

# How to...

use your *Teams* account  
and run online meetings



# Setting up

## App, Web or Mobile?

If you are hosting and running a meeting, we recommend you download the Teams Desktop App to your computer. This is the ONLY way you get to use all features PLUS see everyone. Downloading the app is easy and free from Microsoft (<https://teams.microsoft.com/downloads>).

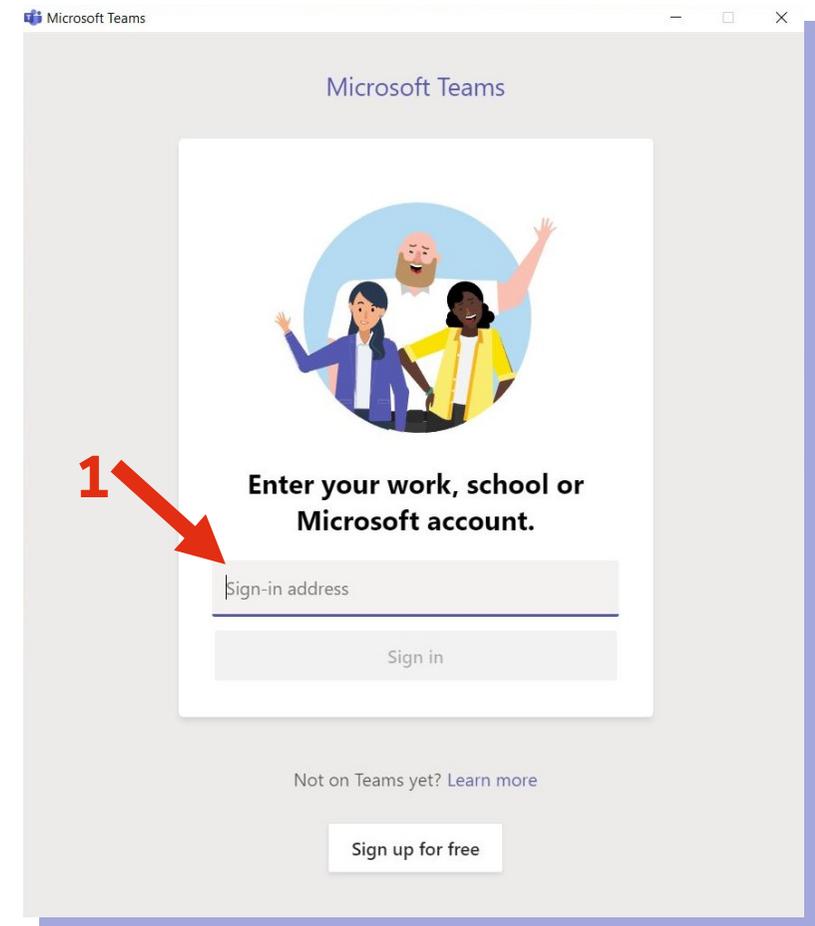
Anyone can join a Teams meeting without having the desktop app but they may not be able to see all participants at once.

## Logging In

1- You just need to use your assigned BSO account and password to sign in.

On setting up we do ask you for another email and /or mobile number. This is just in case you forget your password and need to reset it.

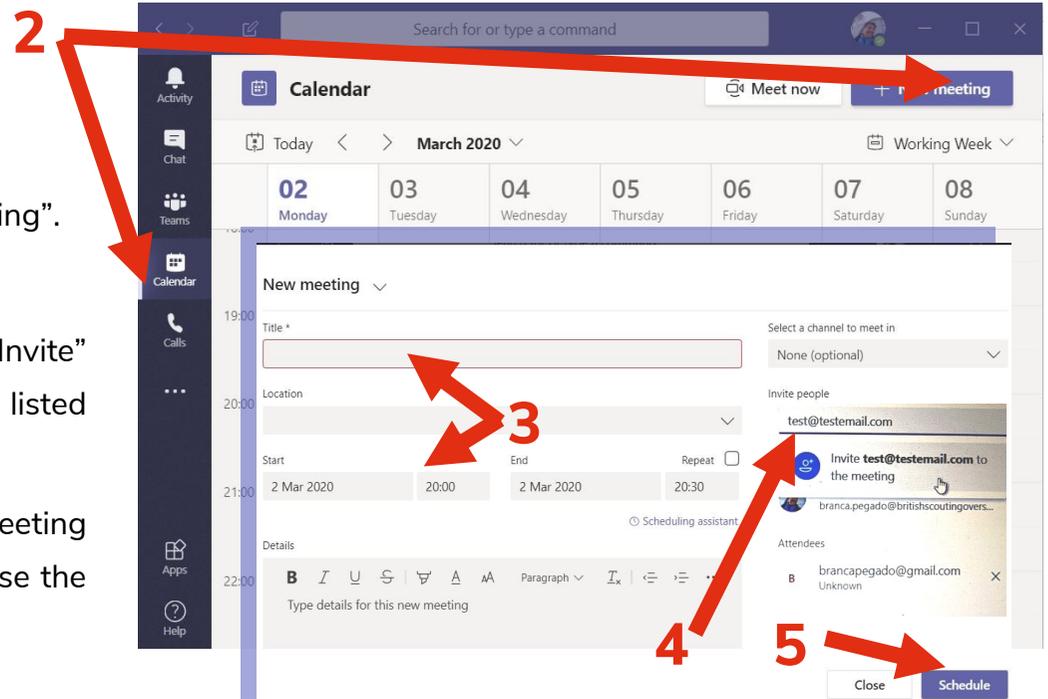
**NOTE:** Only the leader hosting the meeting needs to have a BSO account to take advantage of all the features. Other leaders and parents / children don't need one and can join the meeting as explained in [Joining a Meeting](#).



# Organise a Meeting

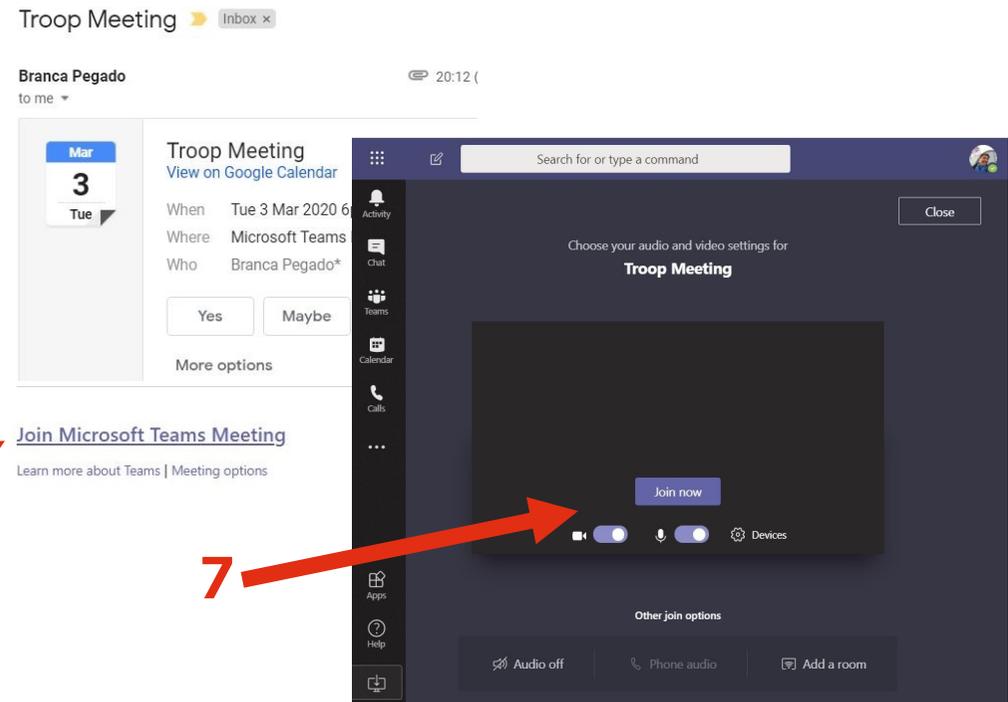
## Scheduling a Meeting

- 2- Go to the Calendar tab on your Teams app and click on “New Meeting”.
- 3- On the newly opened window, fill in the meeting details.
- 4- Add your guests’ email addresses and click invite when the “Invite” window shows up and you finished typing. Their emails should be listed under “Attendees”.
- 5- Click “Schedule” when you are done. If you need to update the meeting details or add more guests, just click the event in the calendar and use the “Update” option.



## Joining a Meeting

- 6- If you organised the meeting, sign in to Teams, select the meeting in your calendar and then click “Join”. If instead you received a Teams meeting invite via e-mail, there will be a click link to join the meeting.
  - 7- Both app and website have a similar look, but as we said at the start, you only get the full features when you use the Desktop app. Set up your camera, speakers and microphone and click “Join now”.
- That’s it, you are now in a Teams Meeting!

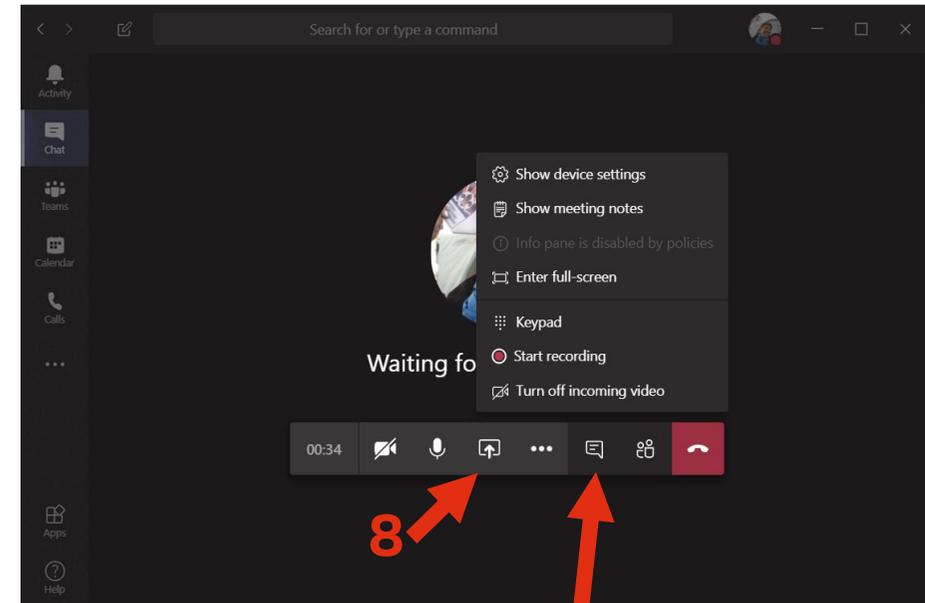


## More stuff

### Sharing screen and documents

8- During the meeting, you can share your screen by using the up arrow symbol. You have additional options on the ... button.

9- If you have documents or some text like a link to a website you want to share, you can use the “Chat” button. This will bring you to a different screen where you can type text or drop documents to share. All documents and conversation will remain available in the group chat to all participants even after the meeting is finished.



### Further support

Microsoft have a series of tutorials and help at hand if you feel a bit lost.  
(<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>)

During this period, we want leaders to make the most of the Facebook BSO Adult Forum to share ideas for activities, games, badge work, etc to do with the Young People. This will hopefully bring us different ideas we can use to run our programmes online.

