

‘Quick Guide’ to attending a remote Teams meeting as a spectator

In advance of the Meeting

Download the Teams App

How: You can download the Teams app from a number of sources, including the Microsoft site at [Microsoft Teams for Friends and Family | Video Chat App](#)

Alternatively, if you click on the meeting link in your diary invitation you should get an option to download the app or to join the meeting via your web browser. Further details can be found at:

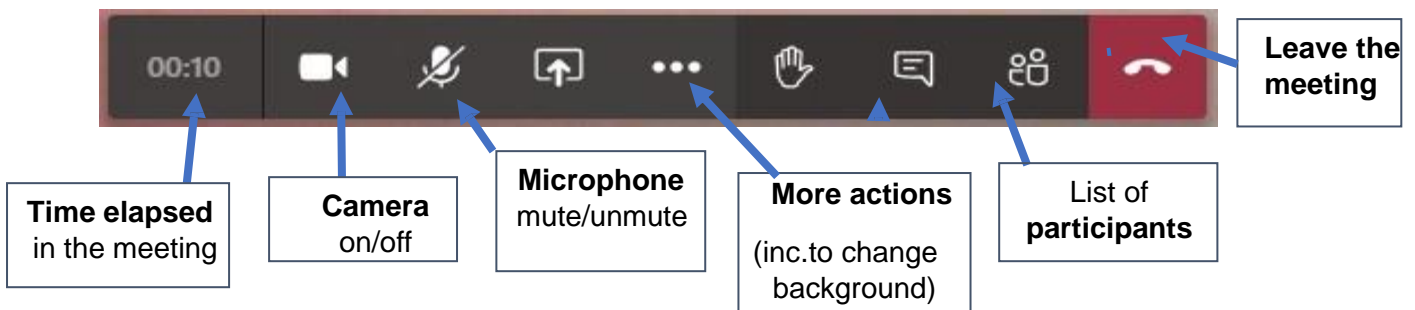
<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

Joining the Meeting

You will be emailed a diary invitation containing a link to access the meeting as a participant – **please only use this link.**

Please aim to join the meeting 10 minutes before it is due to start to allow for any technical issues to be picked up and resolved. When you join you will enter a ‘lobby’ – please wait to be invited into the meeting.

Meeting functions



In the meeting you will need to:

Blur your background.

If you do not want what is behind you to be publicly viewable you should blur your background.

How: please click on the ‘More actions’ button and you will find ‘Apply Background Effects’ towards the bottom of the list. Click on this and then choose ‘Blur’ and then click ‘Apply’ at the bottom. This needs to be done when you are in the meeting so can be done in the time before the meeting goes live.

Camera choice/ Microphone off

How: a strike line shows across the microphone or camera symbol on your Teams bar when it is OFF. When no strike line shows, it means that device is ON.

As a spectator you are asked to keep your **camera OFF** in order to preserve bandwidth. Your **microphone will be OFF** at all times.