on time. Give your apologies in advance if you can't be there



Add a sign to the door (so you're not disturbed)



Wear your headset (better sound for everyone when you're talking)



Blur your background (for focus and privacy)



Understand that calls may be recorded