

Using Microsoft Teams for Early Years Training and Networks

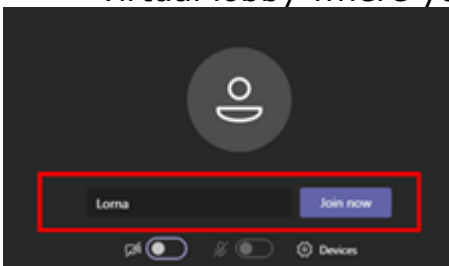
Webinars delivered by Enable Children and all Network meetings are delivered via Microsoft Teams. Here are some tips to make accessing the course easy:

- Ensure your desktop computer, laptop or tablet has speakers and a web camera. Phone are unsuitable as the screen is too small.
- Download the free Microsoft Team app before the training. If you have an Apple Mac or iPad, ensure your Teams app is compatible with your device.
- You will join the training by clicking a link attached to the course confirmation email from the Learning and Development Gateway or emailed to you the day before the course. You'll click the purple writing **Join Microsoft Teams Meeting**; the link will look like this:

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

- If you have downloaded the app, you will be taken directly into the meeting. If not, click your name and then 'Join now.' You'll be taken to a virtual lobby where you wait until the trainer starts the course.



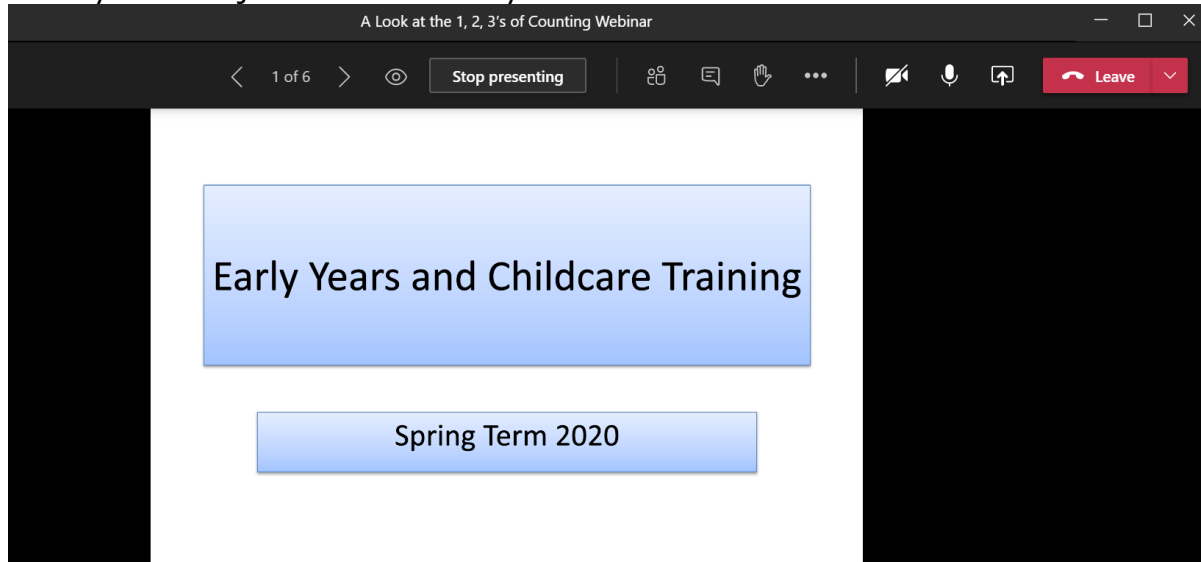
If you have not downloaded the app or the link doesn't work:

- Close your browser, reopen and try again.
- If this doesn't work, open the internet browser Google Chrome.
- Place the cursor over the link using your mouse. Right click on the mouse buttons and select 'Copy Hyperlink.' Go to the top of the screen and right click, select 'Paste' then press 'Enter' on your keyboard.

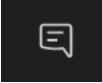



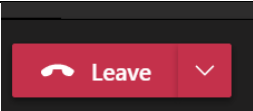
Please join the training 10 minutes early, so we can resolve any technical issues and start on time. If you need help or would like a test session, please email early.years.training@westsussex.gov.uk

In the Meeting

Once you have joined the course you should see a screen like this:



Along the top of your screen (usually) you have icons that allow you to interact with the meeting:

Icon	Use
	Click to type an instant message to the trainer and group
	Click to raise your hand - to ask or answer a question or to attract the trainer's attention Click again to 'put your hand down'
	Click to turn your video on and off. It is a better experience if you have your camera on during the training.
	Click to mute or unmute when you want to speak. It is best to be muted when not speaking to avoid background noise.
	Click to leave the session

Online learning has proved very successful, if you have any questions or worries, please email early.years.training@westsussex.gov.uk