



# NHS Wales Video Consulting Service



## How to use MS Teams for training

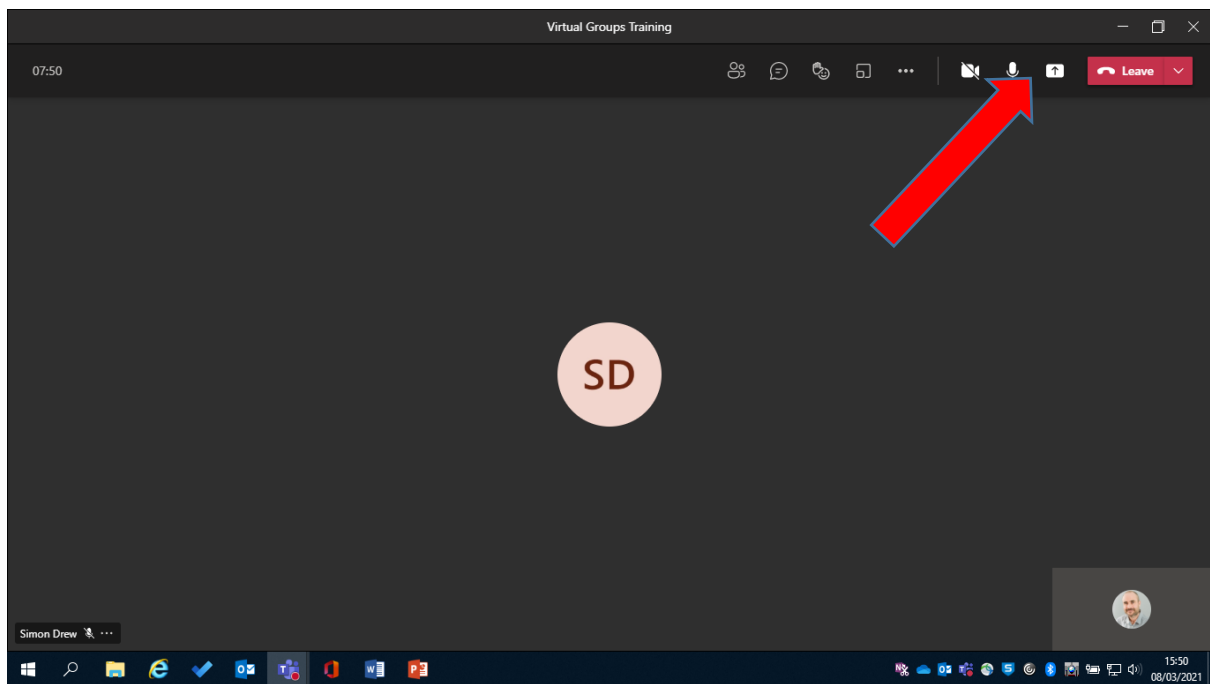
The following step by step guide shows how to use MS teams for training purposes and some of the features it has to have delegates on your training remotely.

### Presenting in teams

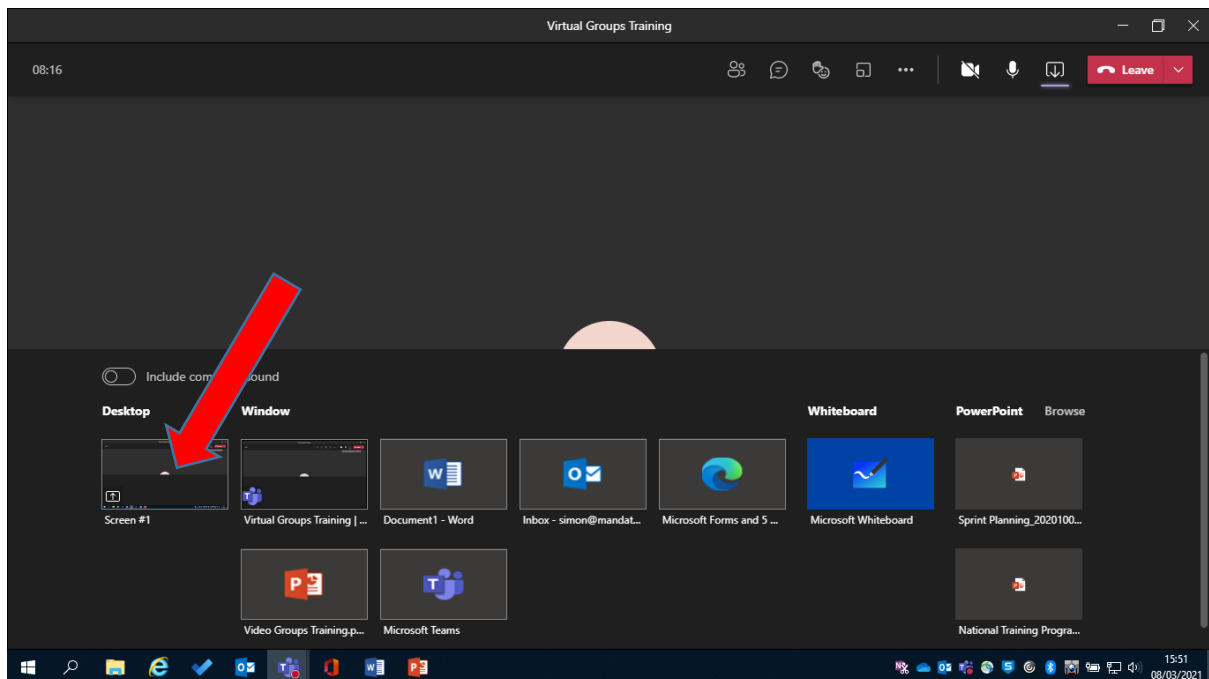
Ideally if you are going to present regularly you should utilise a second screen, please see the link below for advice on how to set this up. Without a second screen you will lose sight of the team when you present. Having a second person to alert you to when a hand is up or a question is placed in the chat is useful, I often nominate a delegate to do this if I don't have a second trainer. With a second screen you can see both your presentation and the team's app.

[How to Add a Monitor to Your Windows 10 Laptop - dummies](#)

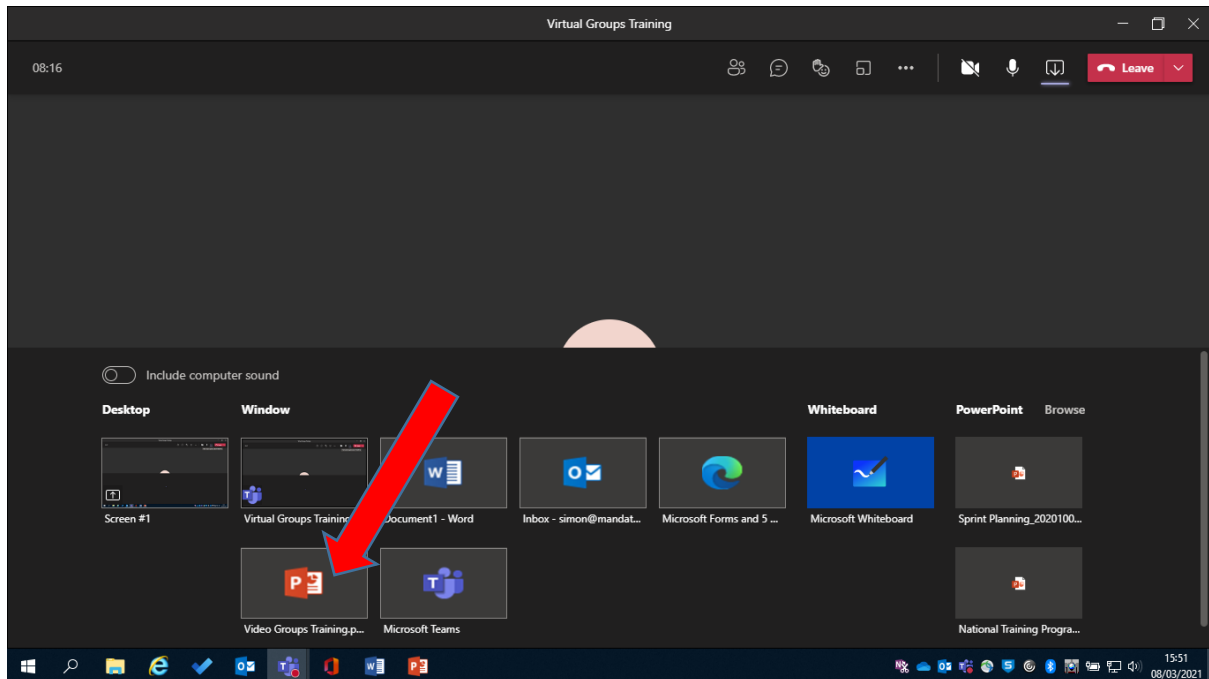
To start presenting click on the present icon as shown below by the arrow.



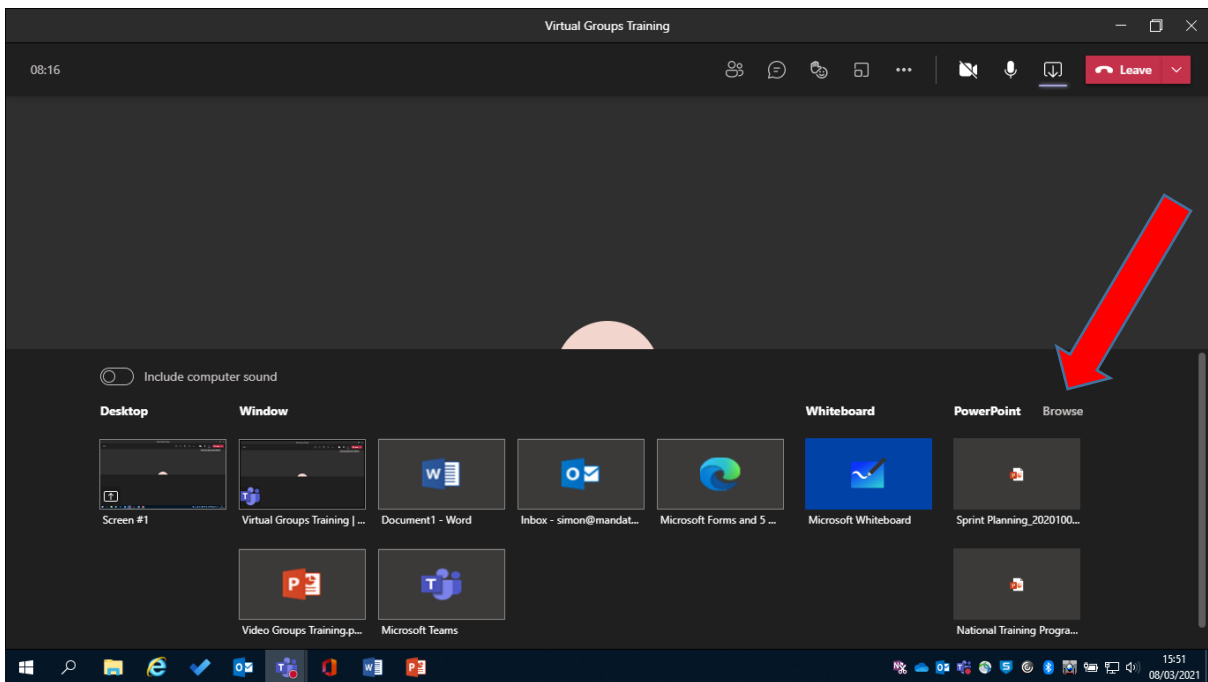
After clicking on the icon a range of options appear, firstly you can share you entire desktop. If you have multiple things to show in various different formats this is the easiest option as the presentation will just share your entire desktop. If you are using a second screen (monitor) it will give you the option to share either screen 1 (the laptop or main computer) or screen 2 (the extra plugged in monitor). Be aware that if you have anything confidential on your computer this must be closed and not opened otherwise you may inadvertently share it. Click on the required screen as below to share.



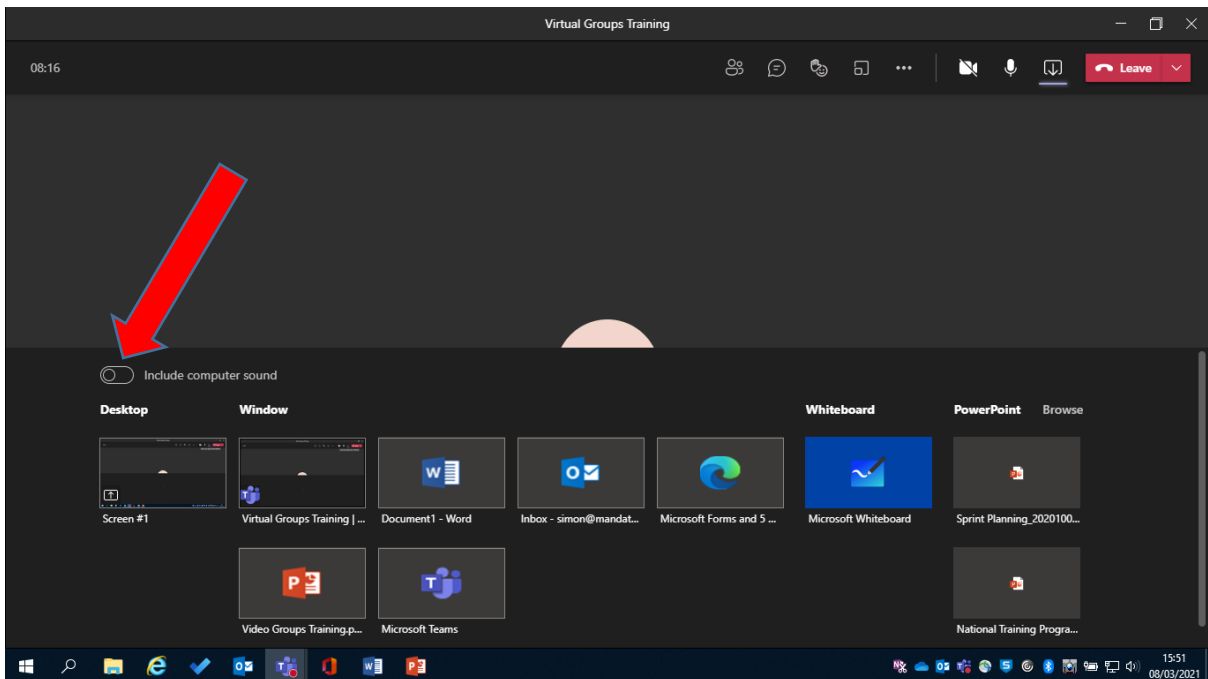
Option 2 is to share a specific open file. This stops you inadvertently sharing anything else, as that is all that is displayed. If you only have one file to show this is the safest option. In the example below I have opened my PowerPoint on the computer and I am clicking to share it. If you open anything else during this time it won't be shared.



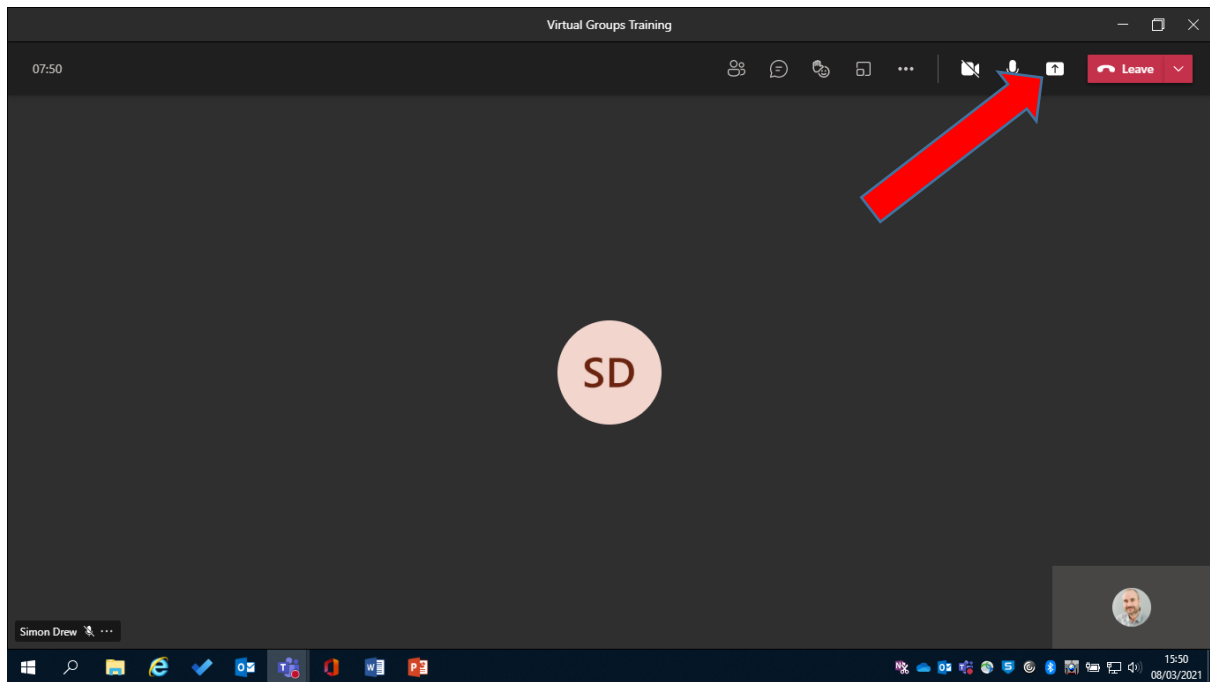
The final option is to browse for any PowerPoint presentation on your computer that is not open this option will then open it and display it. This option is only available for PowerPoints.



If you wish to share any sound please ensure you click the option shown below to include computer sound.

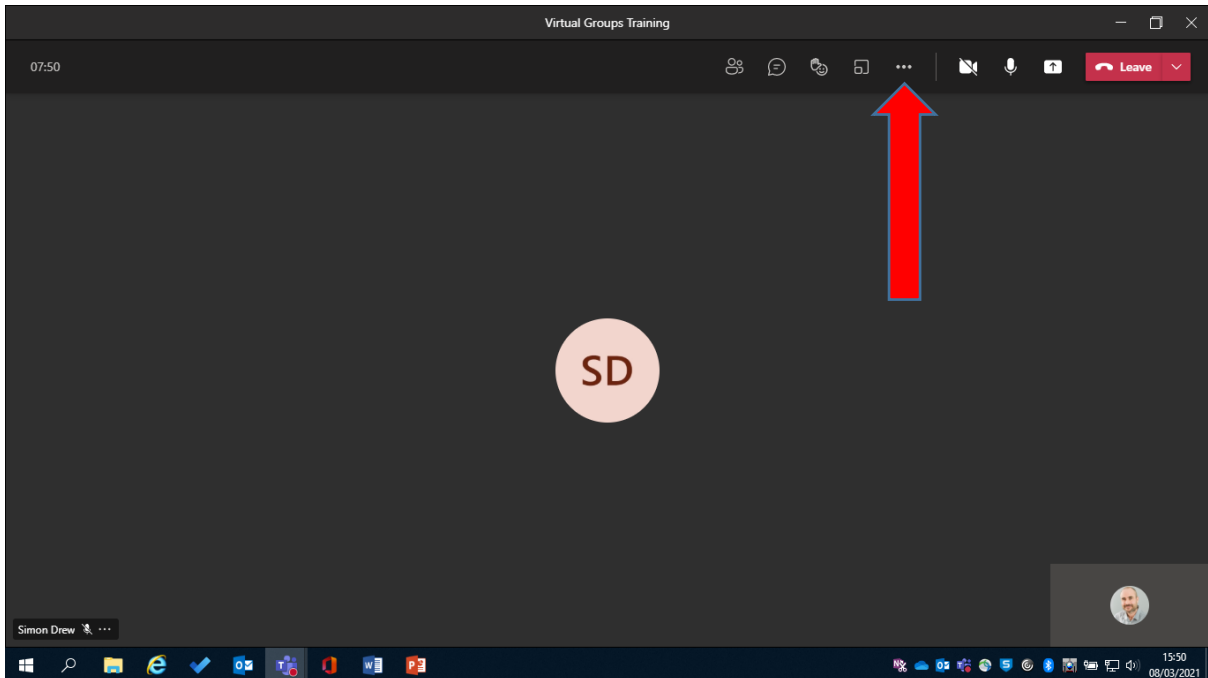


To finish presenting and un-share simply click the presenting icon again.

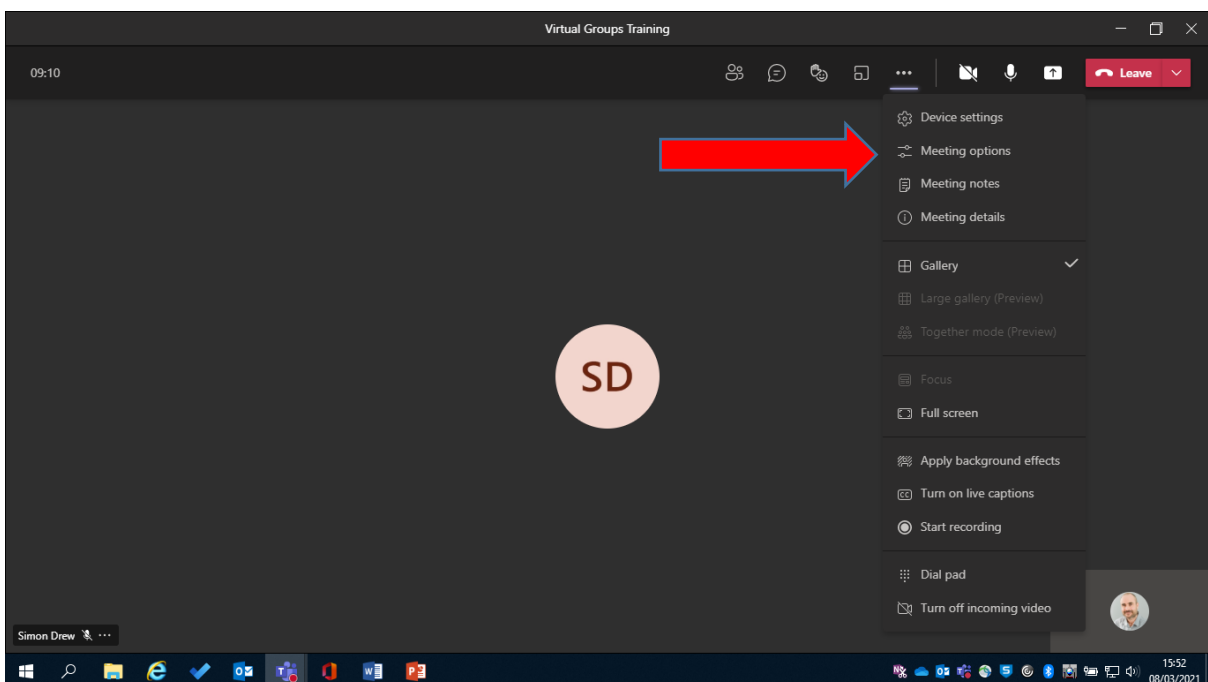


## Meeting options in teams

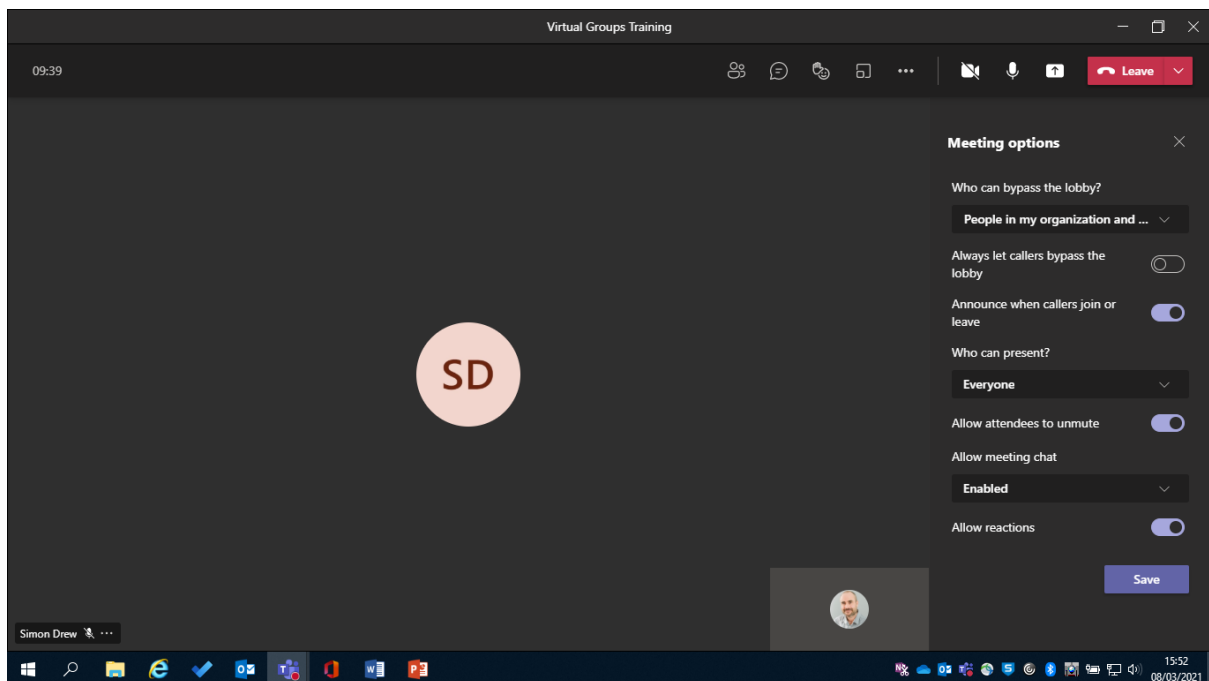
After setting up your meeting in teams you can change some of the settings. Click on the three dots shown below which in teams always means “more options”



There are a number of other options on this menu but if you select meeting options.



The following menu appears. From here you select the options relating to who can bypass the lobby. This allows people to enter training without having to be admitted by you. You can also select who can present. You would need this option if someone else is going to present. You can select an option to prevent everyone un-muting their microphones. This is useful to prevent background noise when you have a large group and you are presenting a lecture. Finally there are options to control the meeting chat and switch it on or off.

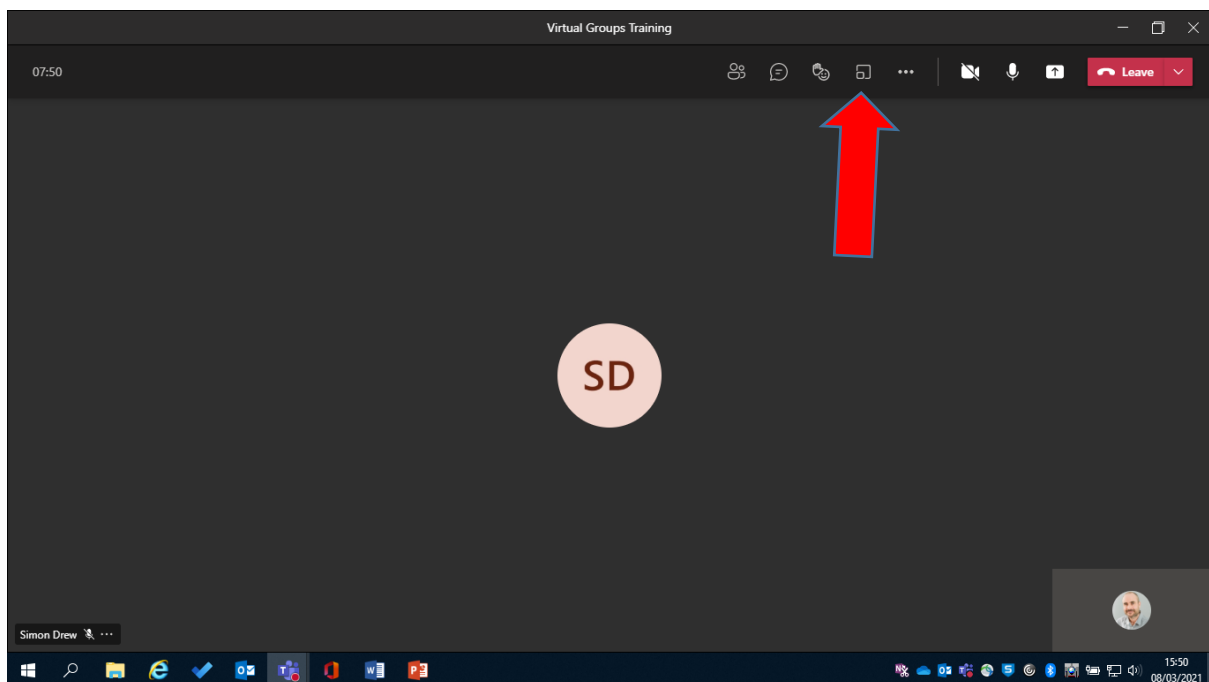




## Using break out rooms in teams

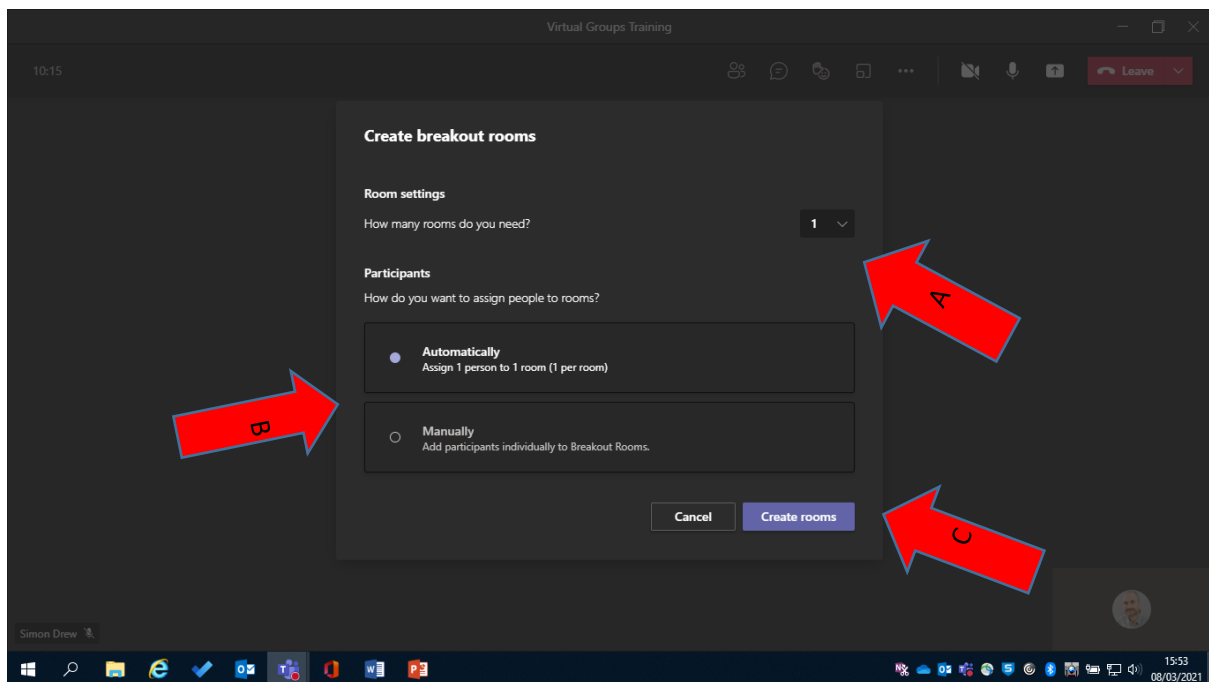
Teams has a feature that also allows the use of breakout rooms. It is important to note this is only available to the person who set the meeting up and no one else. Break out rooms allow for private discussion in a group. This cannot be overheard by anyone outside this room, nor can they hear what is happening in the main group.

To access the breakout rooms click the icon shown below.

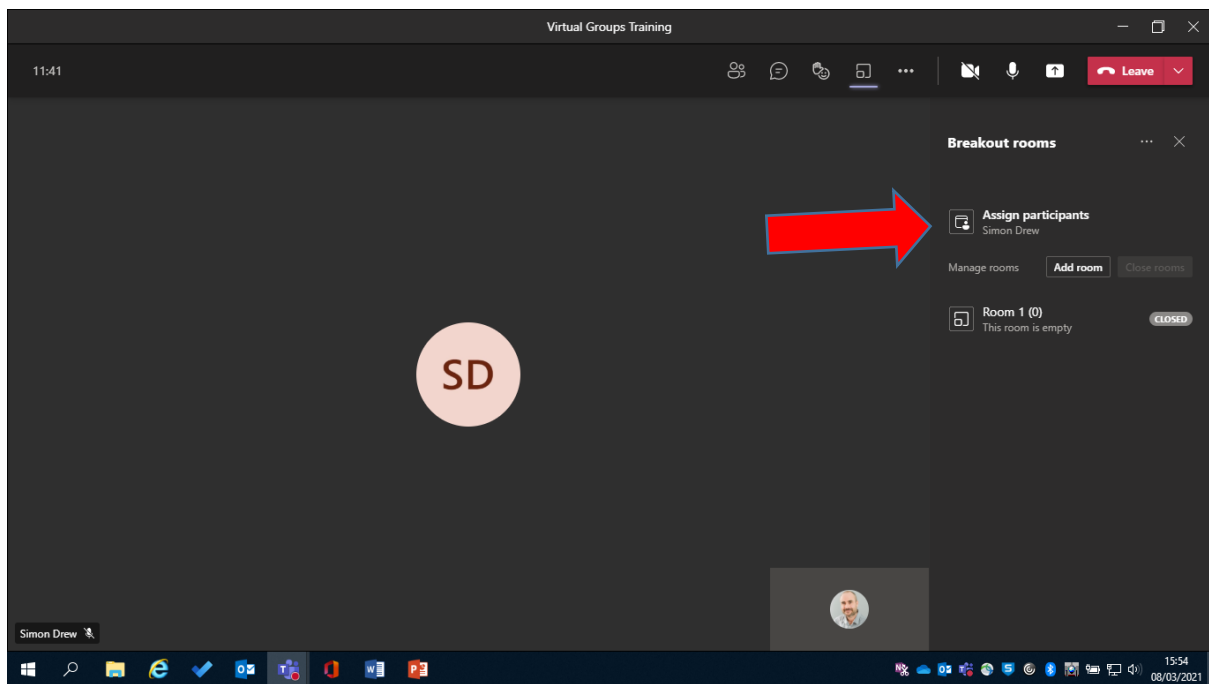


Next click the options for the setting of the breakout rooms.

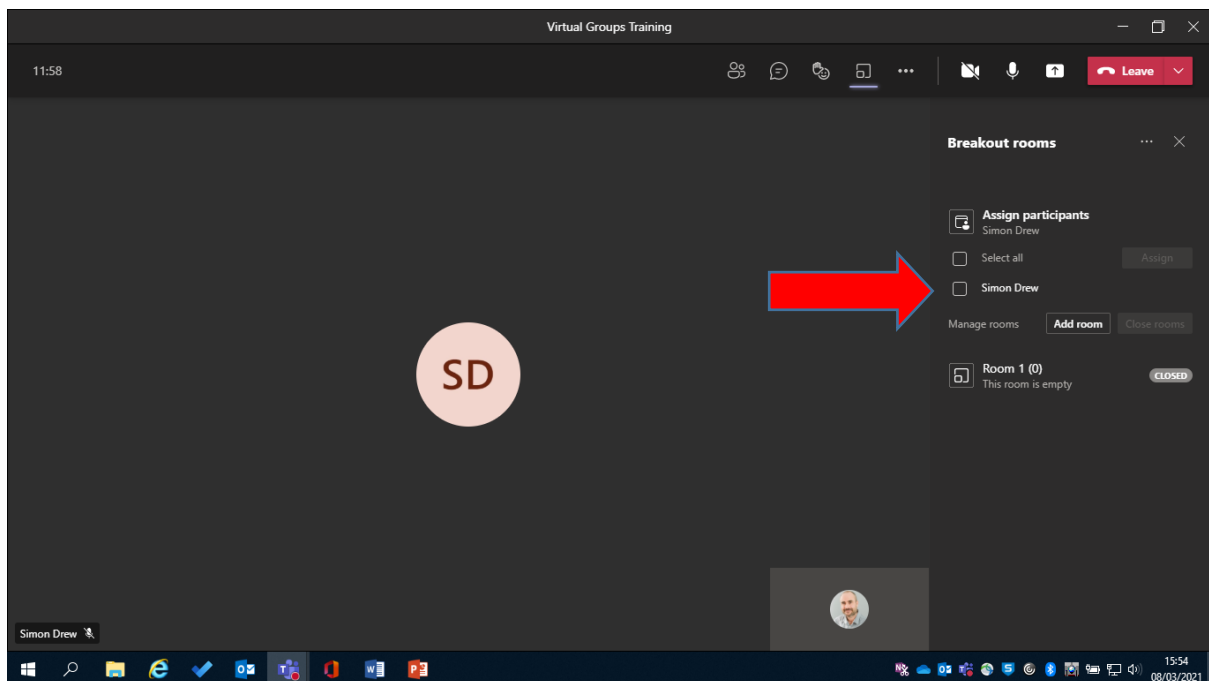
- A. Click on the drop down menu that asks how many rooms you want, you can up to 50.
- B. Decide how to assign people to the room. If you select automatically it will randomly assign each person, except you, to a room. If you select manually it will not assign anyone to a room and you can do this later
- C. Finally click “create rooms” this will make the rooms available but not open them.



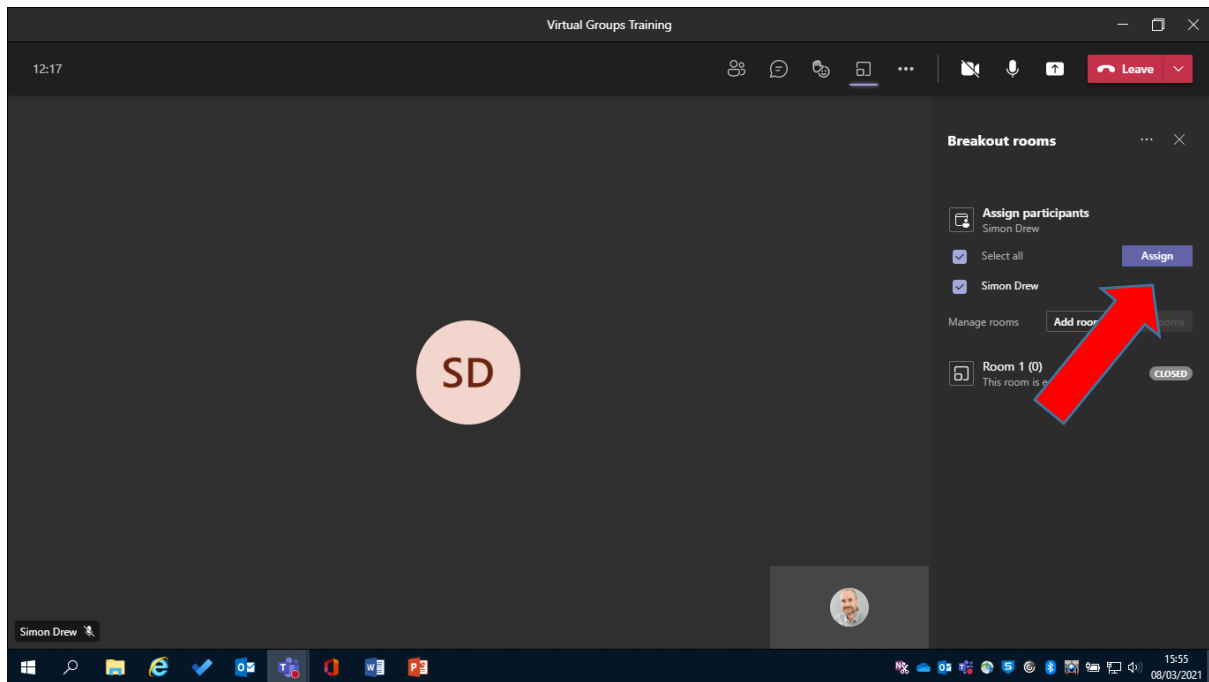
To manually assign someone to a breakout room, click on “assign participants”



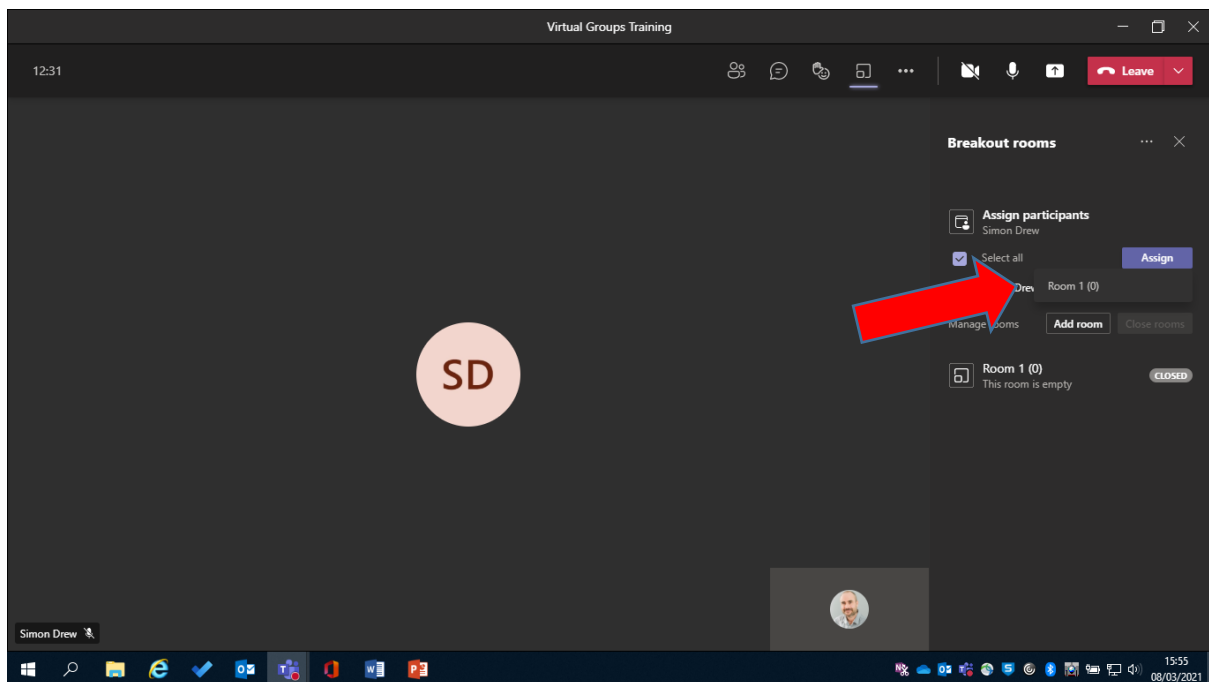
Select the person you want to assign.



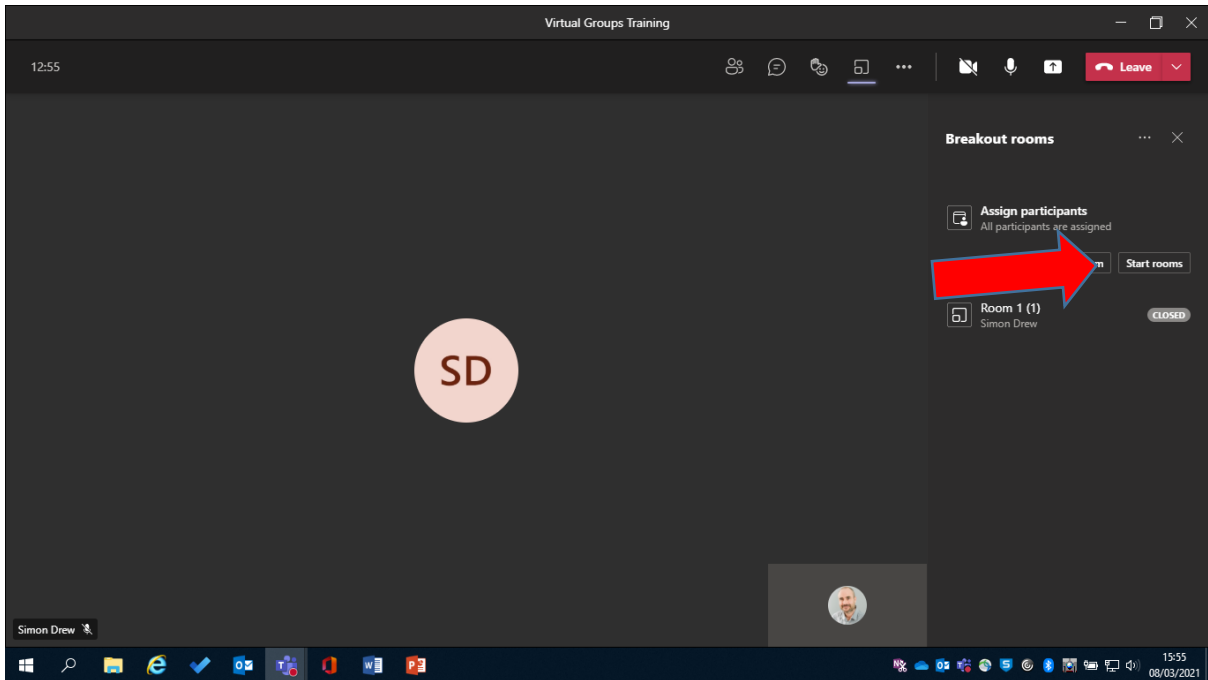
Click assign.



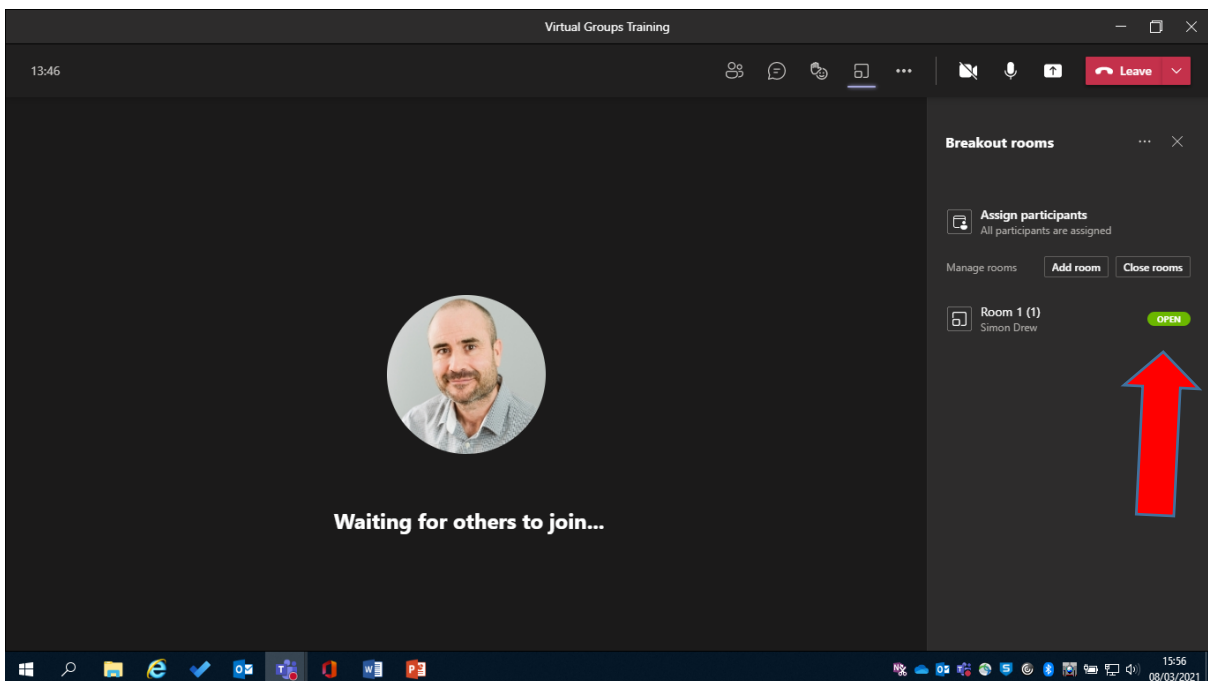
Select the room number you want to assign them into and they will appear in that rooms list. Again this does not start the room just assigns them to it.



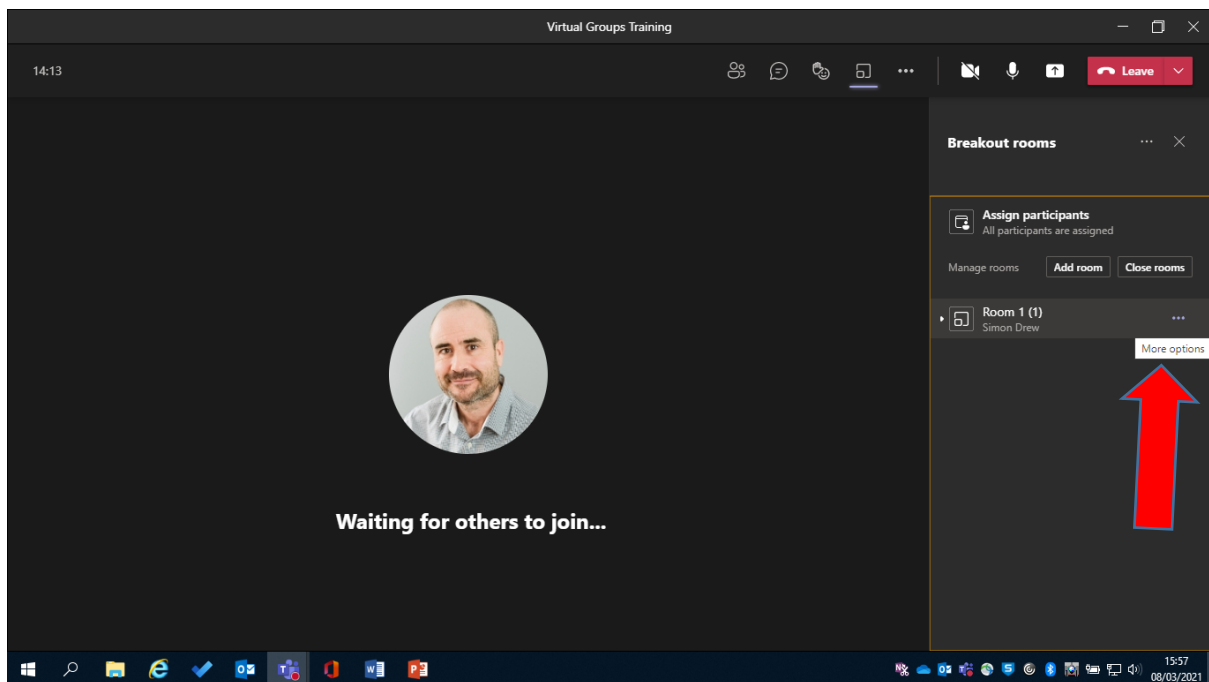
When you are ready to use the room simply click start rooms. Rooms normally take at least 20 to 30 seconds to open.



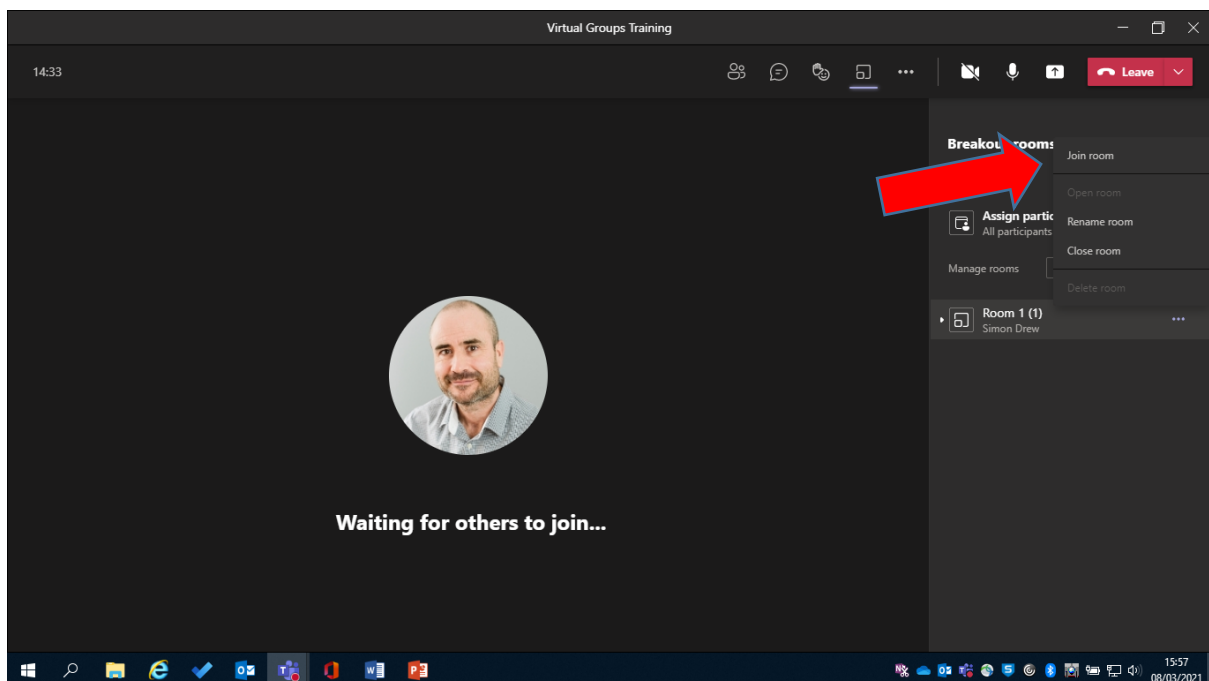
When open and running you will see a green icon showing “open” next to the room



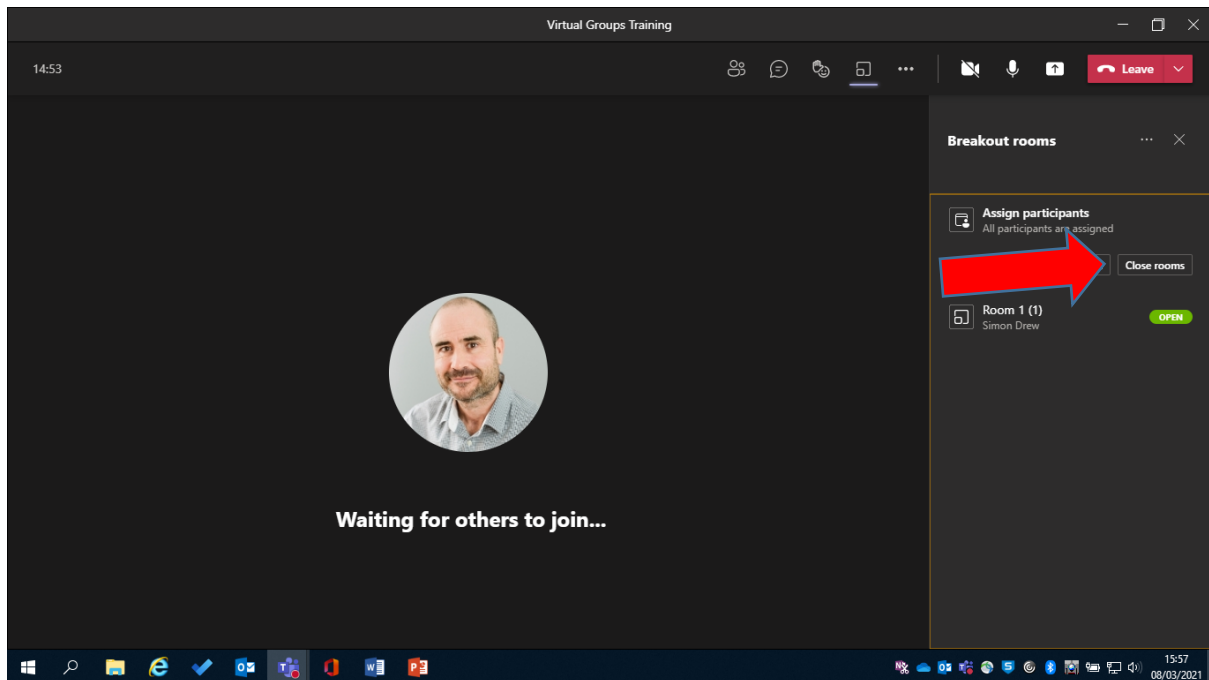
If you place your mouse on this at any point the three dots of “more options” appear.



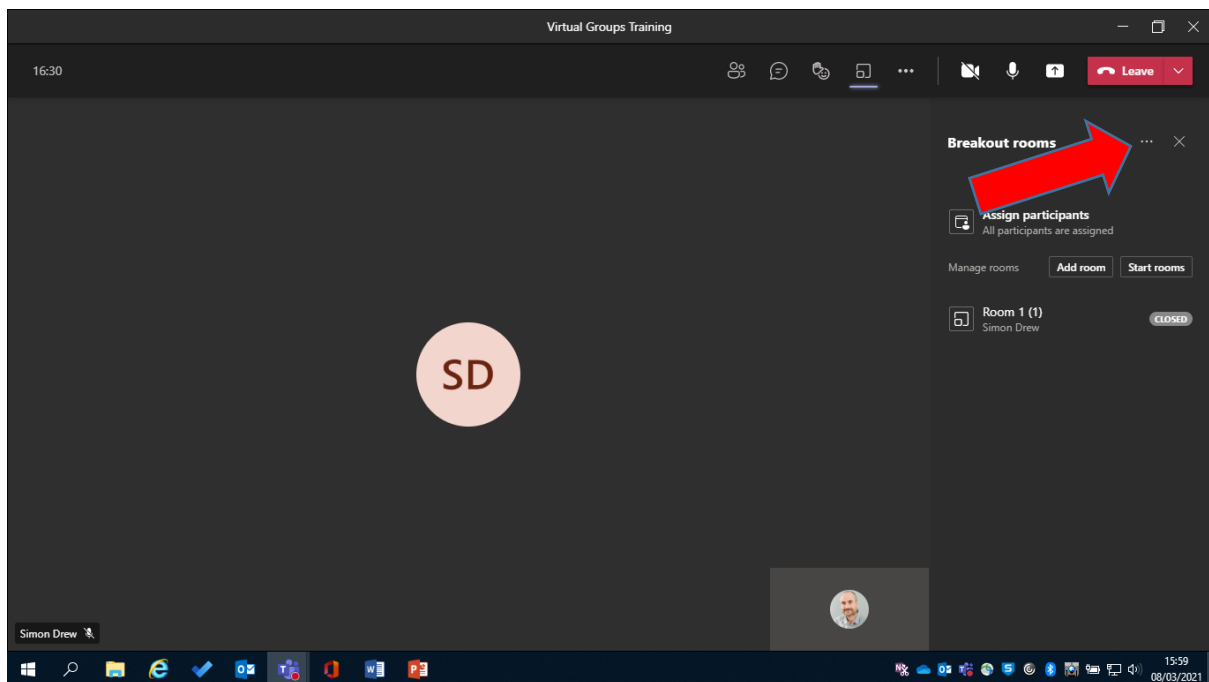
This allows you to either, Join the room personally, rename the room to something of your choice or individually close or open the room.



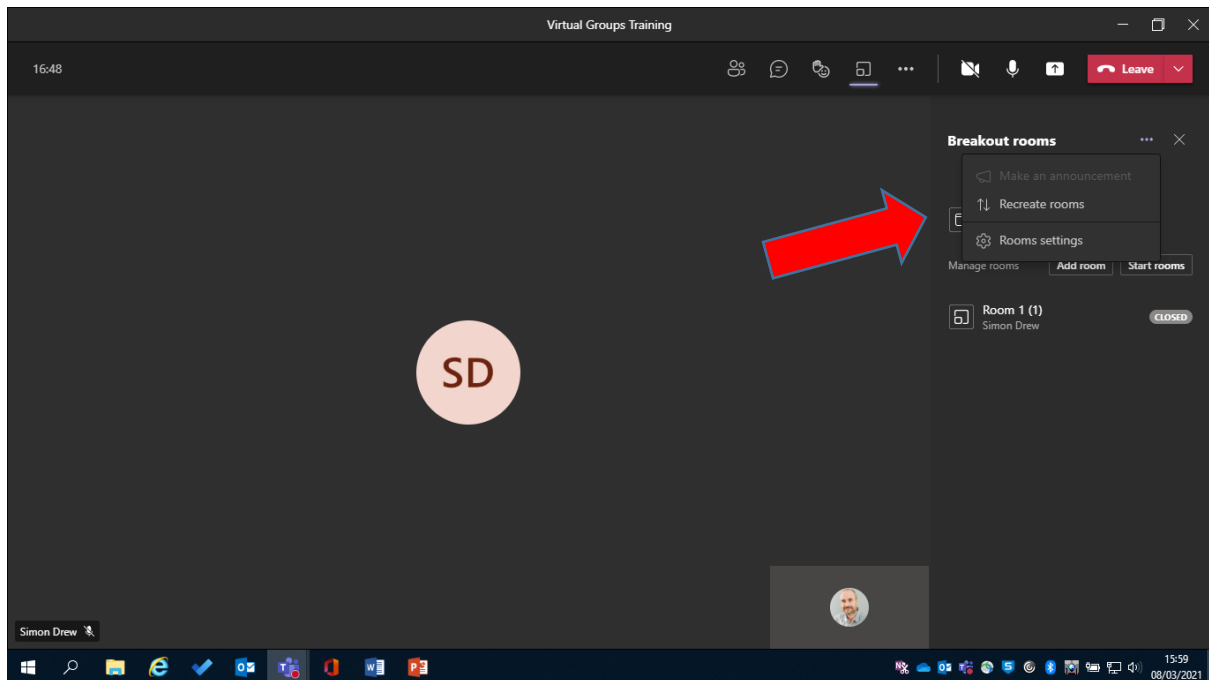
To close all the rooms and return everyone to the main group click here where shown below. This again takes at least 20 to 30 seconds.



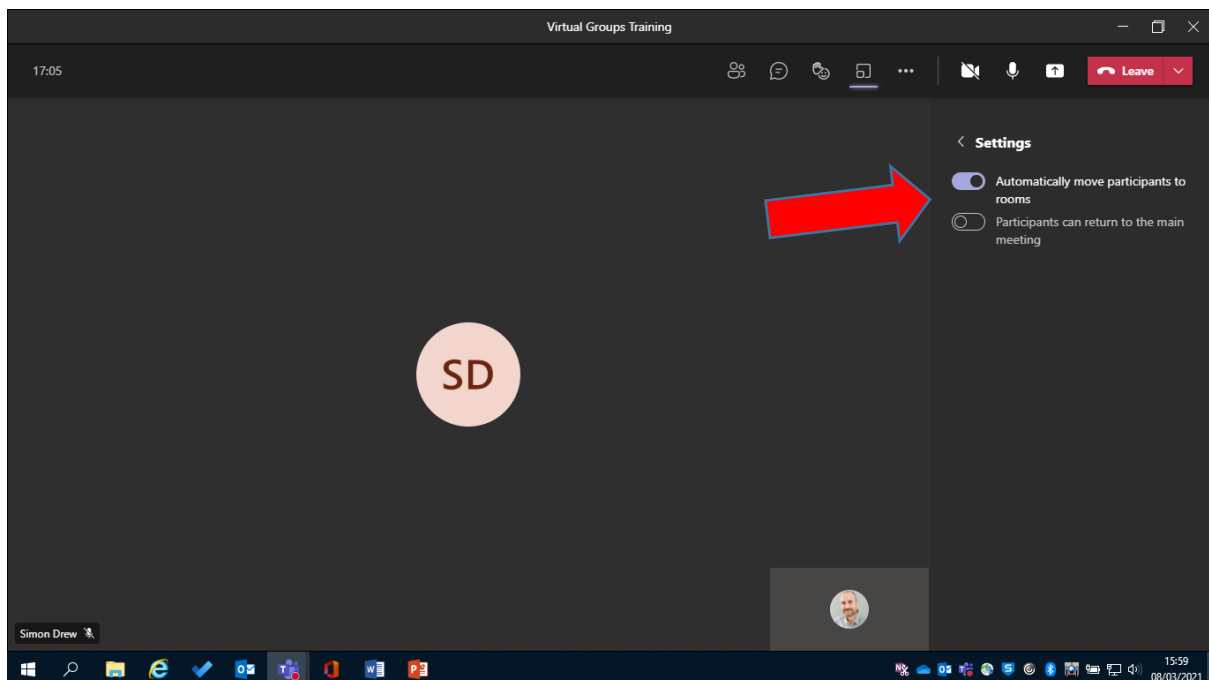
For additional "more options" click on the three dots next to breakout rooms.



This allows you to “recreate rooms” this will reset them completely and you can start again.



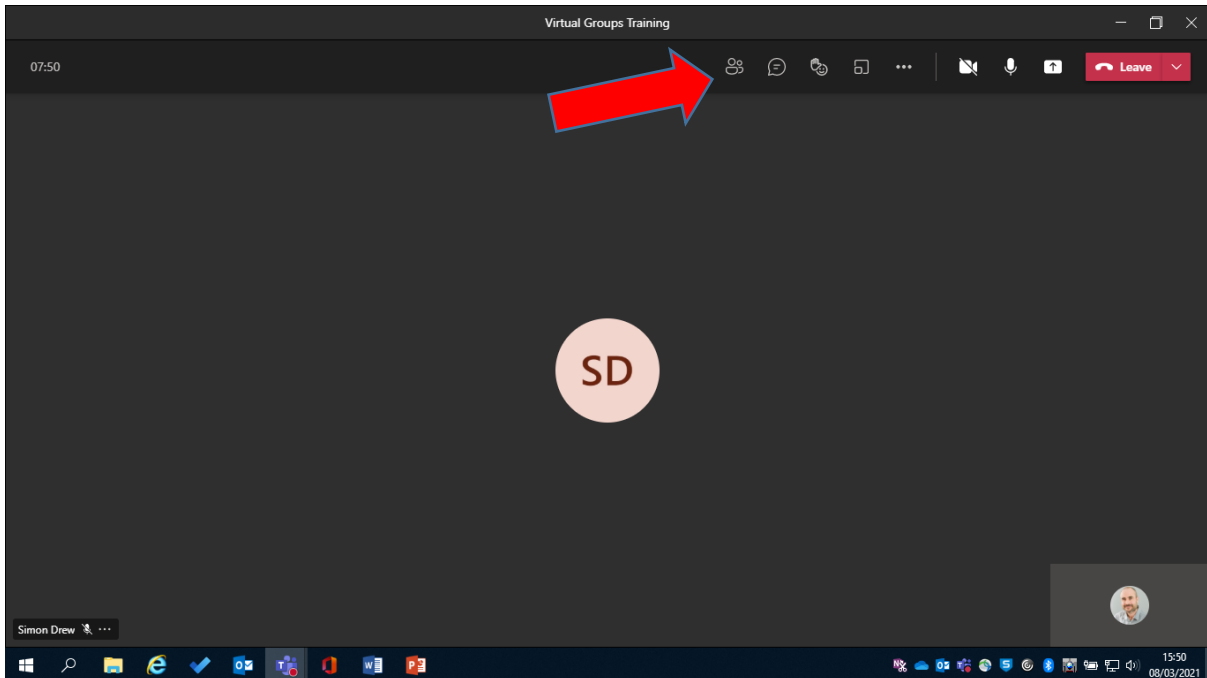
If you click “room settings” this will allow you to adjust the option on whether people can move themselves into or out of the room independently.



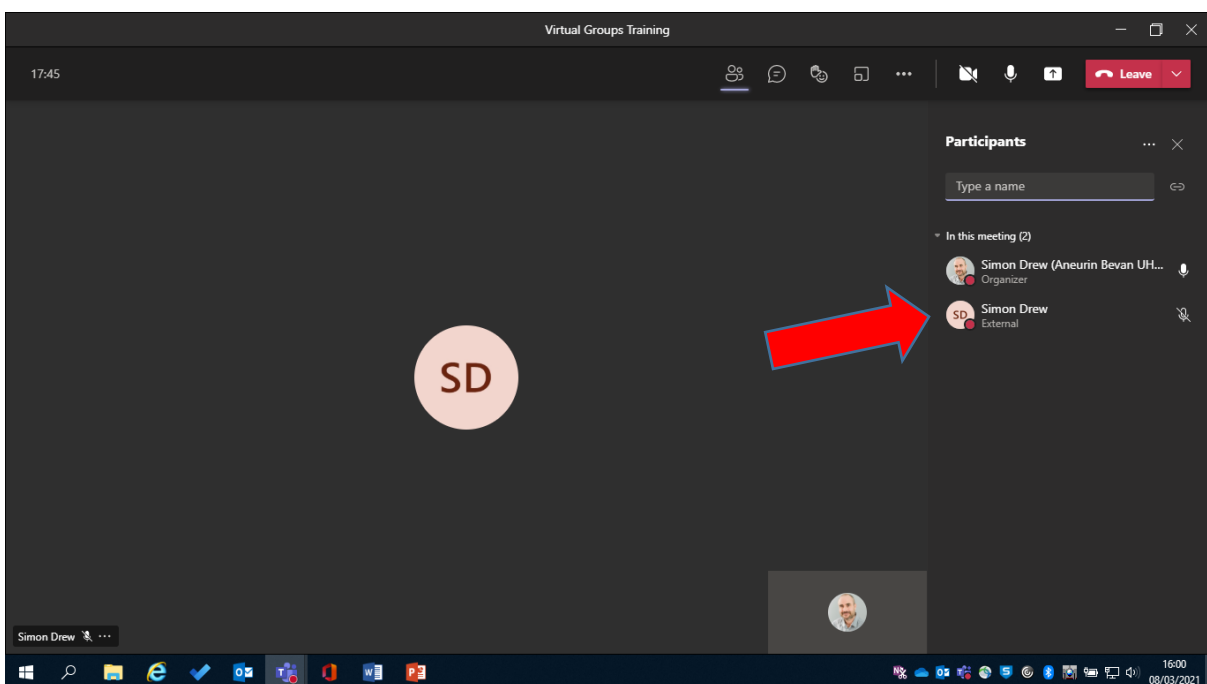


## Options for individual trainees in teams

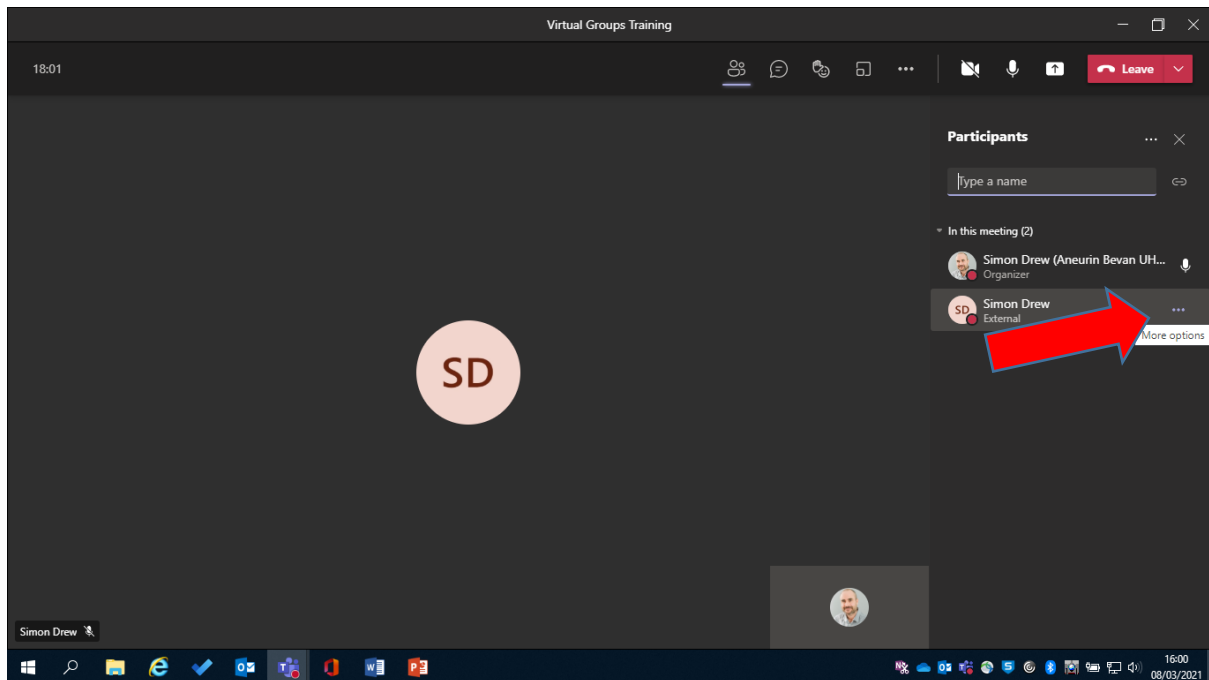
If you click on the participant list below, you will open the participant menu. This shows those in the meeting, anyone invited but who hasn't come and anyone waiting to be admitted in the lobby.



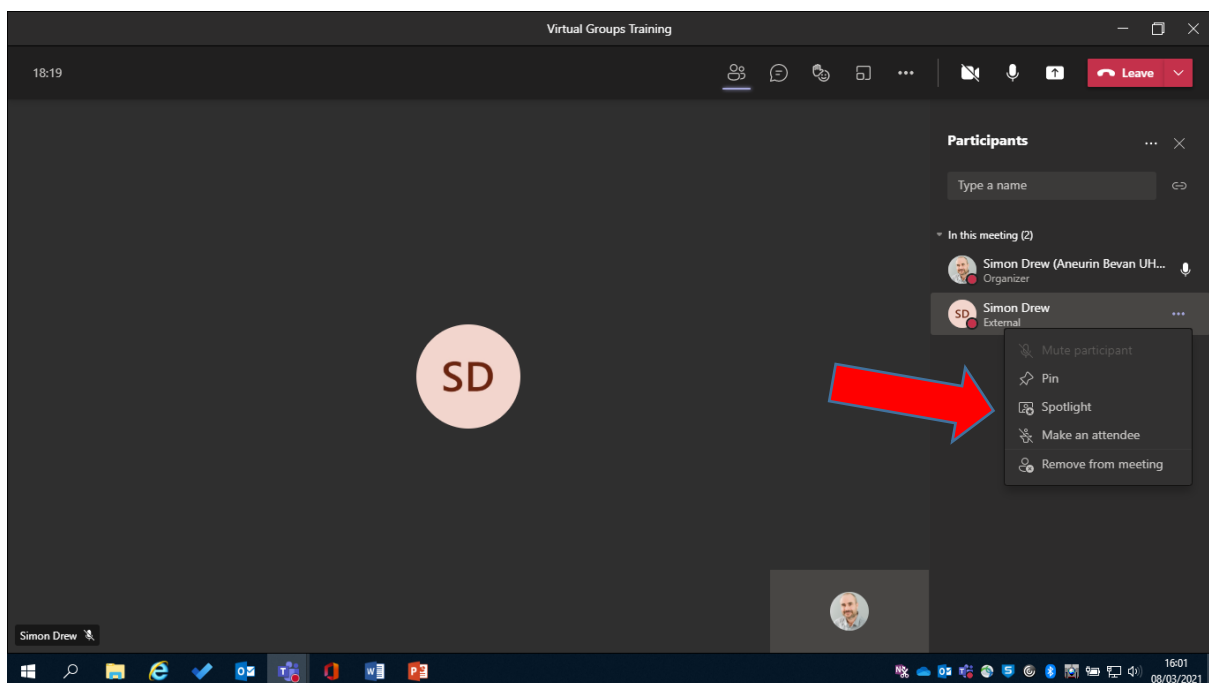
Select an individual you want to do something with.



Then at the end of their name you will see the three dots (more options) menu.

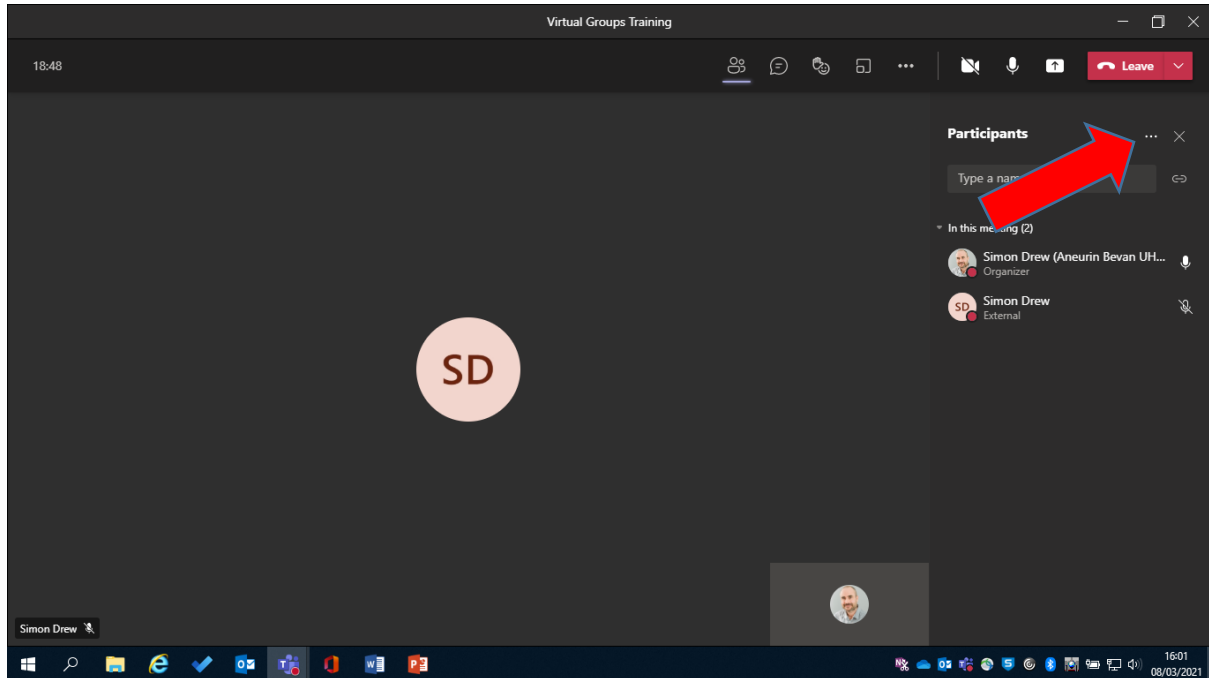


This allows you to carry out a specific task for that person the most common being, mute that participant only or remove them from the meeting entirely.

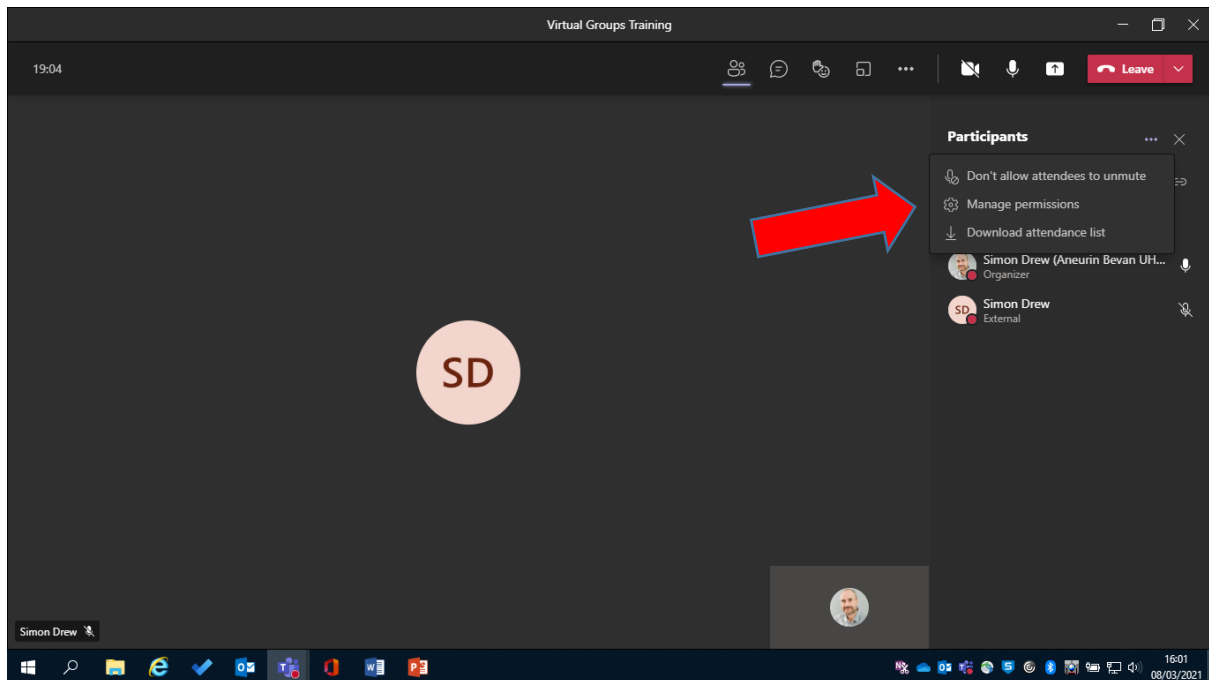


## Preventing unmuting and downloading an attendance list

At the top of the list you will see another set of more options (three dots)



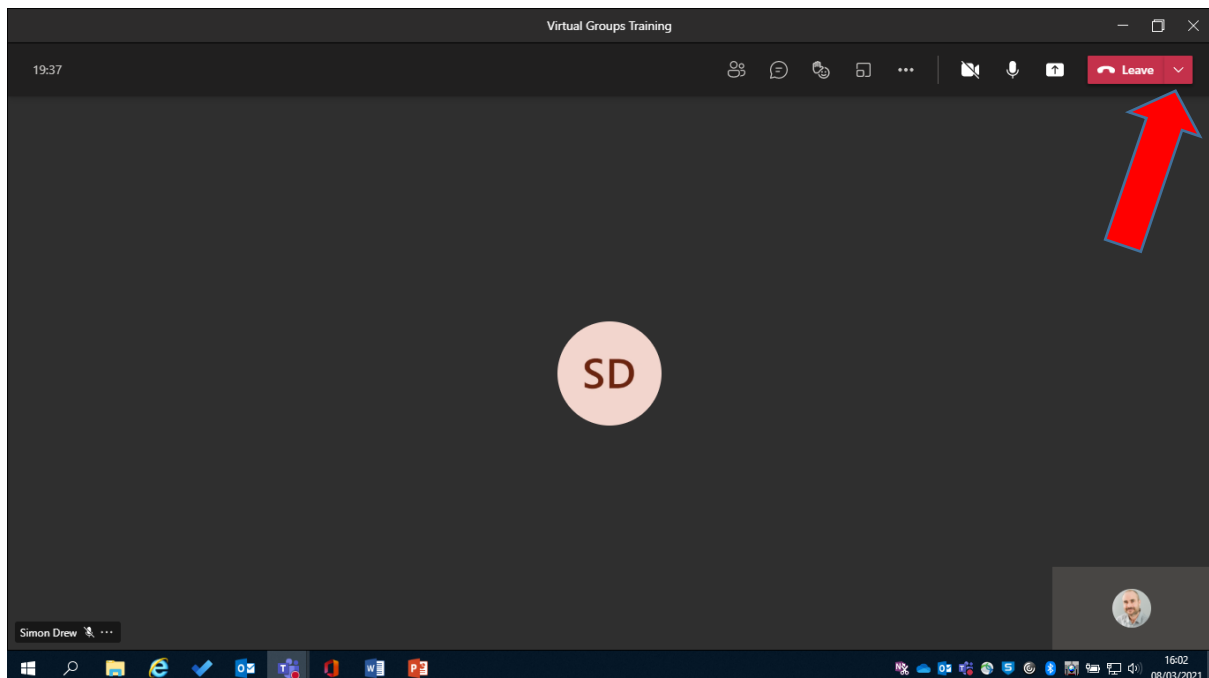
This opens another menu where you can prevent all attendees from unmuting, manage the permissions of the attendees and most useful “download attendance list” this is a list of everyone who attended and the times they arrived and left.



## Ending the meeting in teams

It is important that the team meeting is ended properly. As creator of the meeting you will have two options one is to leave and allow everyone else to carry on and second is to end the meeting completely. Attendees quite often have no idea how to end a meeting at their end and simply walk away from the computer leaving their camera active. **If you have also just left the meeting this means others can remain and spy on them.**

To ensure this doesn't happen click on the down arrow next to the leave button. Only the meeting creator will have this.



Then select the option “end meeting” this forces all parties out of the meeting and closes it safely.

