

MS Teams: Guidance for external parties joining a meeting

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External colleagues and MS Teams

NHS England and NHS Improvement are using MS Teams as our audio and video conferencing tool of choice. Through MS Teams our external colleagues (those working outside of NHS Improvement and NHS England) are able to join our internal meetings. External attendees do not need to have an Office 365 licence, or the MS Teams application installed on their device(s). They can simply join and participate with comprehensive in-meeting functionality through using the web browser version of MS Teams.

This guide will explain how you as an external colleague can join our Teams' meeting.



Joining an MS Teams meeting as an external participant

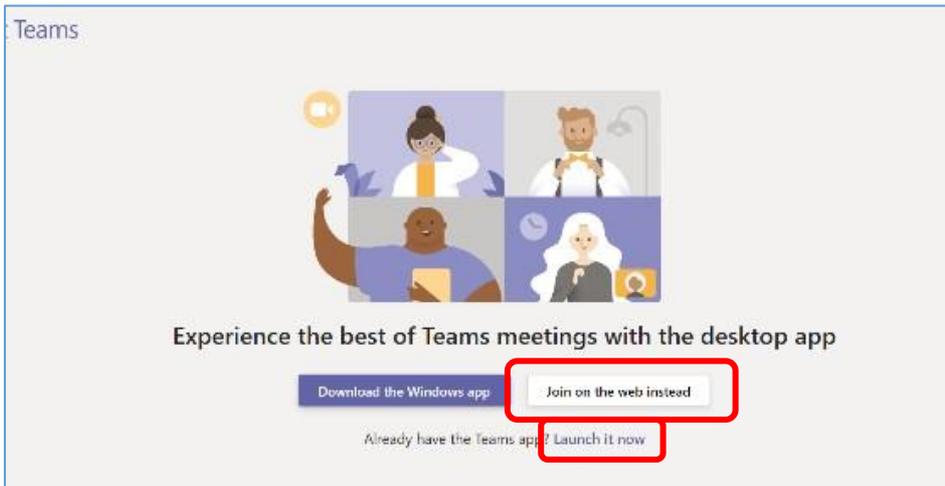
Join Microsoft Teams Meeting

+44 20 3794 0272 United Kingdom, London (Toll)

Conference ID: 445 308 74#

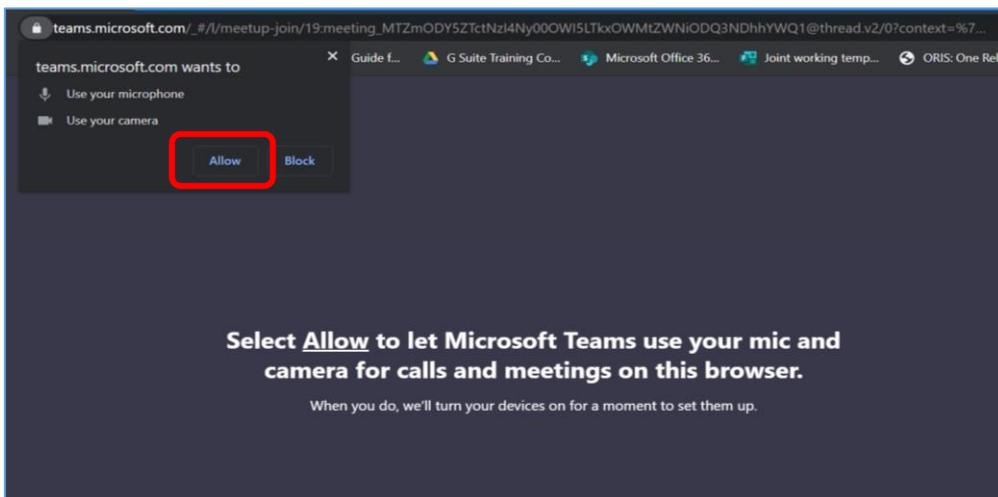
Local numbers | Reset PIN | Learn more about Teams | Meeting options

To join a meeting organised by NHS England and NHS Improvement, all you have to do is click on the **Join Microsoft Teams Meeting** link within the meeting invite.



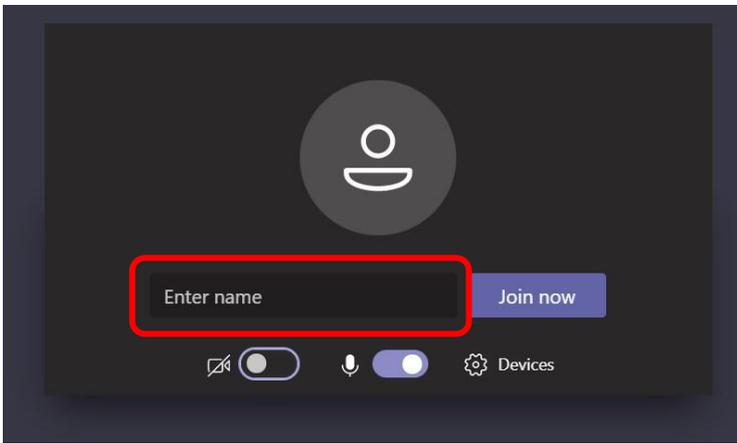
The **pre-joining screen** will appear.

Some of you may already have the MS Teams app installed. If this is the case, select **Launch it now**. In all other instances, select **Join on the web instead**. We recommend using Google Chrome as your web browser.



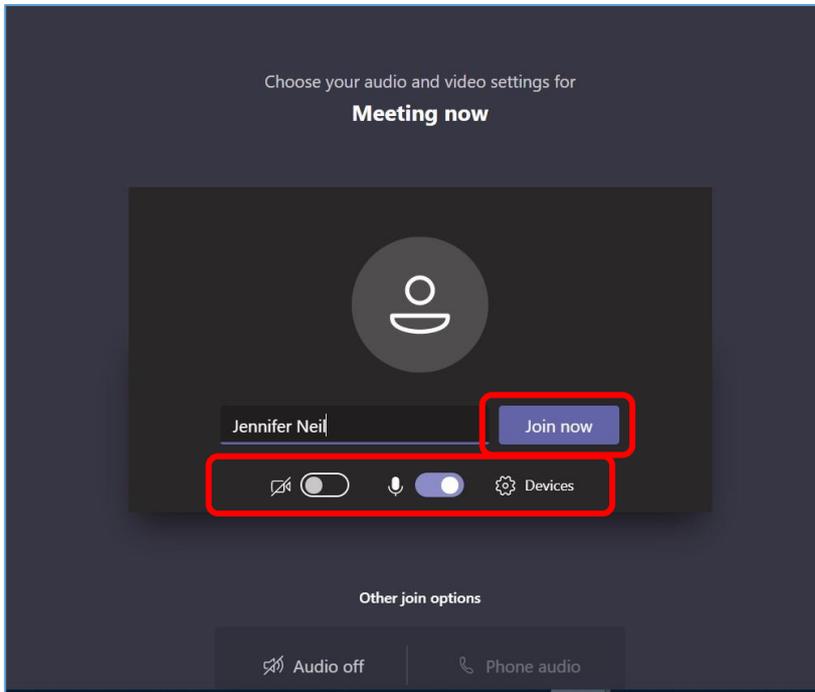
Once you have joined via your web browser, you will be asked to allow Teams to use your microphone and camera so you can fully interact with the meeting participants.

Click **Allow**.



You will now see the **Pre-meeting options** screen.

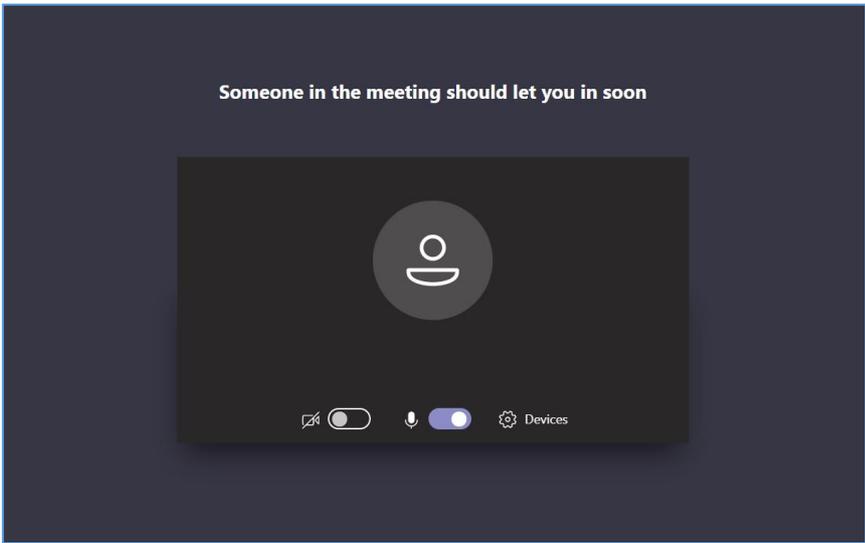
You will be asked to enter your name. Please do enter your name here to ensure that hosts are aware of who has joined the meeting.



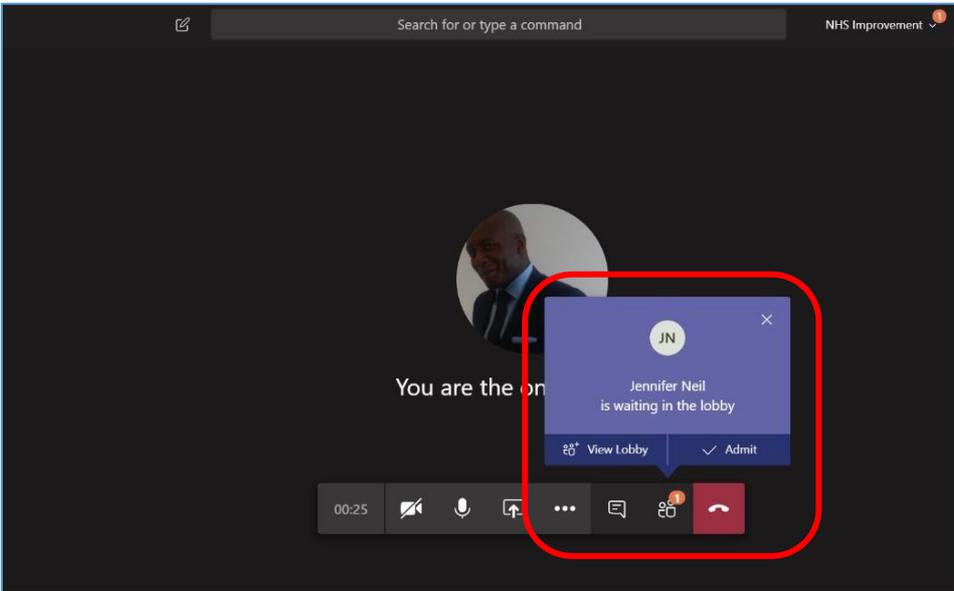
Here you can switch on your camera so you can be seen by your fellow meeting participants, blur your background when using the camera, mute your microphone before joining the meeting or adjust your microphone settings by clicking the gear symbol.

In the gear symbol, you can select whether the audio will come through your laptop, or a headset that you have connected.

When ready, select **Join now**.



If the meeting has been set up to include the **Lobby** function, you will need to wait until you are let into the meeting



The meeting organiser at the host organisation will receive a notification that you are waiting in the lobby.

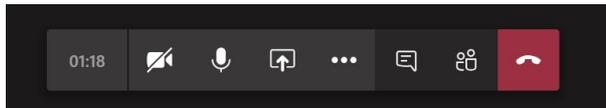
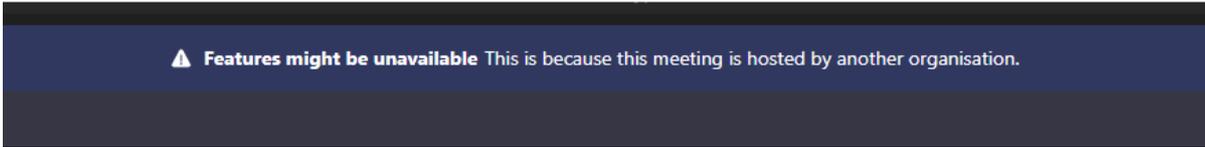
The organiser now has the choice of viewing all those in the lobby by selecting **View Lobby** or let the waiting attendee join the meeting by selecting **Admit**.



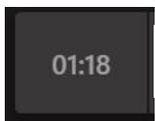
Once the meeting organiser has selected Admit, you will join the meeting.

In-call functions

You will notice at the top of the screen that some of the features available during a MS Teams meeting are unavailable as the meeting is being hosted by another organisation. Nonetheless there are a range of in call functions you can access to enhance your meeting experience.



These in-call functions are displayed as a toolbar in the middle of your screen.



The call-time function keeps you informed of how long your meeting or call is taking.



Click this to toggle your camera on/off, ideal for video conferencing.



Toggle your microphone on/off. Ideal for preventing feedback, echo and background noise from interrupting the meeting. We recommend you keep your microphone muted unless you are speaking.



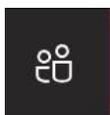
Click this to share your screen with the other participants. This is a great tool for allowing groups to view content together.



Selecting the More Options button provides further in call functionality.



Click to view and send instant messages to the other meeting participants. This is a great way to participate.



Click to view who has joined the meeting.



Click here to end your call or meeting.

Troubleshooting

Pre-joining screen error message:

If you have clicked the meeting invite and received an error message when the pre-joining screen appears, your organisation may have firewall settings in place that prevents access to other organisations' MS Teams functions.

Prior to using MS Teams for meetings, please check with your IT department to ensure that they have whitelisted the MS Teams URL to enable you to connect to meetings without any issues or error messages appearing.

Need Help?



If you have any further questions or queries, please contact the meeting organiser and consult your own IT Support team to ensure the appropriate permissions have been enabled if required.