

Downloading and Using Microsoft Teams

We look forward to seeing you in a virtual meeting soon! This guide will prepare you for success.

Computer or Smartphone
(Recommended)

1) Download and Install Microsoft Teams

Virtual meetings and workshops are conducted through Microsoft Teams. Before joining on a computer or smartphone, download the free app at bit.ly/VDOL-Teams

Tip: Download and install Teams at least one day before your scheduled meeting to avoid last-minute issues. You will only need to download this once to gain access to all of the meetings, workshops & events you have signed up for.

2) Access The Meeting

On the day and time of your meeting, click on the event link that was shared with you from the same computer or smartphone you installed Teams.

Tip: If you wish to remain anonymous during your meeting, access as a guest and do not join with your account or sign in. To do this, Teams will ask you to type your name; simply type “Guest”, “Anonymous”, “Initials” or first name only, and then click JOIN!

During The Meeting

To ensure a productive and pleasant experience for all, respectful, tactful communication is required of all attendees. Your facilitator will establish a set of ground rules at the start of each session. All attendees will be expected to conduct themselves in a professional manner.

Please keep your microphone muted unless you want to speak. Activating your video (if using the Teams App) is your choice, but you need to be presentable as if you were joining in person. You are encouraged to use the chat function for questions or comments you may have during the meeting.

Phone Call
(Alternate)

1) Access The Meeting

On the day and time of your meeting, call into the event using the local call-in number that was shared with you. The phone will prompt you to enter conference ID followed by the # sign. Once you have dialed in, you will be put on hold until the facilitator accepts you into the meeting.

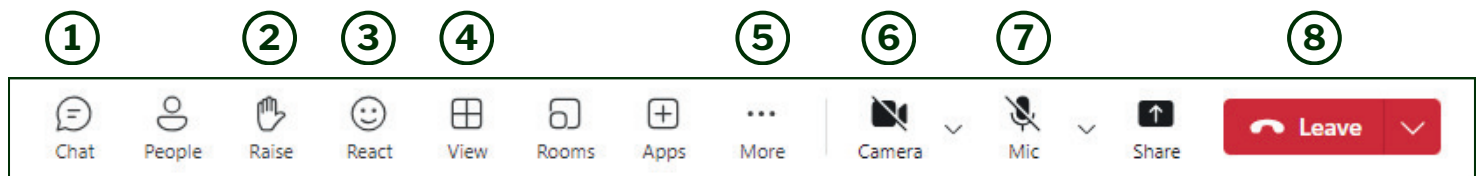


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How To Use The Microsoft Teams App



1 Chat

Click this to open the chat window. The chat may be used to respond to the speaker or ask questions. This is not a private chat so please do not share any personal information.

2 Raise

Click this hand icon to let the speaker know that you have something to say. This is a great way to communicate that without interrupting them.

3 Reactions

Click this button to open a menu of potential reactions. You can select an animated icon to display over your tile as a non-intrusive way of sharing feedback with the speaker. Clapping hands, thumbs up, and more!

4 View

Click this button to change how you view meeting participants. You can highlight the speaker, see the full gallery of participants, or several other options.

5 More

If you need to access additional settings, such as audio and video, click this menu.

6 Camera

Click the camera icon to turn your camera on and off. The arrow to the right can also be used to adjust camera and background settings.

7 Mic

Click the microphone icon to turn your microphone on and off. The arrow to the right can also be used to adjust microphone and audio settings.

TIP: Unless you are speaking, keep yourself muted. This reduces distracting background noise and feedback.

8 Leave

When the meeting is over or you need to leave the meeting, click this red button. That will remove you from the call.



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