



## Microsoft teams, what is it and how do I use it to join a video call?

### What is Microsoft Teams?

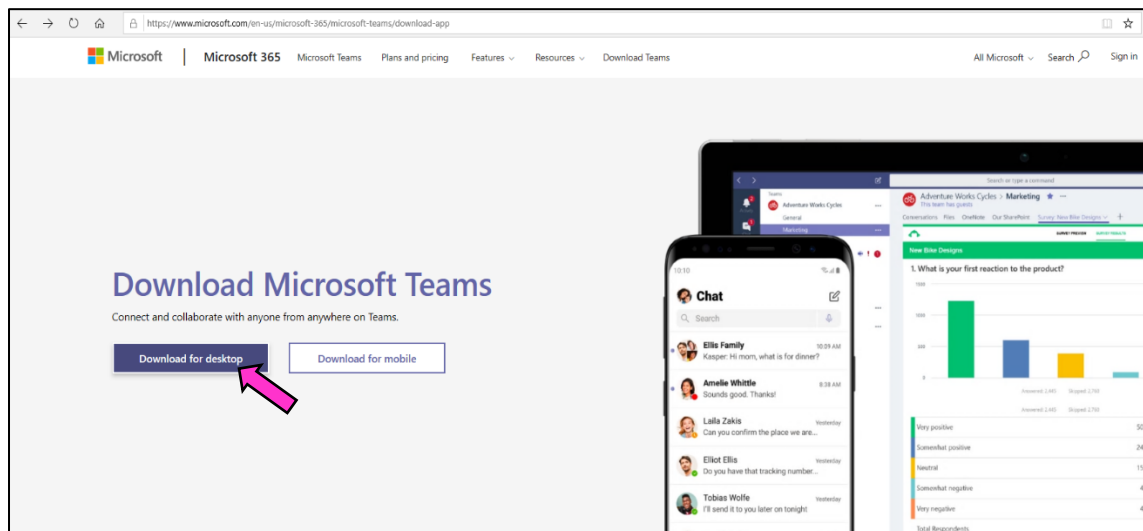
Microsoft Teams is a part of the Office 365 family which helps people to collaborate better by being able to share information and to chat using the video call function.

### Why is Mission Australia Using Microsoft Teams instead of other platforms?

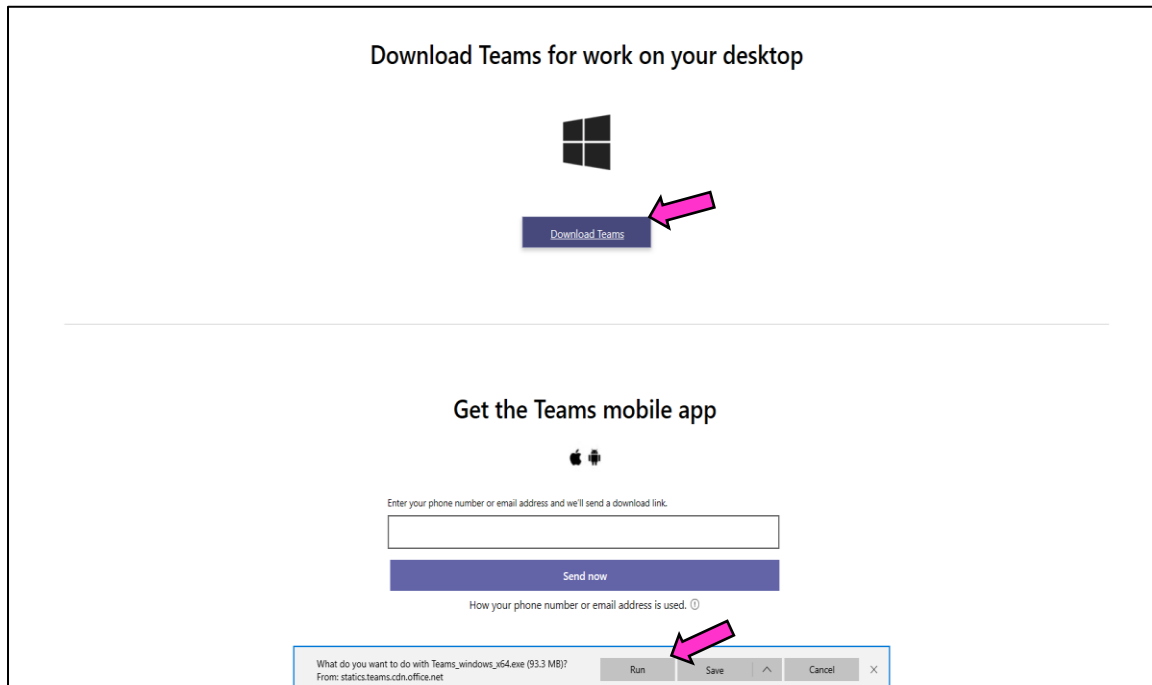
Mission Australia is a Partner in the Community Delivering the National Disability Insurance Scheme (NDIS) and as such we strive to work together with the National Disability Insurance Agency (NDIA) to deliver services consistently. Microsoft Teams is the video conferencing platform that NDIA, Mission Australia and the other Partners in the Community nationwide have opted to use for video conferencing calls.

### How do I access/join a video conferencing call using Microsoft Teams?

1. The best way to access Microsoft Teams is to download The Microsoft Teams App directly onto the device you will be using be it a computer, tablet or smart phone.
- To download onto your desktop click on the following link to take you to the Teams download page. <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

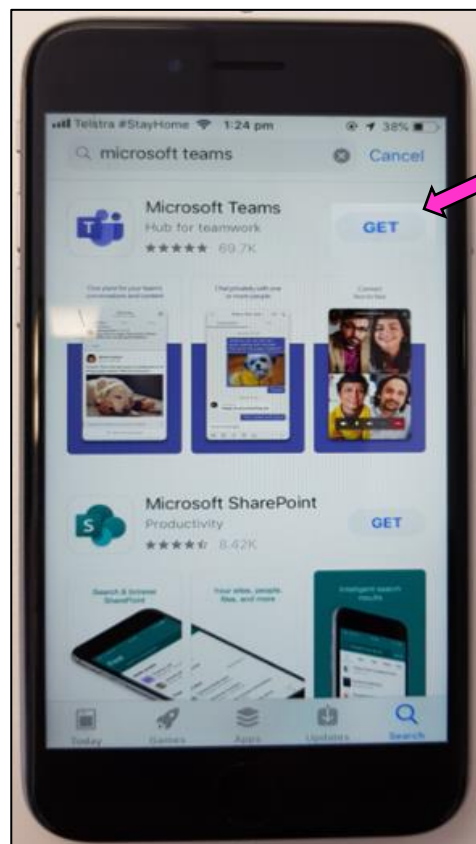


Click on Download for Dessktop

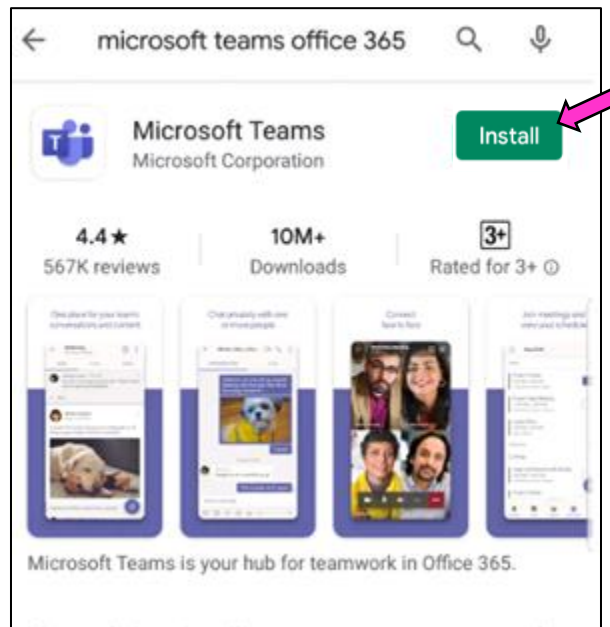


Then click on Download Teams. Then click on Run to download Teams onto your desktop

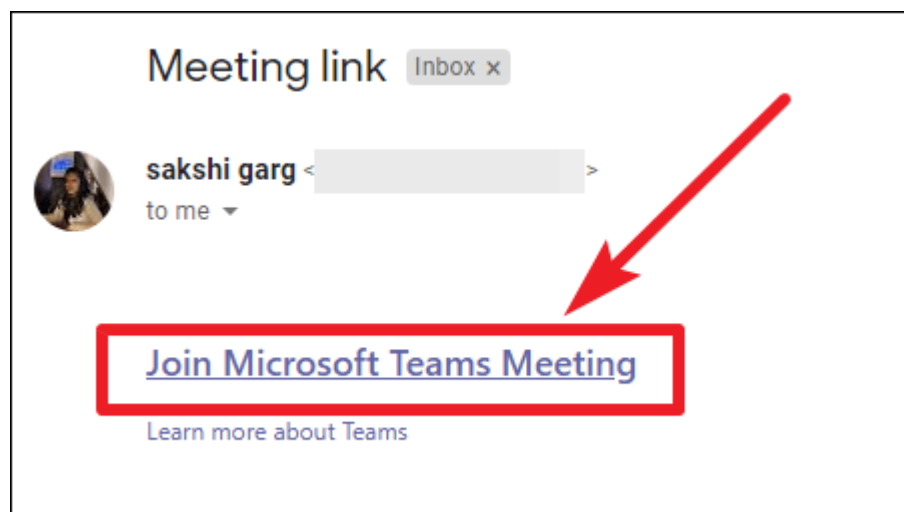
- To download Microsoft Teams onto your iPhone open up the app store and search Microsoft Teams. Click "GET" to download the app onto your phone.



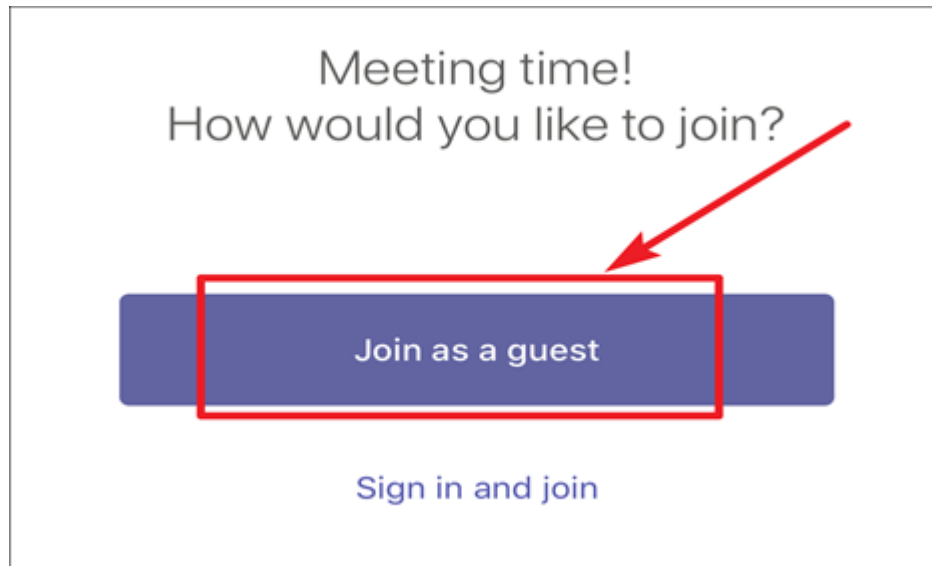
- To download Microsoft Teams onto your Android Device open up google play store and search Microsoft Teams. Click install to install the app onto your phone.



2. Mission Australia will send you out a link to join the Microsoft Team Meeting and this will be sent via a meeting invite to your email address that you have nominated.
3. To join a meeting open the email invite and Click on the 'Join Microsoft Teams meeting' link in the invitation email.



4. When opening the link on desktop, you can join the meeting from either the desktop app or the web app. However on the mobile, the meeting can only be joined through the mobile app. After choosing how to join the meeting, click on the 'Join as a Guest' option.
5. Click on Join as Guest if you do not have a Microsoft Teams account.



6. Then, enter your name to let the people in the meeting know it's you. You will be entered into the meeting when the host lets you in.

Ensure you have chosen to join with both Audio and Visual settings enabled so people can see and hear you at the meeting.