

## Microsoft Teams Guide

LP Physiotherapy and Pilates have chosen to use Microsoft Teams for their video-conferencing solution. Teams offers many similar features to Zoom but will also allow for classes longer than 40 minutes in length. We think this is important in order to provide you value for money and to make sure we provide sufficient time in a class to work without rushing and able to answer any questions you may have afterwards.

### Contents

Microsoft Teams Guide.....	1
1. Email Invitation .....	1
2. Using Teams within the Web Browser (Tested on Windows – Edge & Chrome, MacOS – Chrome Only) .....	3
3. Installing the Teams App.....	5
4. Using the Teams App on your Windows PC / Laptop .....	6
5. Joining on a Mobile Device .....	7

#### 1. Email Invitation

You will receive an email for each class. This will look similar to the below.

Hi guys!

Please use the link below to join today's class.

Thanks,  
Lisa

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[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

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When you click this link, you will have three options:

## How do you want to join your Teams meeting?



### Download the Windows app

Use the desktop app for the best experience.



### Continue on this browser

No download or installation required.



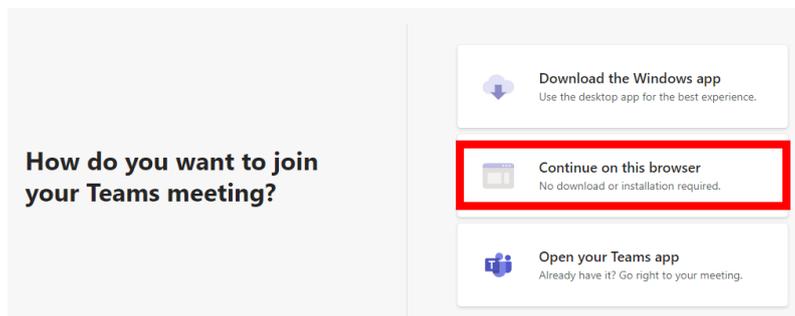
### Open your Teams app

Already have it? Go right to your meeting.

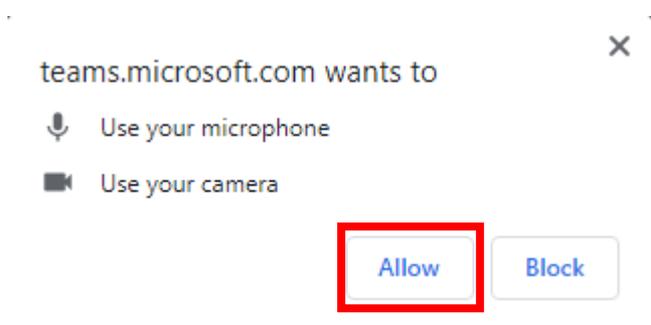
Note: If you already have the Teams app installed and have used it before, the Teams app will launch and you can move straight to Step 4.

## 2. Using Teams within the Web Browser (Tested on Windows – Edge & Chrome, MacOS – Chrome Only)

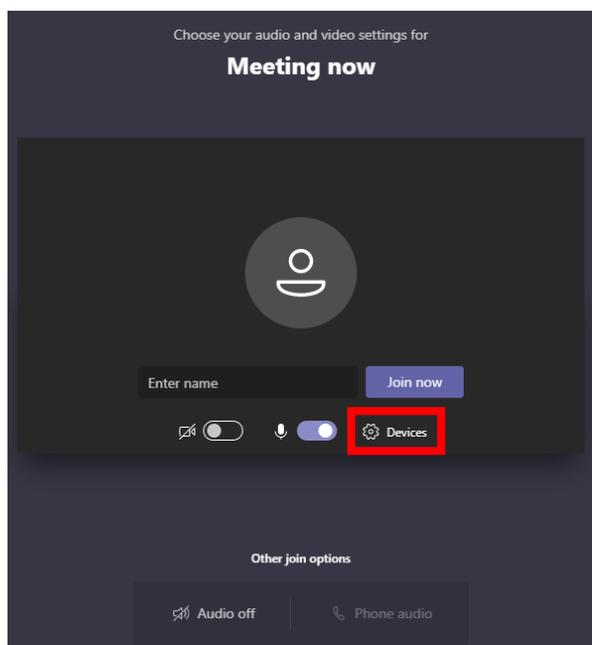
If you don't want to install the Teams app, all classes can be joined within the browser. Click on the "Continue on this browser" button. Note: If you are using an iMac or Macbook, you must use the Google Chrome browser or download the Microsoft Teams app.



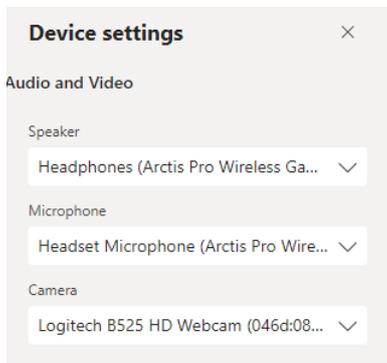
Your browser may prompt you to allow the site to access your webcam and microphone. You must allow this for you to be seen and heard.



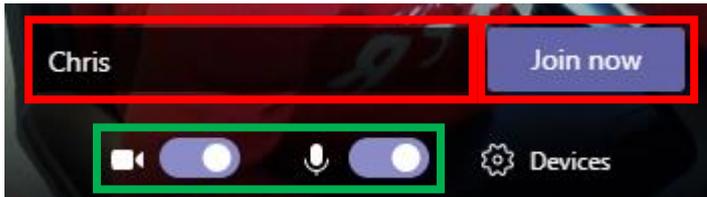
Click the devices button to open up the Device pane on the right-hand side of the screen.



Here you can make sure that your speaker, microphone and camera devices are selected correctly.

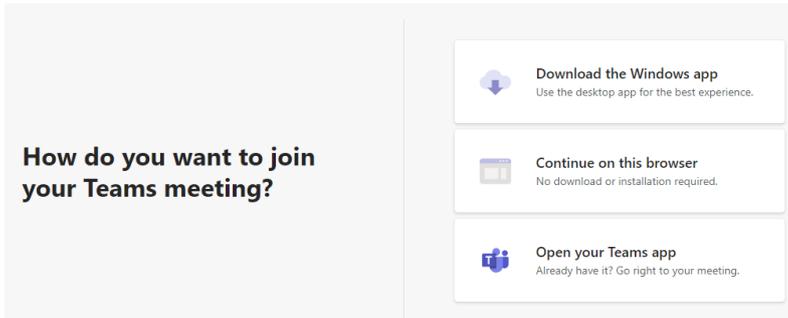


Then enter your name and click the “Join Now” button, ensuring your camera and microphone are enabled.

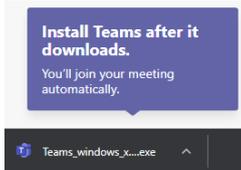


### 3. Installing the Teams App

If you don't have the Teams app installed, but would like to, click the "Download the Windows App" button.



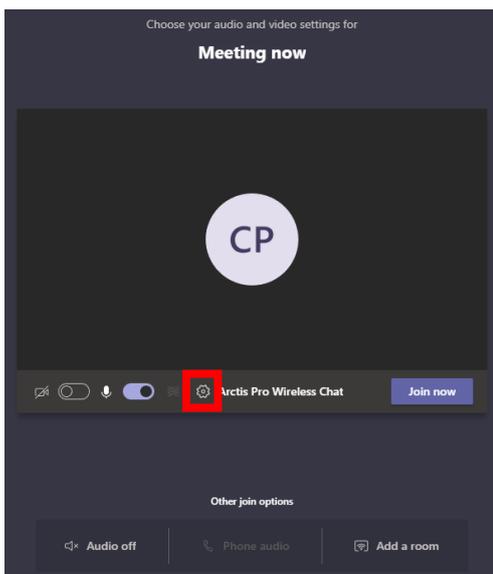
This will download the application:



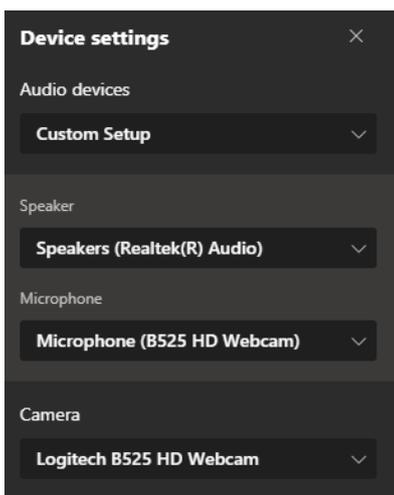
Open the .exe file and follow the on-screen instructions to install the application. The application will then launch and you will be joined into the meeting. If for any reason you aren't joined to the meeting, re-click the link in the email and select "Open your Teams app".

#### 4. Using the Teams App on your Windows PC / Laptop

Once the Teams app has launched, joining is much like when using the browser. Click the cog icon to open the Device pane on the right-hand side of the screen.



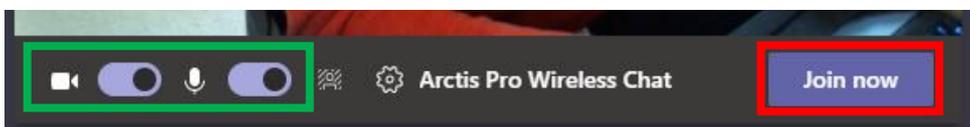
Here you can make sure that your speaker, microphone and camera devices are selected correctly.



If required, enter your name and then click the “Join Now” button, ensuring your camera and microphone are enabled.



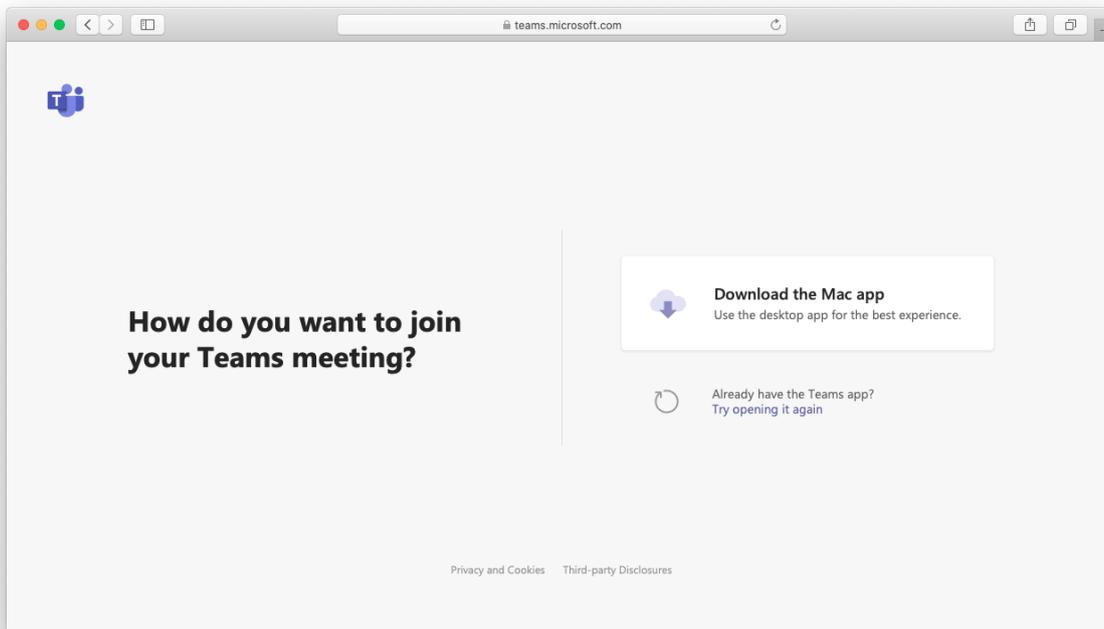
Note: If you are already signed into teams you do not need to enter your name:



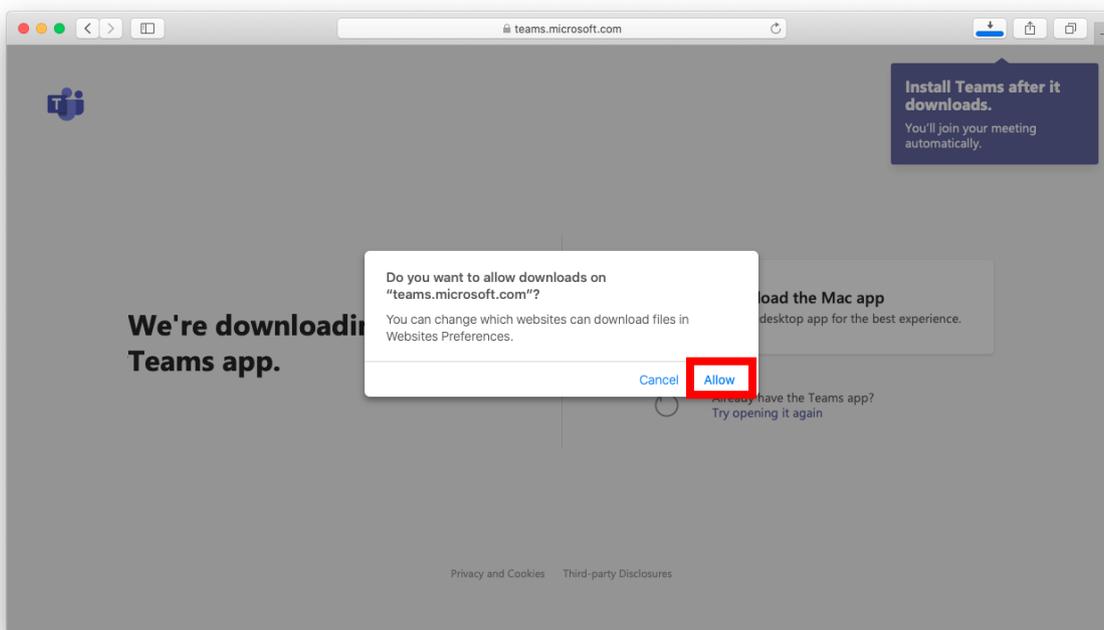
## 5. Using the Teams App on your Apple iMac / MacBook

As the Teams application is a Microsoft product, it is not yet supported in Apple's Safari browser. (Note, if you use a 3<sup>rd</sup> party internet browser such as Google Chrome, you can join within the browser using the steps in section 2).

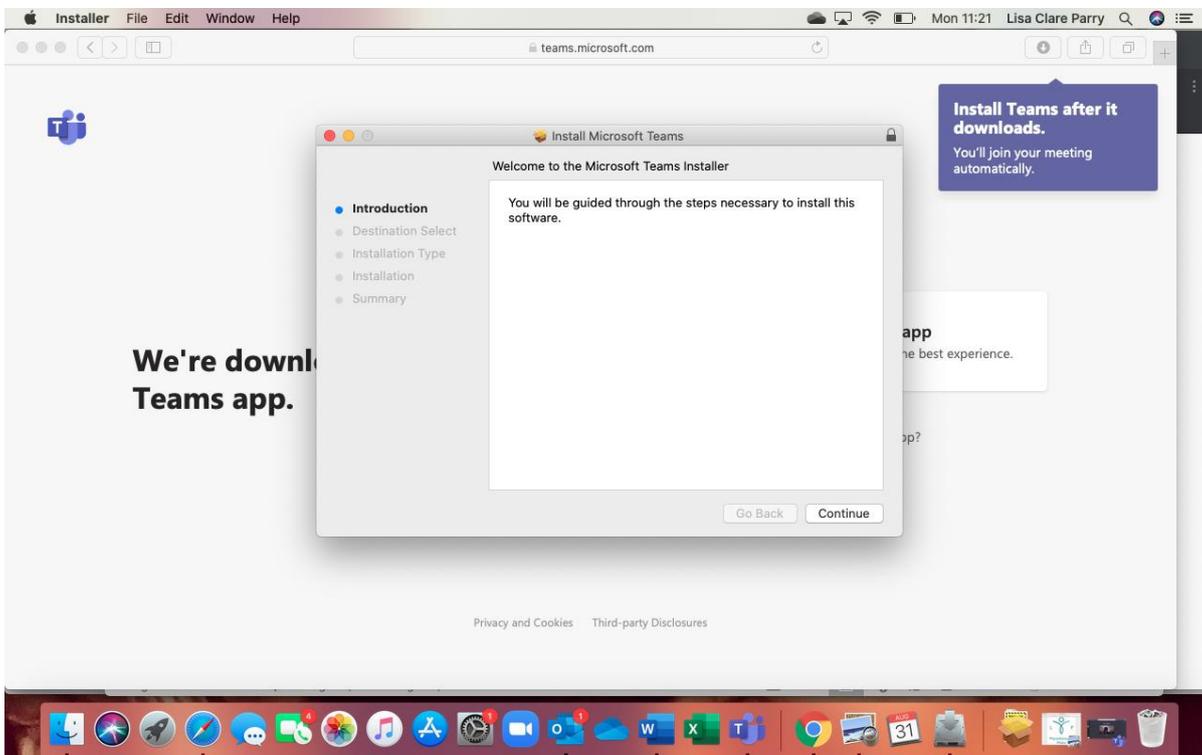
Opening a Teams link in Safari will result in the page below:



Click the "Download the Mac app" button, and allow Safari to open the file.



Once downloaded, click the .pkg file in your Downloads folder and follow the on-screen instructions.



Once installed, you will be joined to the class. If Teams does not immediately connect to the class, re-click the link in your email and then click Allow

Do you want to allow this page to open "Microsoft Teams"?

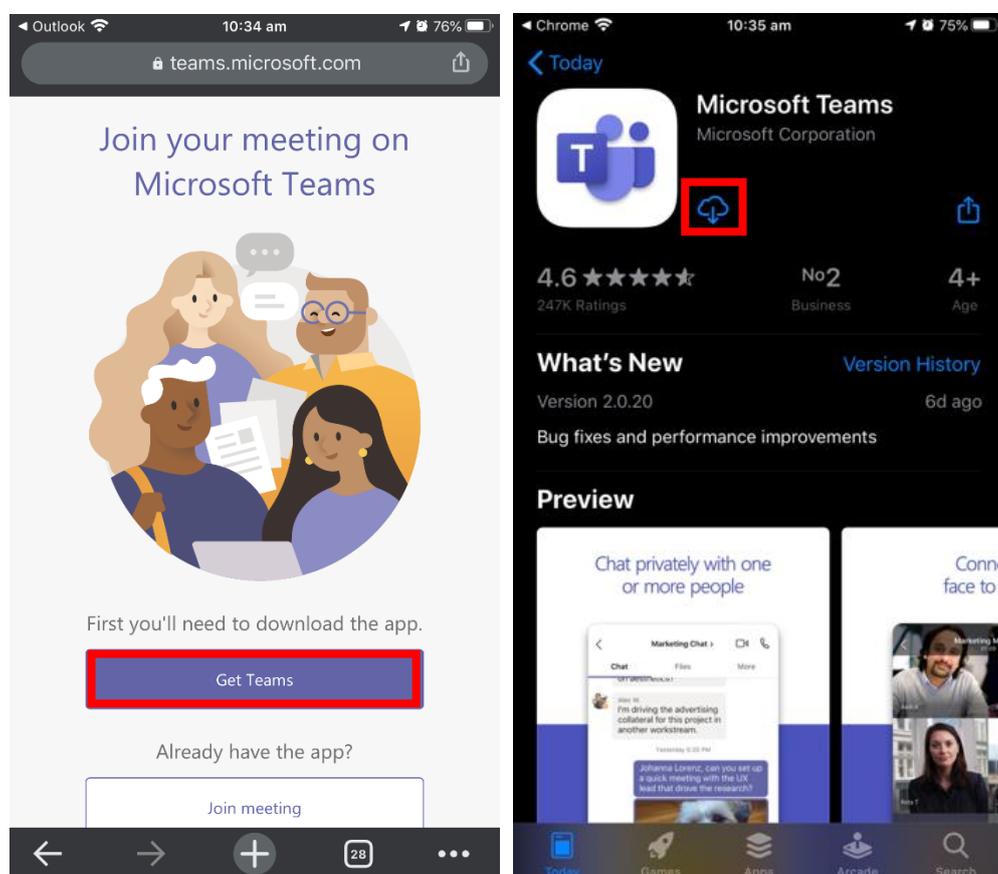
Cancel **Allow**

You can then setup your microphone and camera as per the steps in section 4.

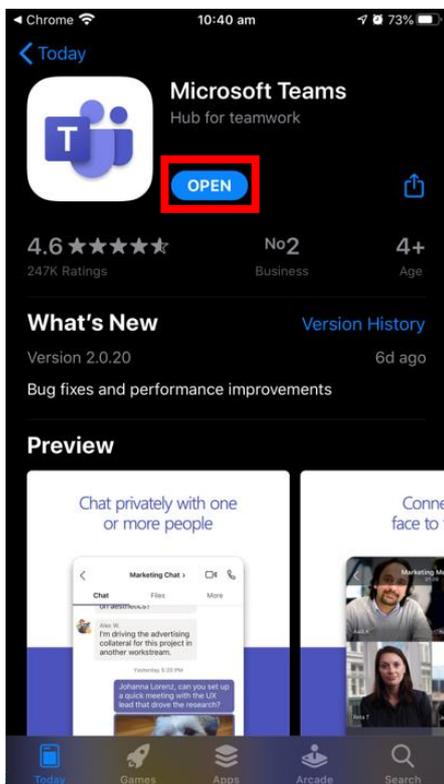
## 6. Joining on a Mobile Device

If you are joining on an Apple device, you will need to download and install the free Teams app.

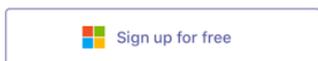
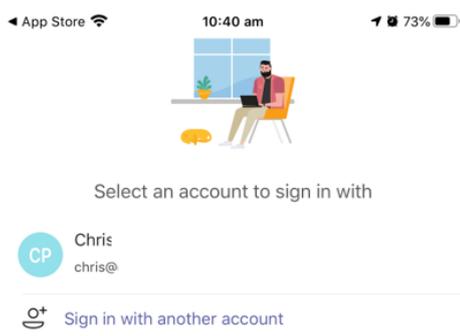
Click the link in your email and then “Get Teams” and you will be re-directed to the App Store. Click the cloud icon to download the free app.



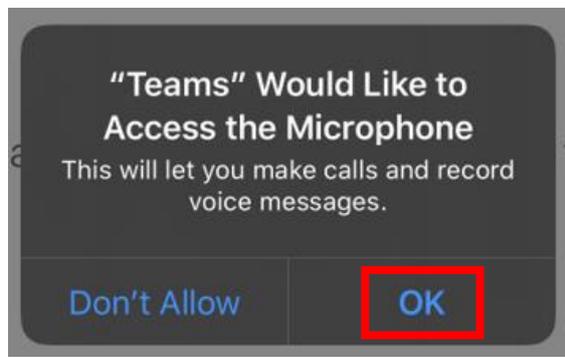
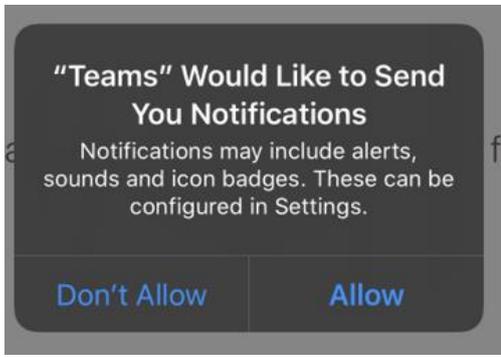
Once installed, click Open to launch the app and sign-in.



If you already have a Microsoft account (@hotmail.co.uk / @hotmail.com / @live.co.uk / @live.com) you can sign in with that account. If not, tap “Sign up for free” at the bottom of the screen to create one.



It is up to you if you want to allow Teams to send notifications, but you must allow Teams to access your Microphone so that you can be heard in the class.



You may then be placed directly into the class. If not, please re-tap the link from your email and the Teams app will automatically launch and connect you.

