Microsoft Teams User Guide for GAA Units

| IT Dept | March 23, 2020

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Microsoft Teams

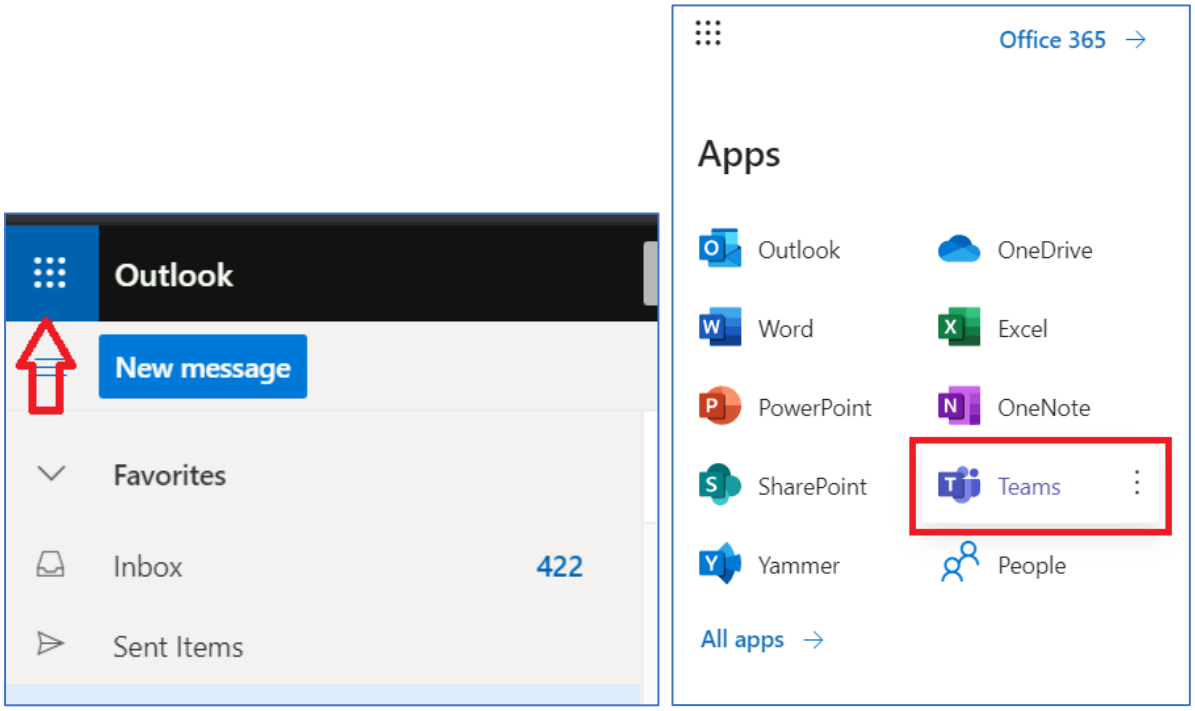
Microsoft Teams is an effective tool to communicate with colleagues through chats, audio/video call conferencing and sharing of files. It has all the features of Skype for Business plus many more. This guide will provide steps on how to access Teams and use some key features.

Key Benefits of Using Microsoft Teams

- MS Teams is available to all GAA Office 365 users as part of their existing licence – there is no cost to use it
- It provides the ability to have conference calls / video calls in a simple manner
- It can include people with email addresses that are not @gaa.ie ones (i.e. Gmail etc)
- It has excellent functionality that is integrated with all the other main Microsoft Products
- It allows meeting organisers to manage who participates in their meetings
- It allows meeting organisers to manage the amount of interaction that attendees can have with others in the meeting.

How to Access Microsoft Teams

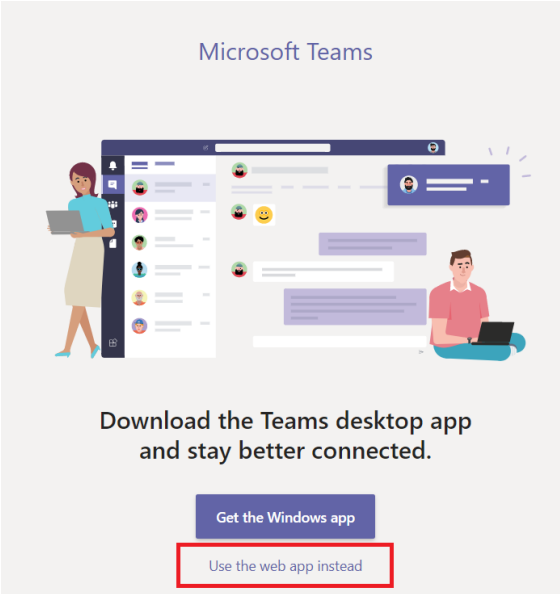
You can access Microsoft Teams in several different ways, the easiest of which is through your existing Office 365 account. When logged into email (http://mail.gaa.ie) click on the App Launcher in the top left hand side of your screen and select Teams, as shown below:



Alternatively you can sign in to Teams directly via most web browsers at the following address https://teams.microsoft.com by using your GAA email and password. You can also install the Teams App on your mobile phone or PC from this link https://teams.microsoft.com/downloads

Logging into Teams for the First Time

Once you have opened Teams as described above or are in the process of joining a Teams On-Line Meeting, you will be presented with a screen like below. The simplest option is to select the 'Use the Web App instead' link – this will allow you to access teams (or your online meeting) almost immediately.

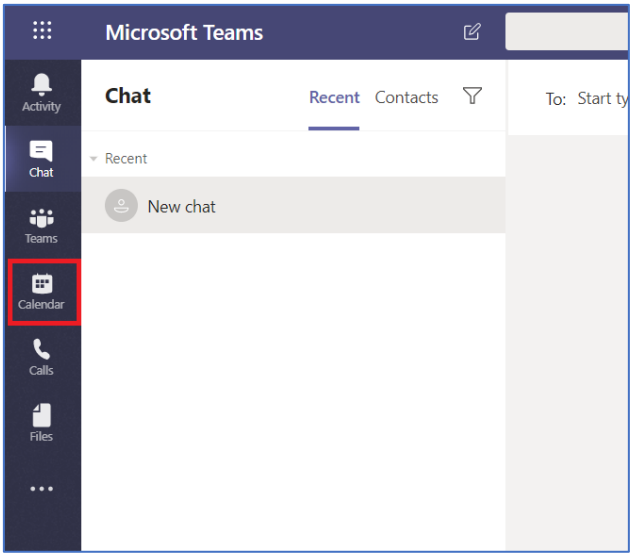


If you intend using Teams on an on-going basis, it is worth considering the 'Windows App' option by downloading it from the Microsoft Teams Website

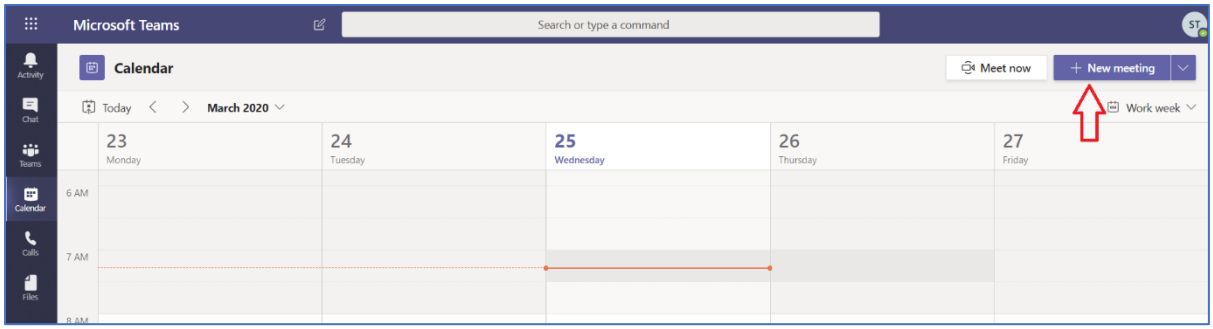
Scheduling On-line Meetings in Teams

Your calendar in Teams is connected to your Outlook/email calendar. In other words, when you schedule a meeting in Teams, it'll show up in Outlook, and vice versa. Every meeting scheduled in Teams is automatically made into an online meeting. To organise a meeting, please use the following steps:

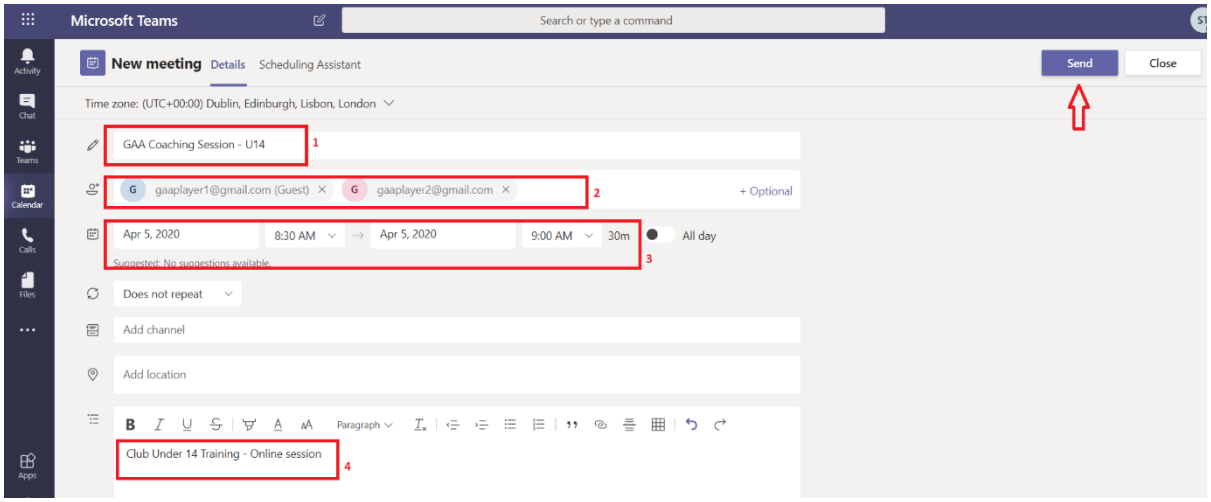
1. Click on the **Calendar** button on the left side of your Teams application



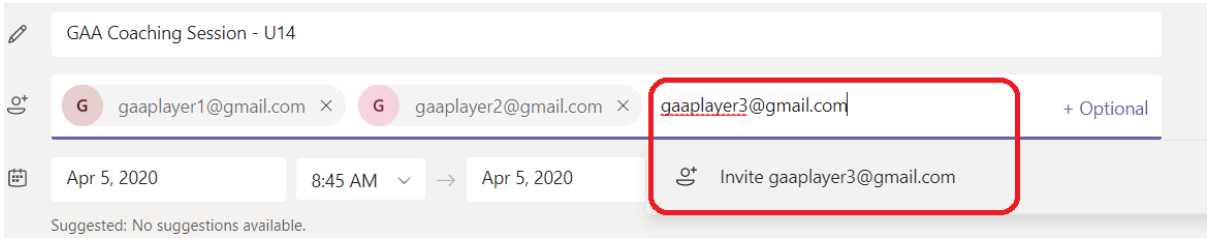
2. Select **New meeting** in the top right corner



3. Add a meeting title or subject (1), invite people (2), schedule the time and date (3) and add meeting details (4).

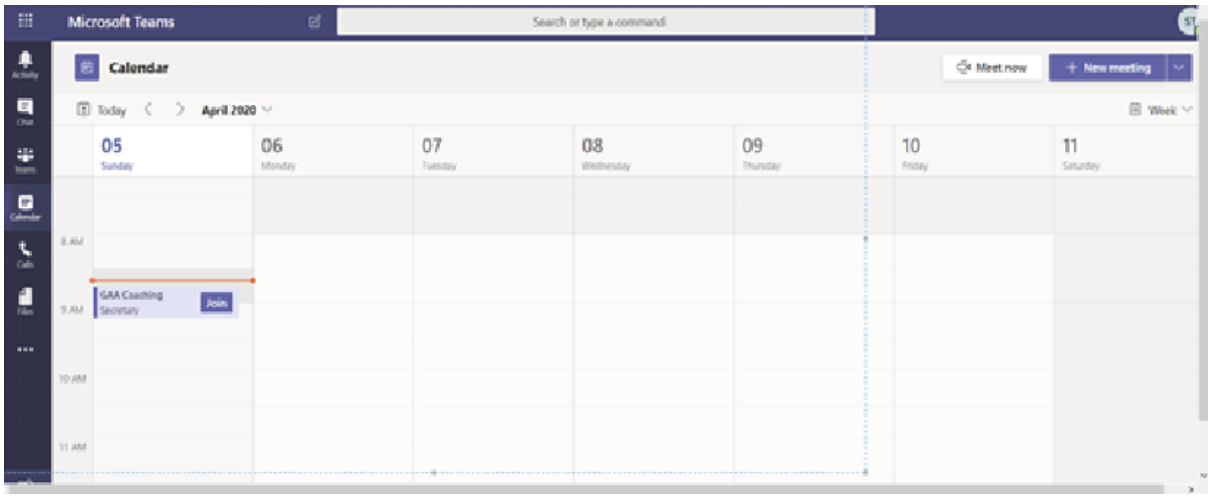


4. To **invite** people to this meeting
    a. click on the box that says **Add required attendees**.
    b. Type the person's full email address, a grey box should appear underneath with a list of names, select the relevant person.
    c. You can also invite **External attendees** in this manner



    d. Once you have filled in all the relevant information, click on the **Send** button on the top right to send to invite.

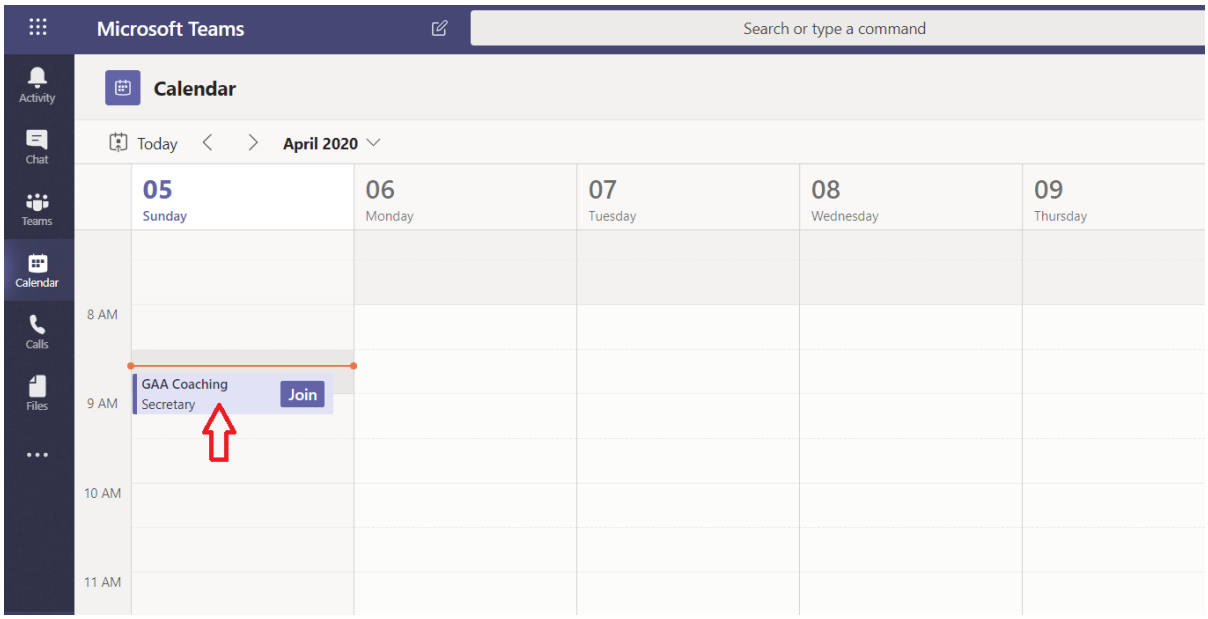
5. Once the meeting has been sent, it will appear in your calendar at the relevant time



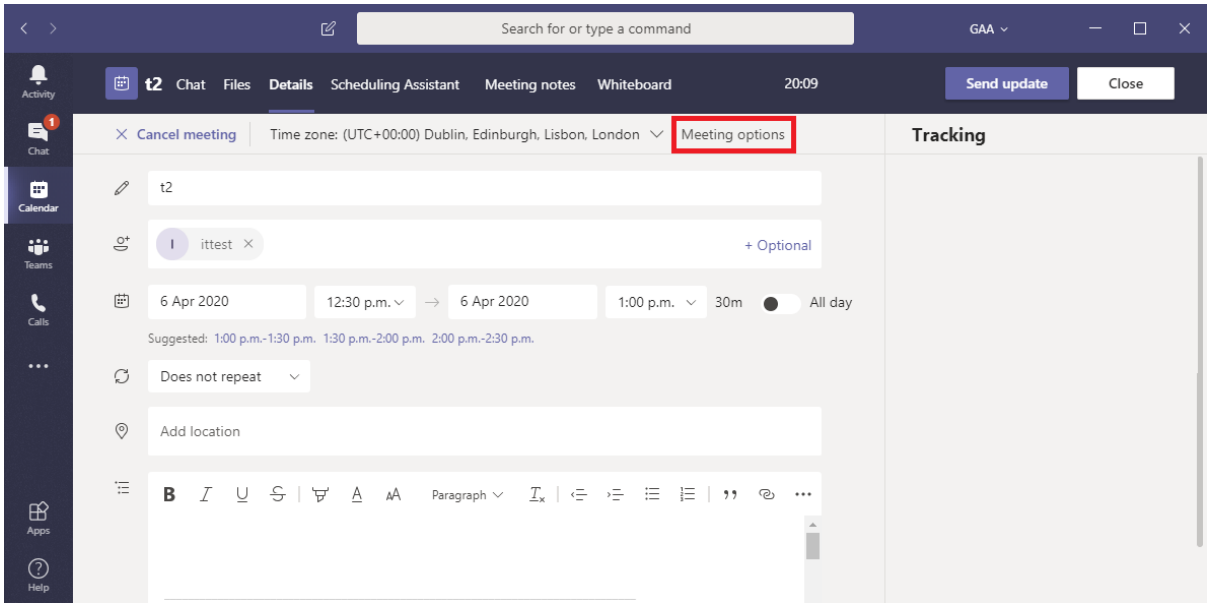
Restricting Functionality for Meeting Participants

If you are intending to use MS Teams to schedule a Club training session, or other meeting that doesn't involve full interaction from participants, you can restrict the ability of attendees to use certain functionality within the system. To do this, follow these simple steps:

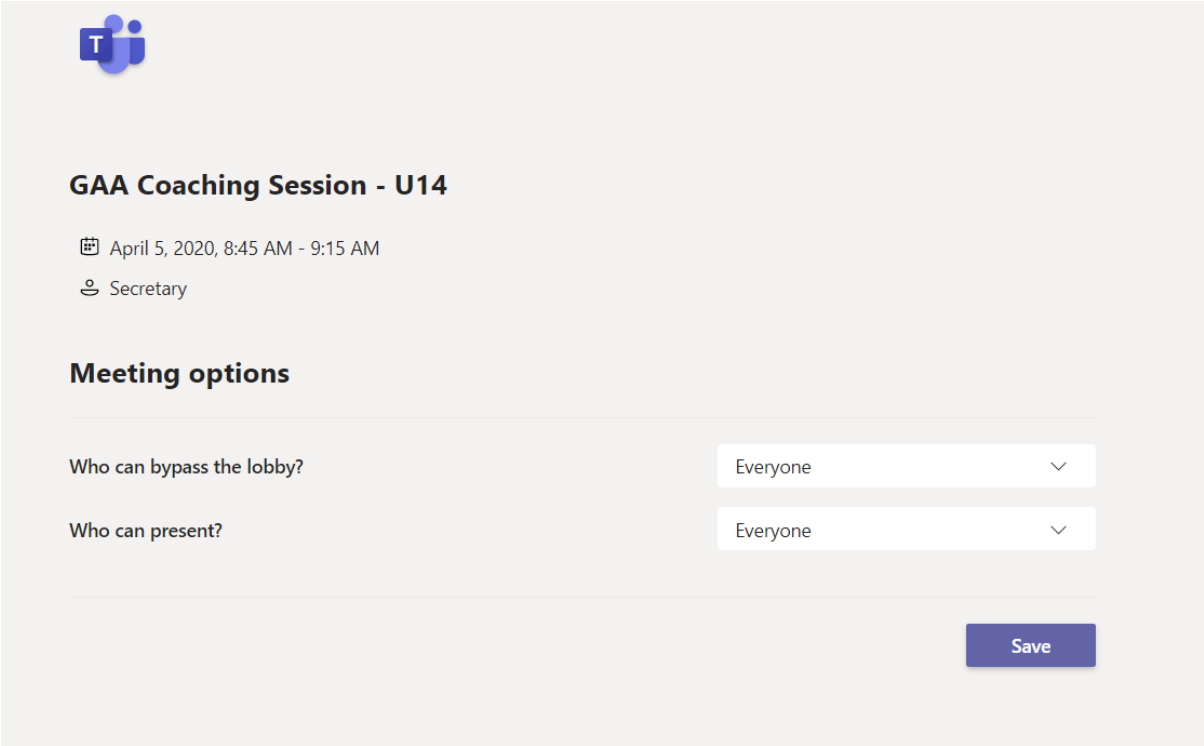
1. Open the scheduled meeting through MS Teams **Calendar** view



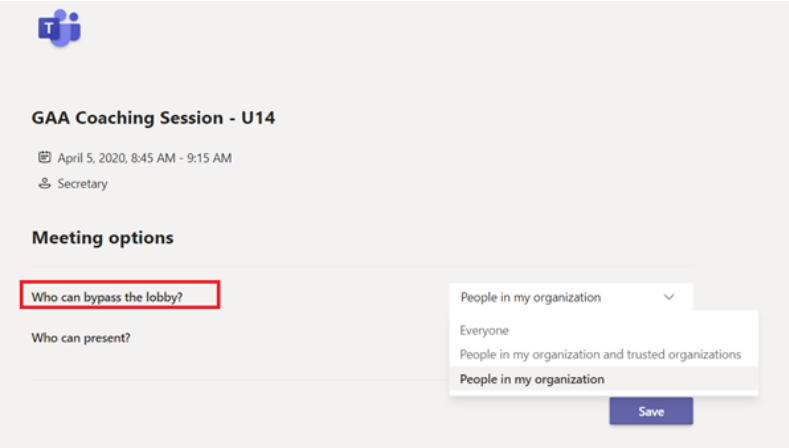
2. Click on **Meeting Options**



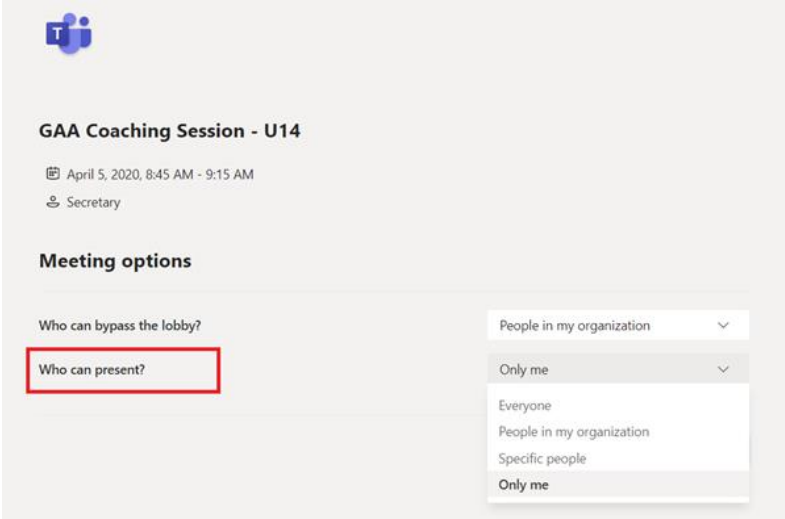
3. You have the two options
    a. To place participants in a virtual Lobby before they join, this allows the organiser to validate that only appropriate people are joining
    b. To specify who can present, or share the screen with everyone – this is useful in a business meeting setting but can be open to exploitation



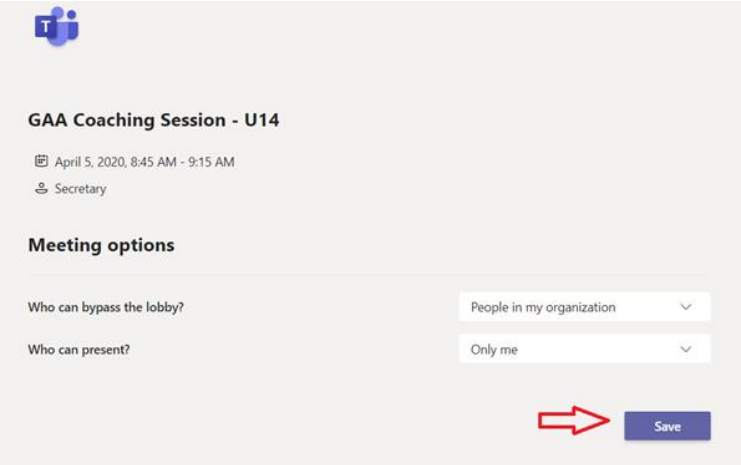
4. When configuring **Who can bypass the Lobby** option there are three settings, selecting **People in my Organisation** is the appropriate selection for Clubs to use. This means that only people with @gaa.ie email addresses (i.e. other Club Officers) can bypass the lobby.



5. For the **Who can present** option, it is most appropriate to select **Only Me**



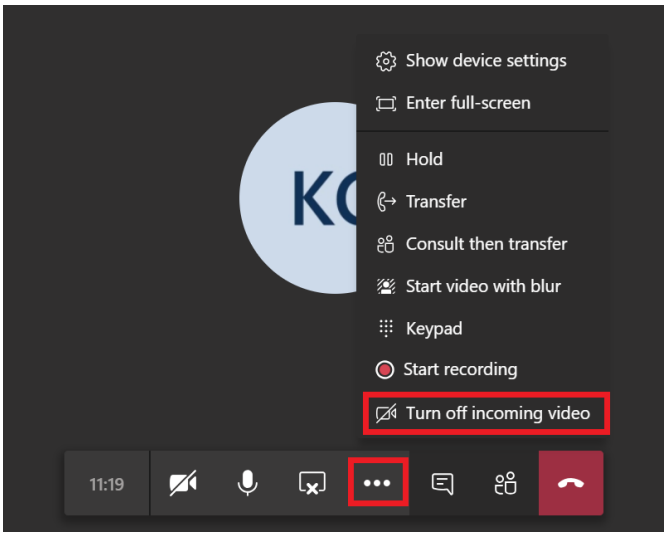
6. Click **Save** to confirm your choices



Disable Video from Participants

The meeting organiser can prevent video of attendees from being displayed as follows:

1. Once the meeting has started, the organiser can disable video. This option is available by clicking on the **options link (three dots)** and selecting **Turn Off incoming video**.

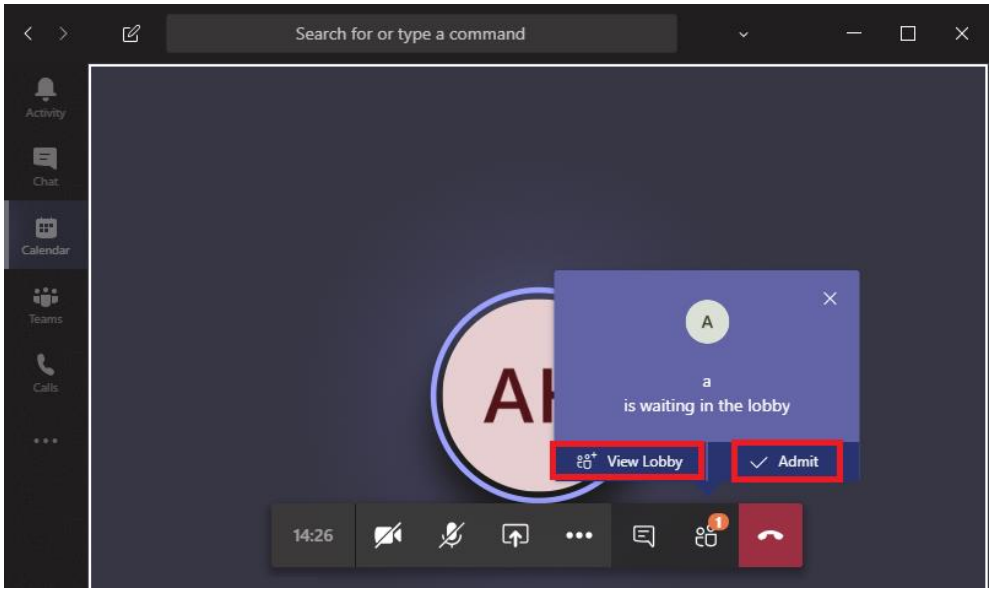


2. This can be re-enabled by clicking on the **options link (three dots)** and selecting **Turn on incoming video.**

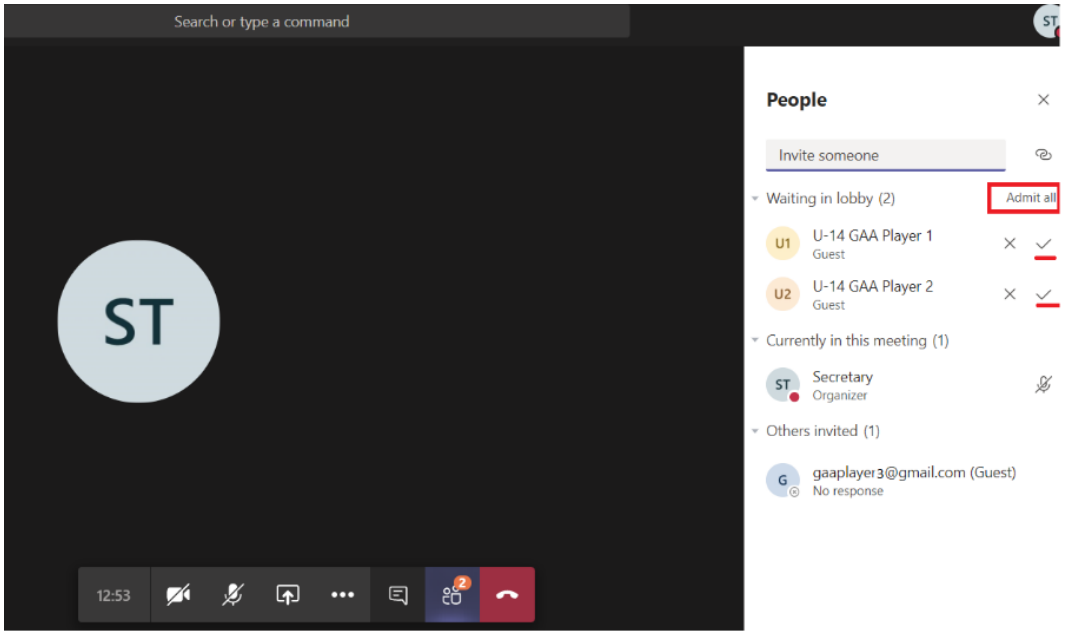
Managing Meeting Participants using the Lobby Functionality

Using the Lobby (configured in Meeting Options as described earlier) allows the meeting Organiser to monitor who is joining a meeting. This can be done as follows:

1. Once the Organiser has joined the meeting they will be notified by popup as people join.
    a. There are options to **admit** new joiners directly from the popup notification or to view all participants waiting in the Lobby.
    b. For meetings or GAA training sessions involving Underage players, it is **not allowed to convene on-line meetings of less than three participants**. To ensure this occurs, the Organiser should wait until there are at least three participants in the Lobby before admitting anyone. The full list of participants can be viewed by selecting **View Lobby**



2. The full list of people waiting to join visible and they can be admitted or excluded individually or in one go by selecting **Admit All**.

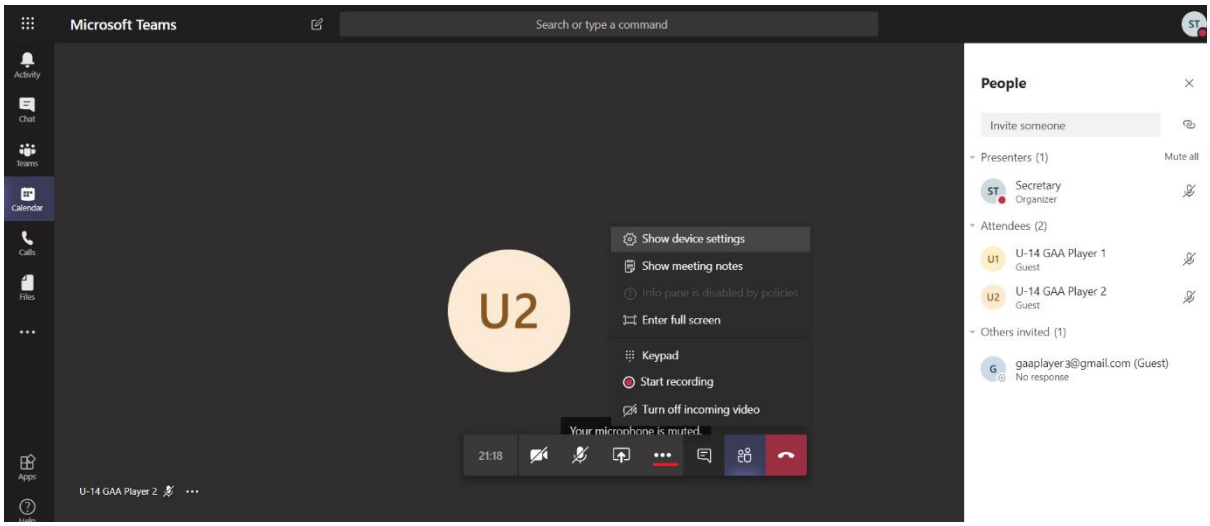


Recording Attendance and Activity at the Event

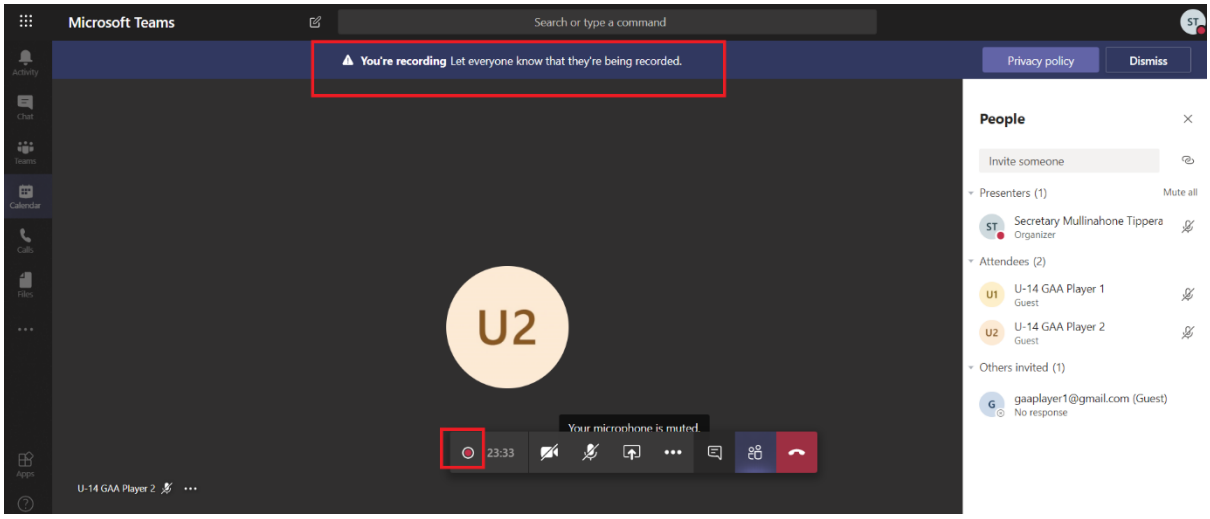
It is important that Online Meetings involving Underage players are conducted in accordance with the guidance from the GAA National Childrens Office. These guidelines include:

i. Having a minimum of 3 participants at all times
ii. Recording the entire session
iii. Noting attendance at the session.

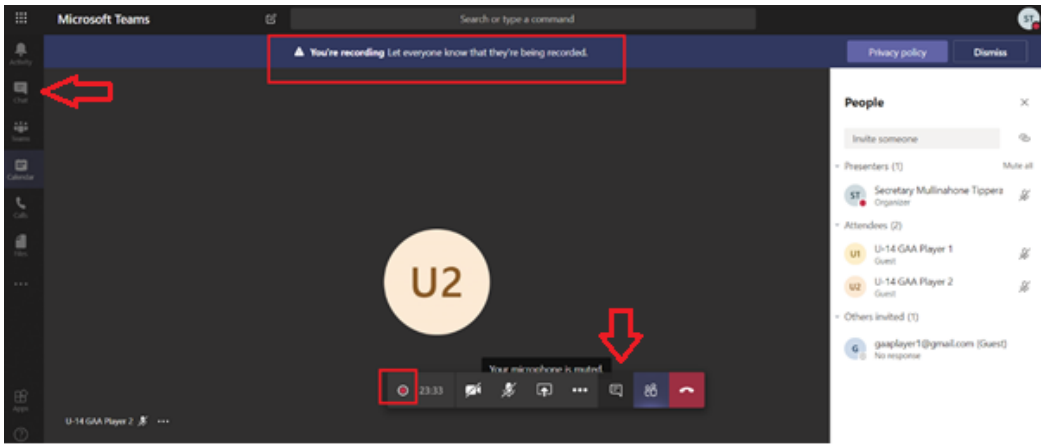
1. Once the meeting has started, the organiser can start recording the session. This option is available by clicking on the **options link (three dots)** and selecting **Start Recording**



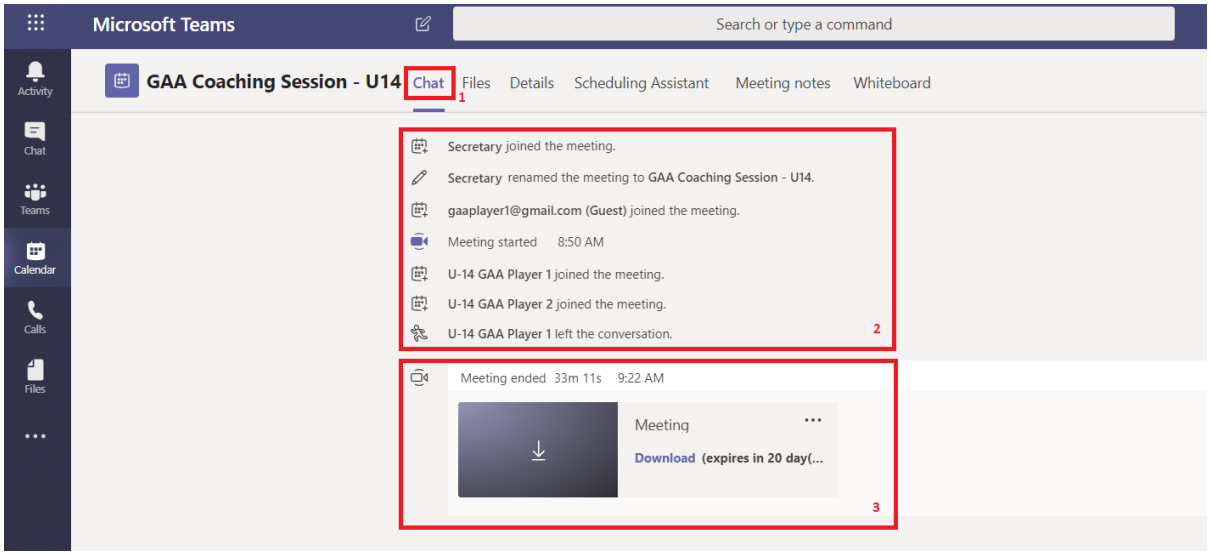
2. A popup notification shows when a recording has started and all participants on the call receive a similar notification.



3. The attendance at a meeting is automatically recorded in the **Chat** functionality of Microsoft teams which can be accessed by selecting either option highlighted by the arrows below

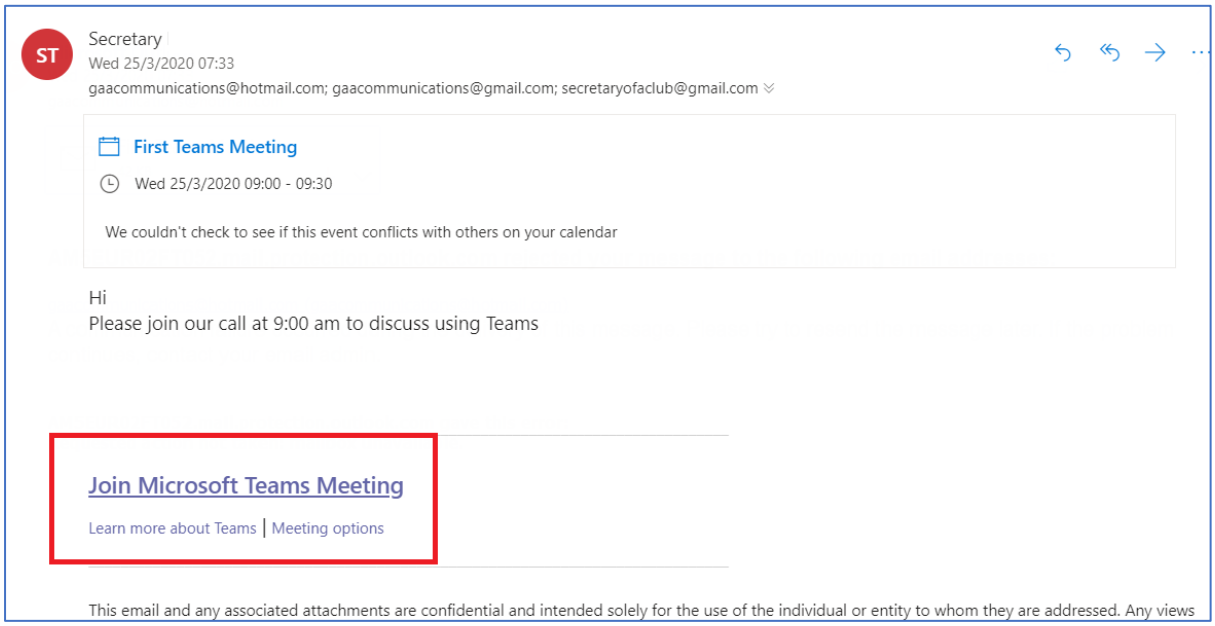


4. The chat (1) functionality holds a record of the Attendance (2) and allows access to the video recording (3). The attendance will be maintained for as long as the original meeting remains in the Organisers calendar and the video will expire after 20 days (unless downloaded and saved).

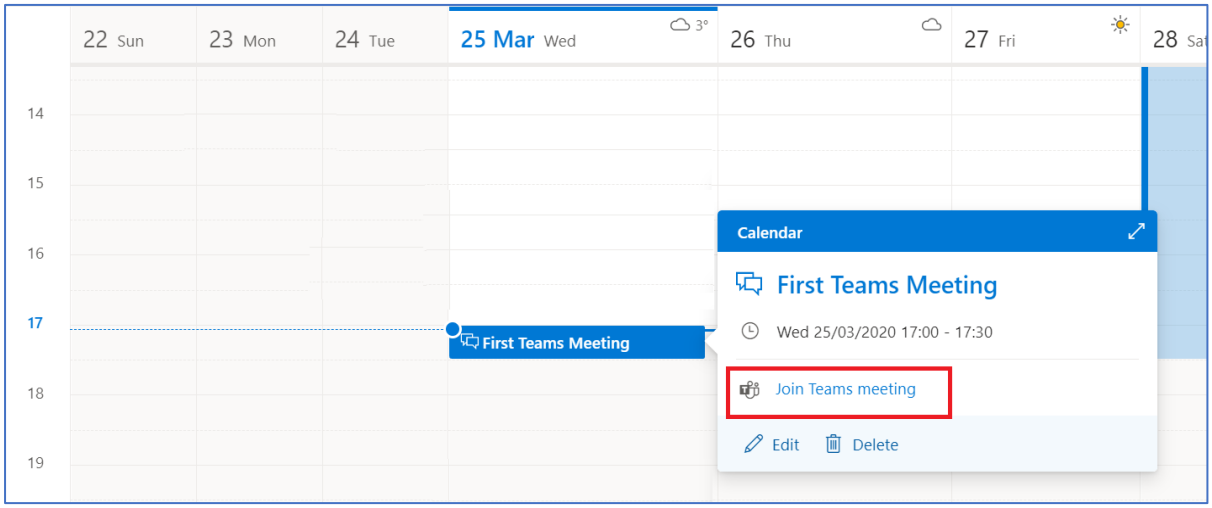


How to Join a Meeting (GAA Email User)

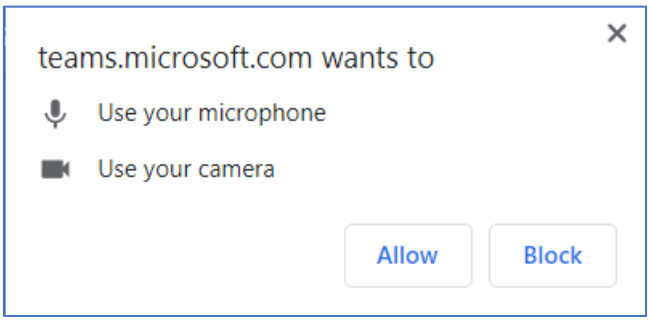
1. In your email invite, select **Join Microsoft Teams Meeting**.



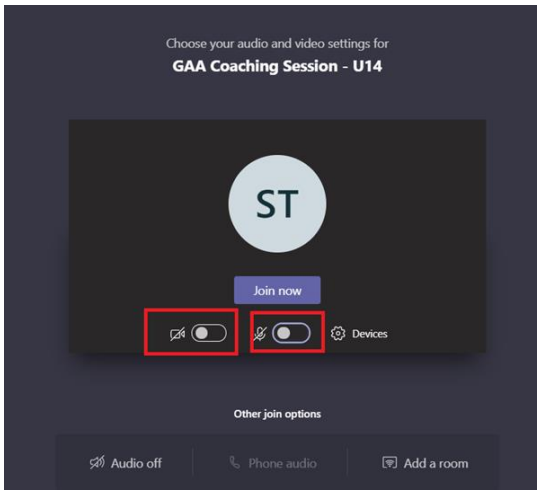
2. Or in your Outlook or Teams Calendar click on the meeting and click on **Join Teams Meeting**.



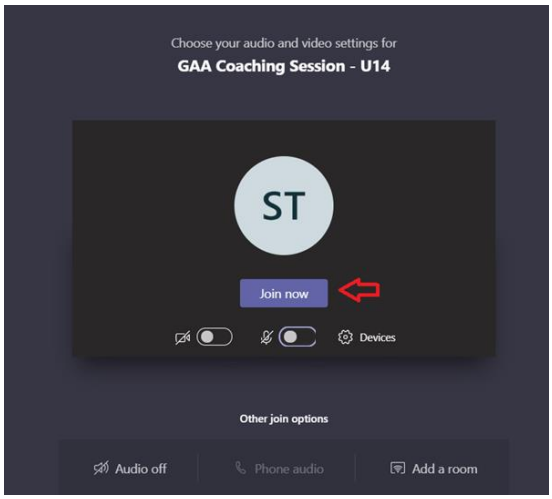
3. You might be asked to give permission to use your microphone and camera, please click **Allow**



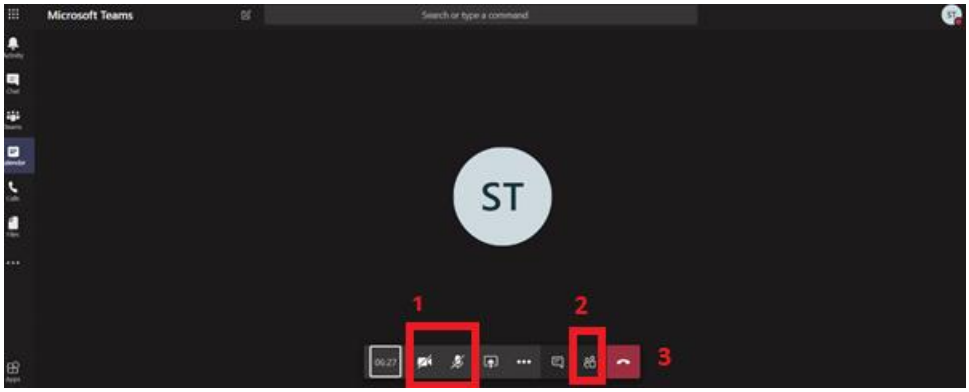
4. You can mute your microphone or turn off your camera by clicking on the relevant buttons.



5. Click **Join now** to join the meeting.



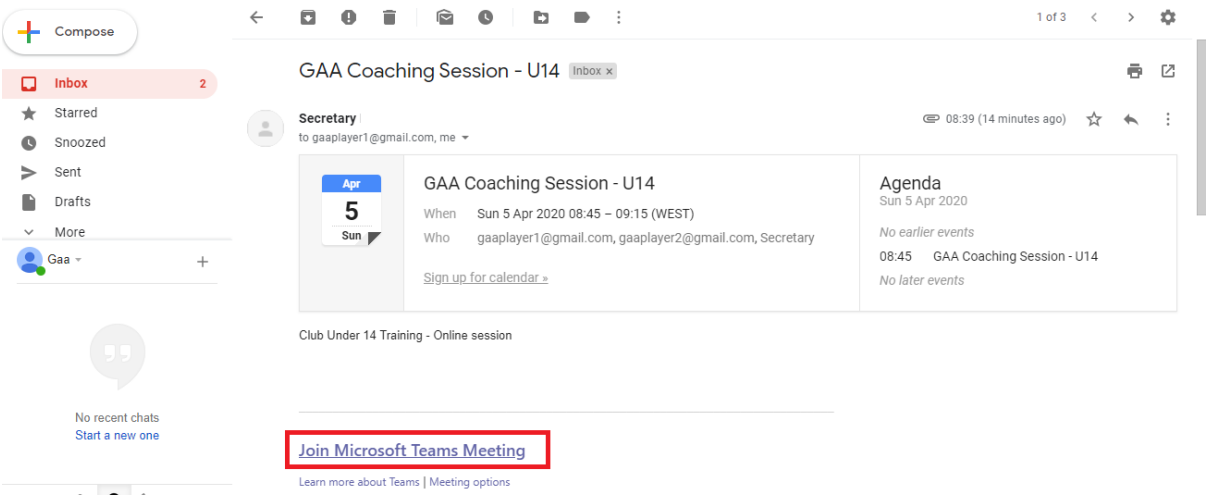
6. You may have to wait for the meeting to start. You will have the option to turn on / off your Mic and Camera (1), to see who's on the call (2) or to exit the call (3) at any time during the meeting.



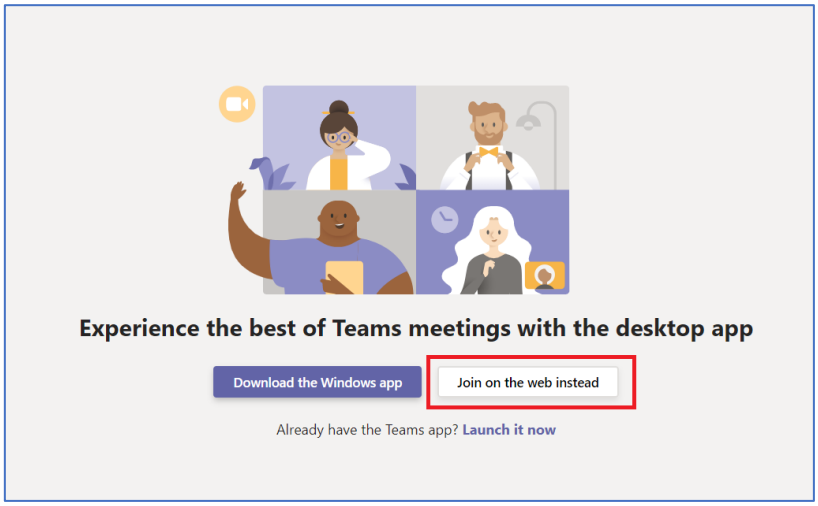
How to Join a Meeting (External Users)

People who do not have @gaa.ie email addresses can still join a Teams meeting that has been scheduled by someone in the GAA. They are simply invited to join the meeting as previously described and then follow these steps

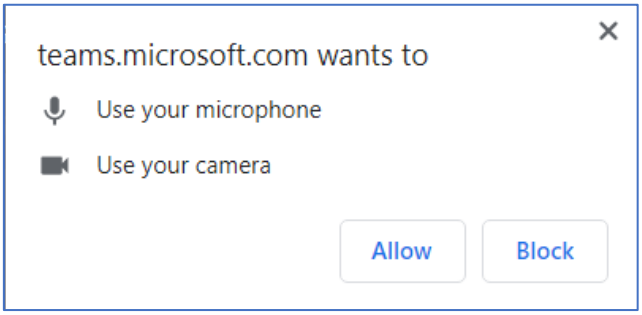
1. In your email invite, select **Join Microsoft Teams Meeting**.



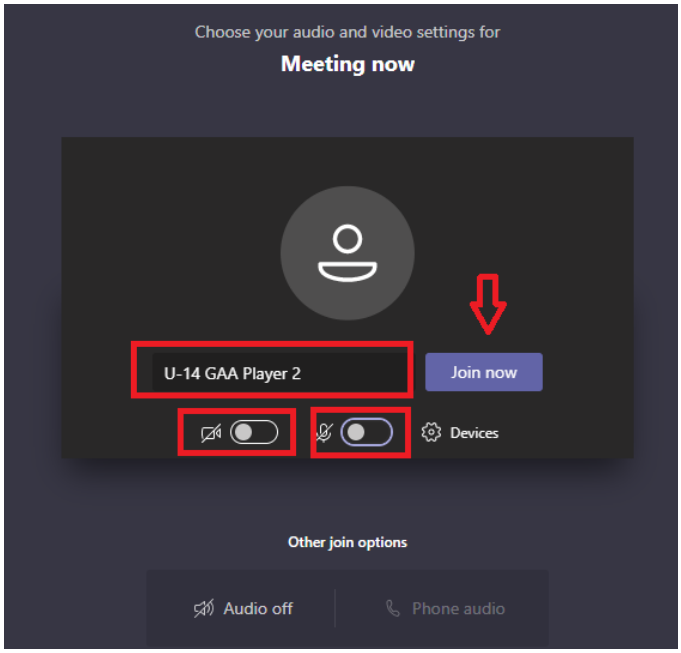
2. If prompted click on **Join on the web instead.** If you wish you can download and install the Windows App



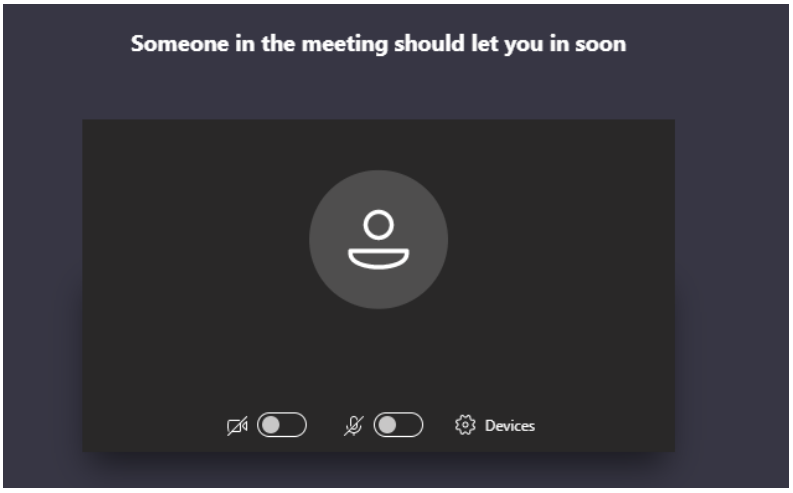
3. You might be asked to give permission to use your microphone and camera, please click **Allow**



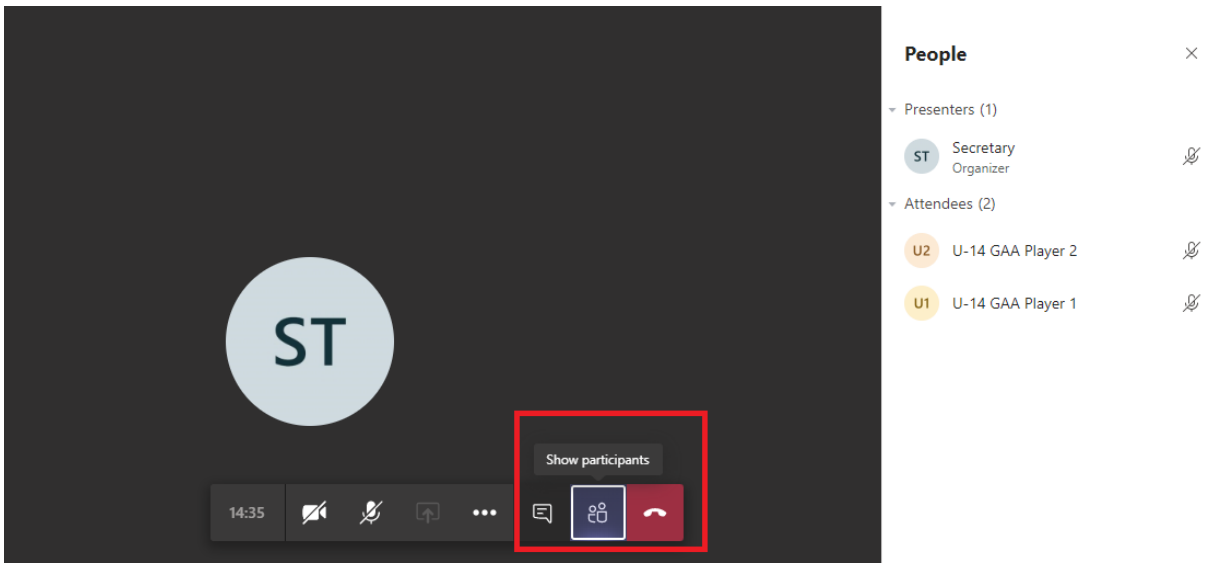
4. You will be prompted to enter your name so that others in the meeting will know who has joined. You can choose to turn on or off you Microphone and Camera by clicking on the relevant buttons. Click **Join now** to join the meeting.



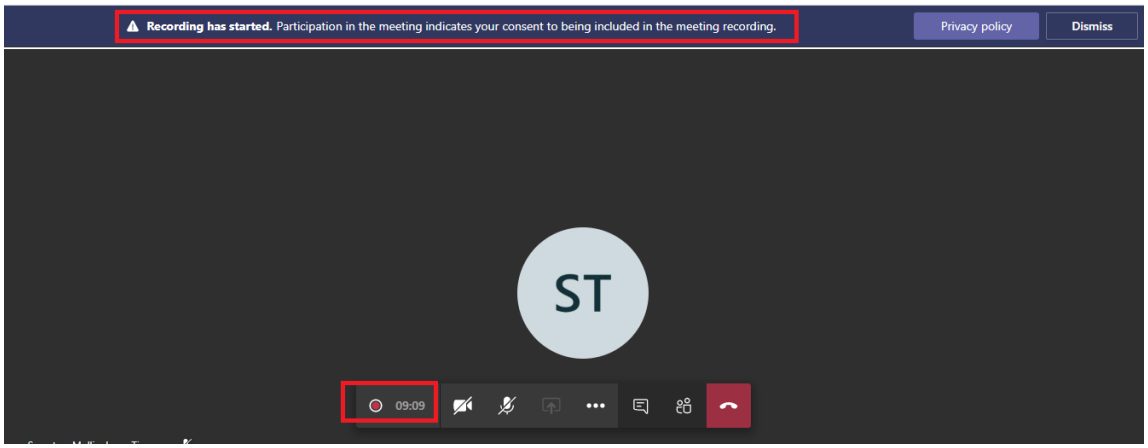
5. There may be a slight delay whilst waiting for the meeting to start



6. Once you join, you will be able to see all other participants in the meeting by selecting the show participants option



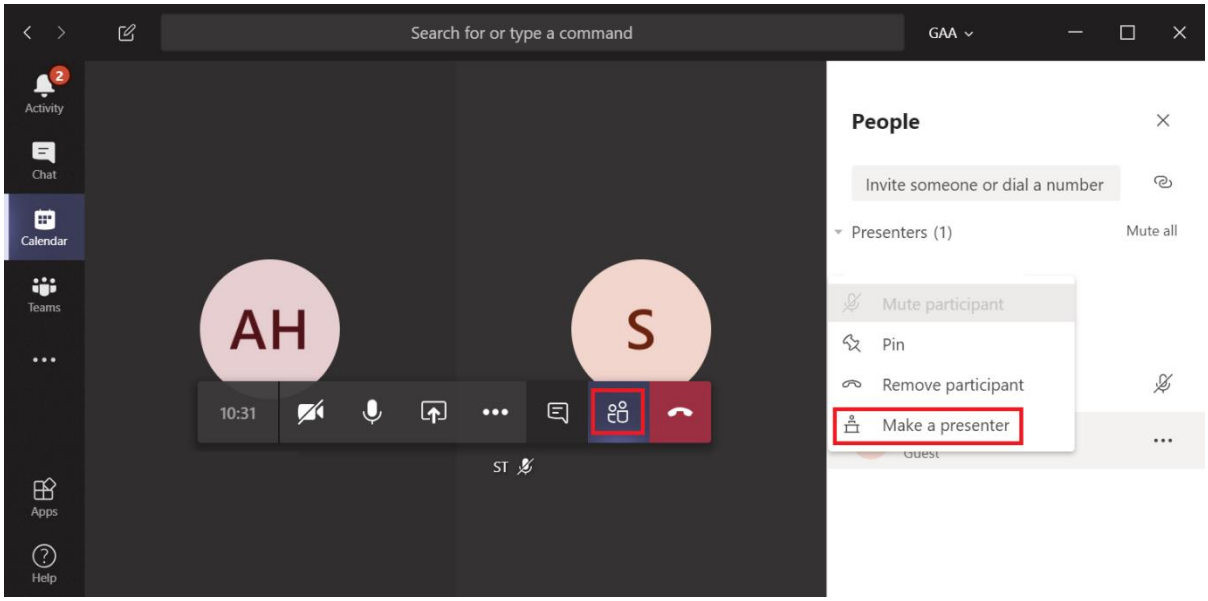
7. Some events may be recorded by the organiser, if this is the case you will be notified by a popup message and you will also see the 'Red Dot' indicating that recording is on-going



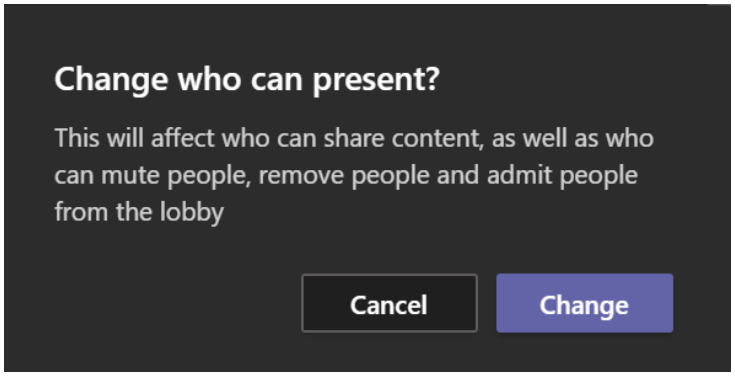
How to Allow Another Participant Lead a Meeting

The meeting organiser can permit an individual (i.e. a coach) to lead a meeting and share their screen by following these steps:

1. Once the meeting has started, the organiser can permit an individual to share their screen by making them a presenter. This option is available by clicking on **View Participants** and right clicking on the person you want to make a presenter and selecting **Make Presenter**

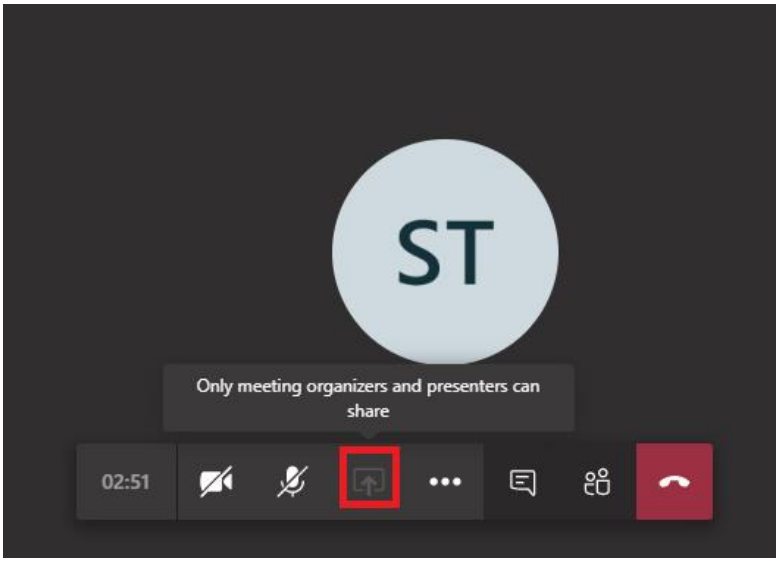


2. Select **Change** on the pop-up to enable.

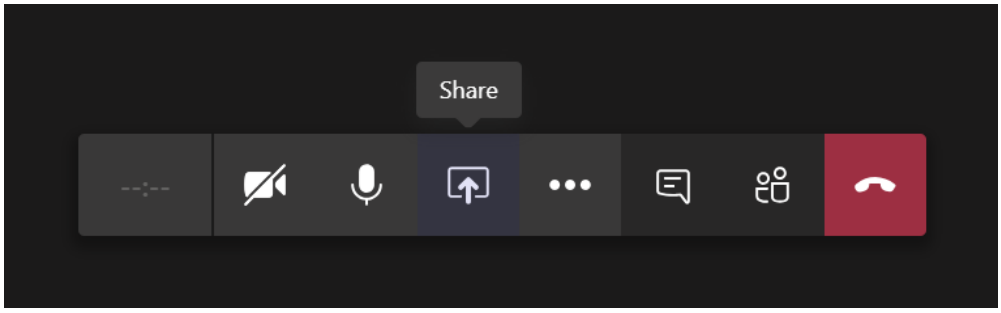


How to Share your Screen in a Meeting, if Allowed to do so

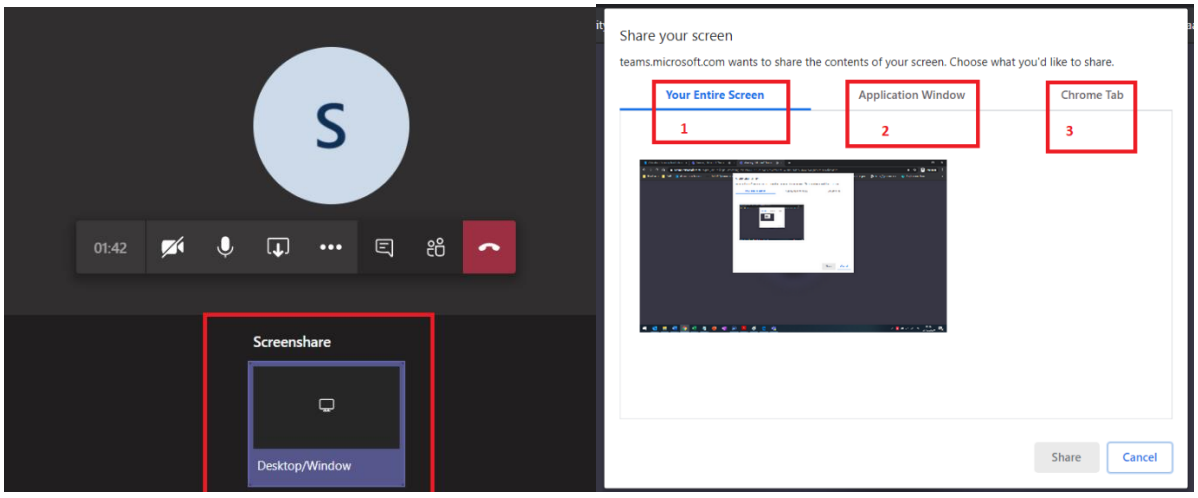
1. Some meetings may have the ability to share screens (Present) turned off if the Event Organiser has chosen to do so. If this is the case, you won't have access to the share option.



2. If screen sharing is permitted, and you wish to share your screen in a meeting, select **Share** in your meeting controls



3. Then, choose to present your entire desktop (1), an application (2) or a webpage (3)



Please be aware that **all participants** in the meeting can see what is shared in this manner.

Other Useful Sources of Information.

Useful links below:

Teams on the web at https://teams.microsoft.com.

Microsoft Teams help & learning https://support.office.com/en-us/teams