

Microsoft Teams Tutorial:

Teams is a similar application to skype whereby you can communicate with people using video and audio conferencing (vc/ac). You can also share your screen to young people so they can see powerpoints etc. These video conferences can also be recorded and then shared onto an intranet site for those who have missed it. (Note: You must inform all participants that the vc/ac is being recorded).

Members can join on computers or through phones. They do not need an account to join they can simply type in their name and join. With younger members it is recommended parents are sitting in. The presenter or leader can control who joins. They join through a link which you can generate and then send out through any medium, for example, OSM.

Teams over other mediums:

Google Hangouts - 150 people in chat - 10 in video call - need gmail account

Microsoft Teams - 250 people in a 'meeting' - allows for video calls and recording of screen - host need office 356 email

Facebook - 50 people on video call - must all be Facebook friends

WhatsApp - 4 people in video call - end to end encrypted

Discord - 50 people in video call - need to set up server and have accounts

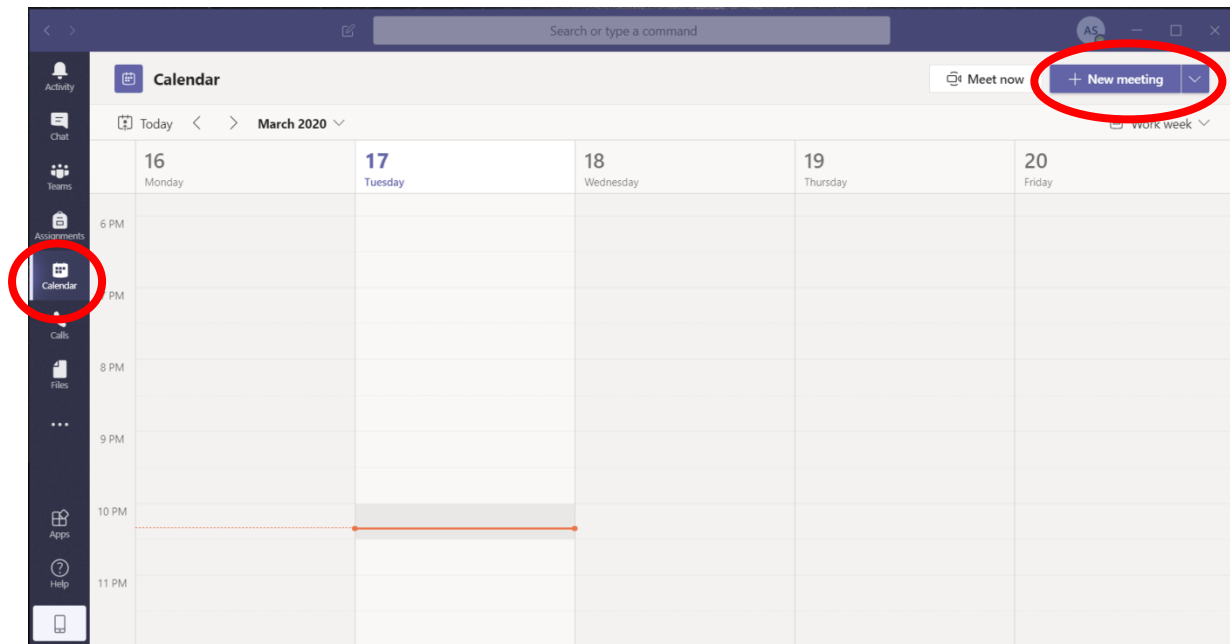
Zoom Marketing - 100 people video call - 40 minute meeting time

Skype - 50 people in video call - would all need accounts

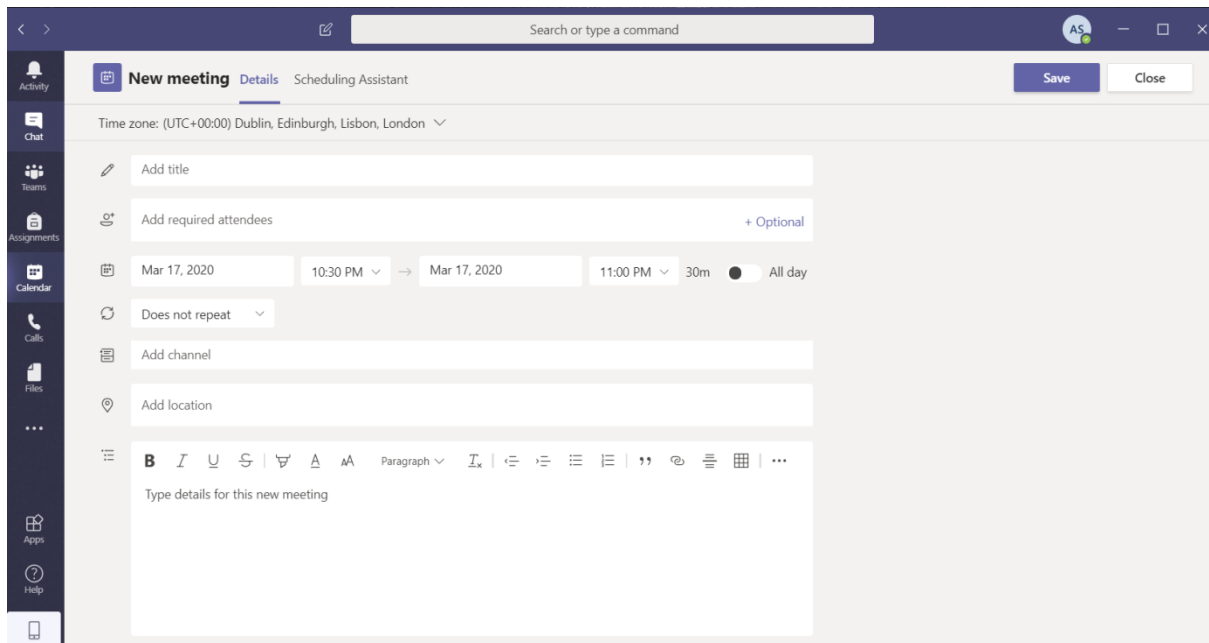
Setting up a meeting (application version):

Login to teams on the desktop application

Click on the calendar tab

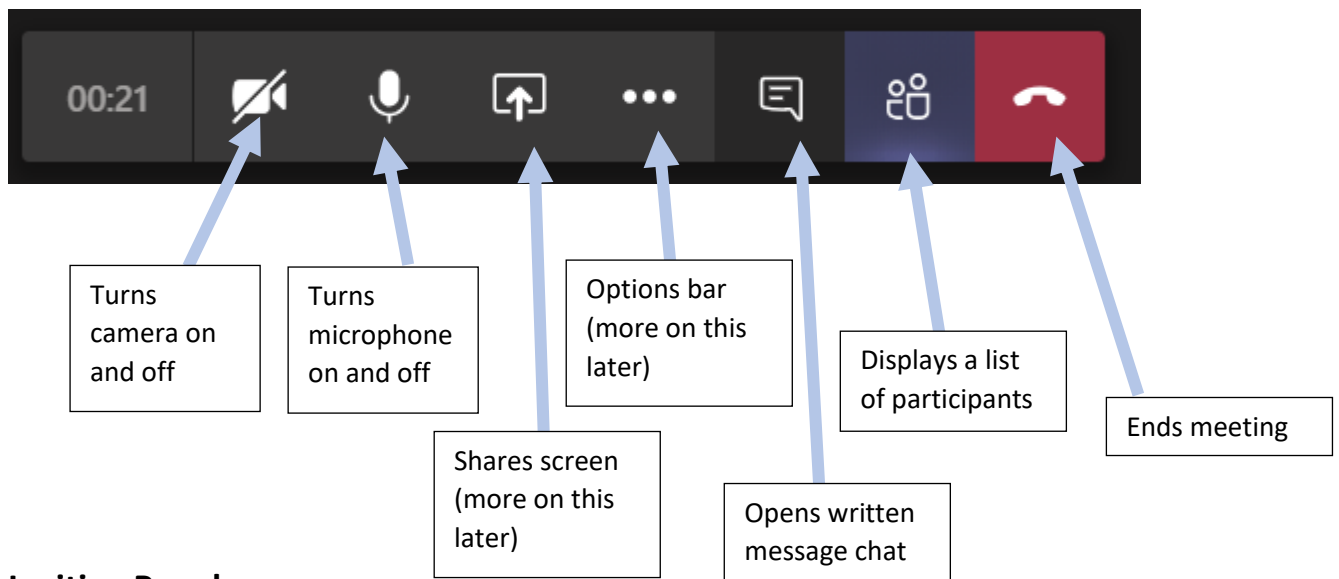


You can add your meeting information as below.



You can also click the meet now button to start the meeting.

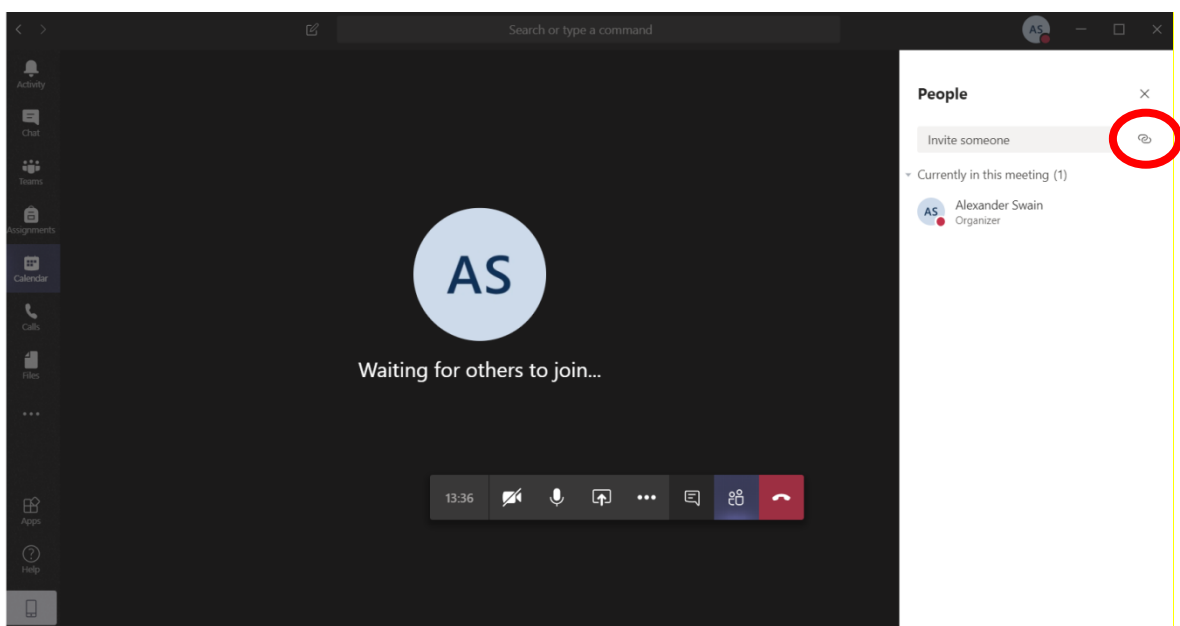
Once the meeting has started and throughout you have the following options available to you:



Inviting People:

Click on the participants list

Make sure you have at least two leaders connected before you let any YP connect for obvious safeguarding reasons.



The people tab should come up. On the people tab by the invite someone search bar there is a copy link button (circled above). Alternatively schedule a meeting as above. (NOTE: Do not add people into the required attendees tab as this will share their email with everyone).

If you use OSM you can put your section specific email address in, and it will send it to them without them seeing anyone else's email.

Mailing Lists

Help

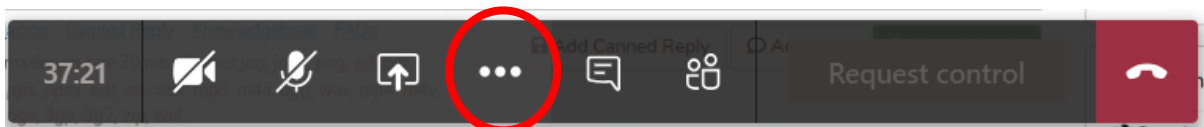
General Lists Events Patrols

You can email these addresses from any address that has at least read access to Personal Details and your email will be sent to the appropriate members.

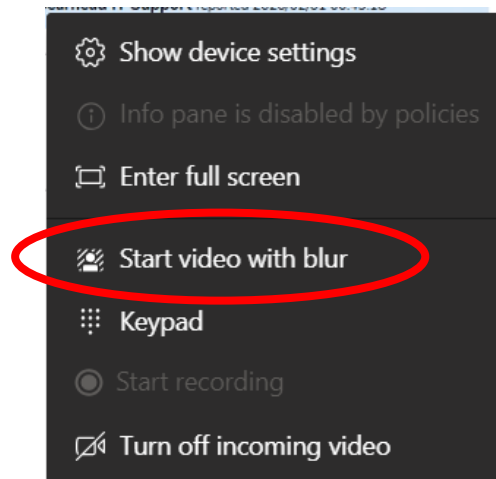
Description	Email Address
All members of your section	SSESU@lists.onlinescoutmanager.co.uk
Leaders (based on those in the special Leaders Patrol)	SSESU.leaders@lists.onlinescoutmanager.co.uk

Background Blurring:

When on a VC it is possible to show your video with the background blurred using the following steps:



Click on the 3 dots on the manager bar. (If you cannot see this move the mouse around the screen)

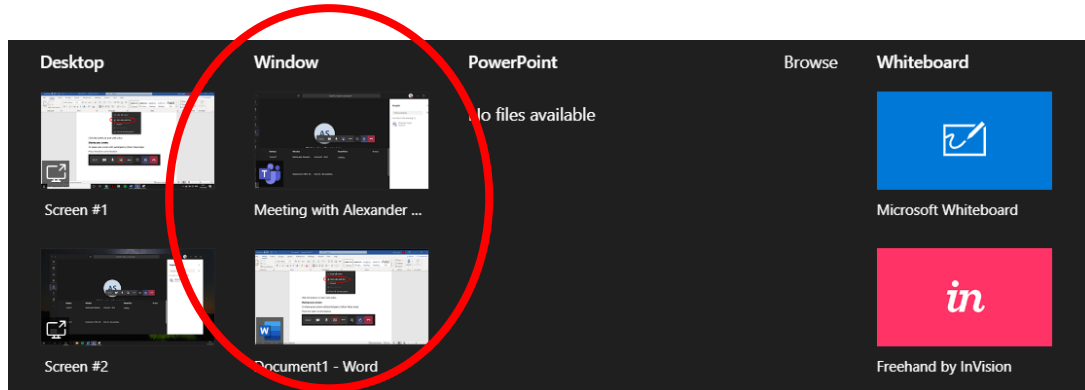
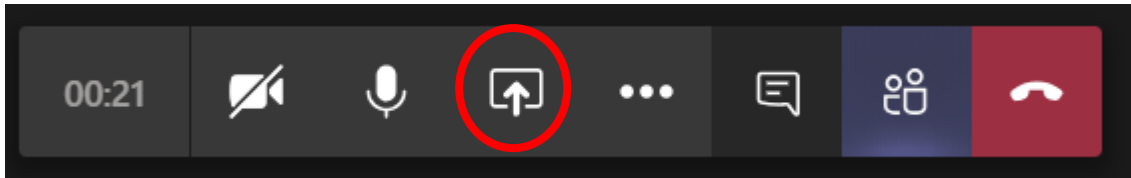


Click the button to start with a blur.

Sharing your screen:

To share your screen with participants, follow these steps:

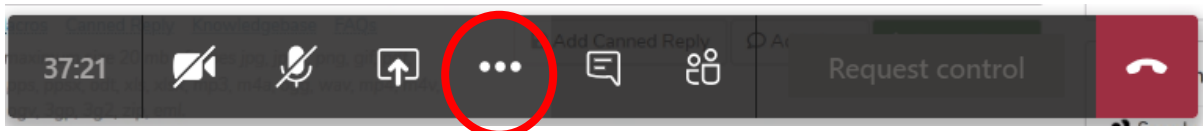
Press the share screen button



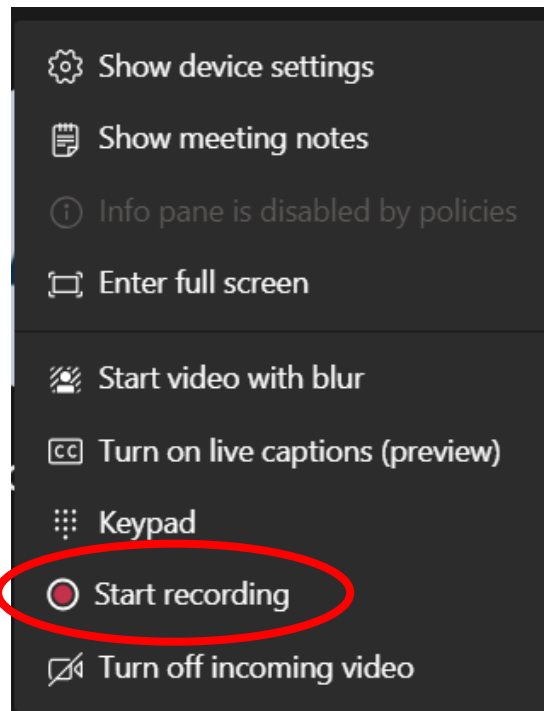
You can share the whole desktop or just a specific window. I would recommend that you only share windows to protect your own personal privacy

Recording your stream:

There is a function to record your stream so that those who have missed the meeting can view it again later. To do this click on the options bar. Make sure you let those in the stream know that you are recording the stream before you start recording.

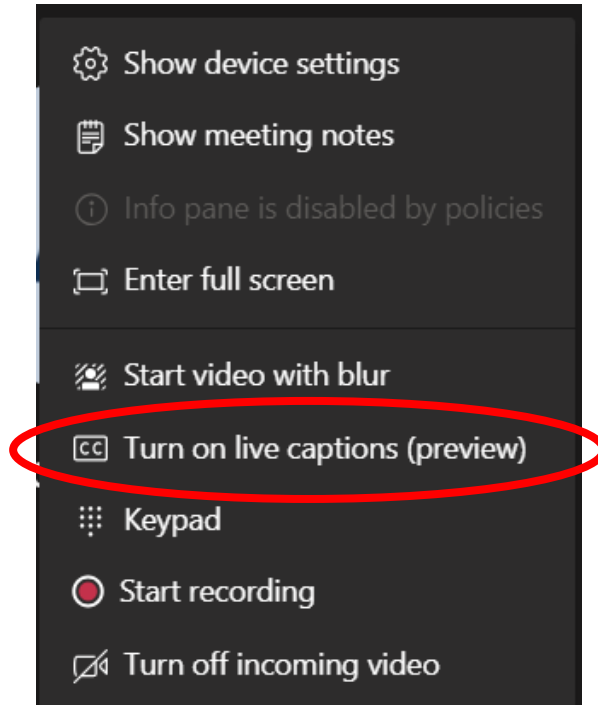


Then click start recording. These recordings can be saved for later and using the streams app you can replay these. (NOTE: You should inform all users that the call is being recorded)



Turning on captions:

Some users may also be able to turn on captions using the options menu and then the turn on live captions button.

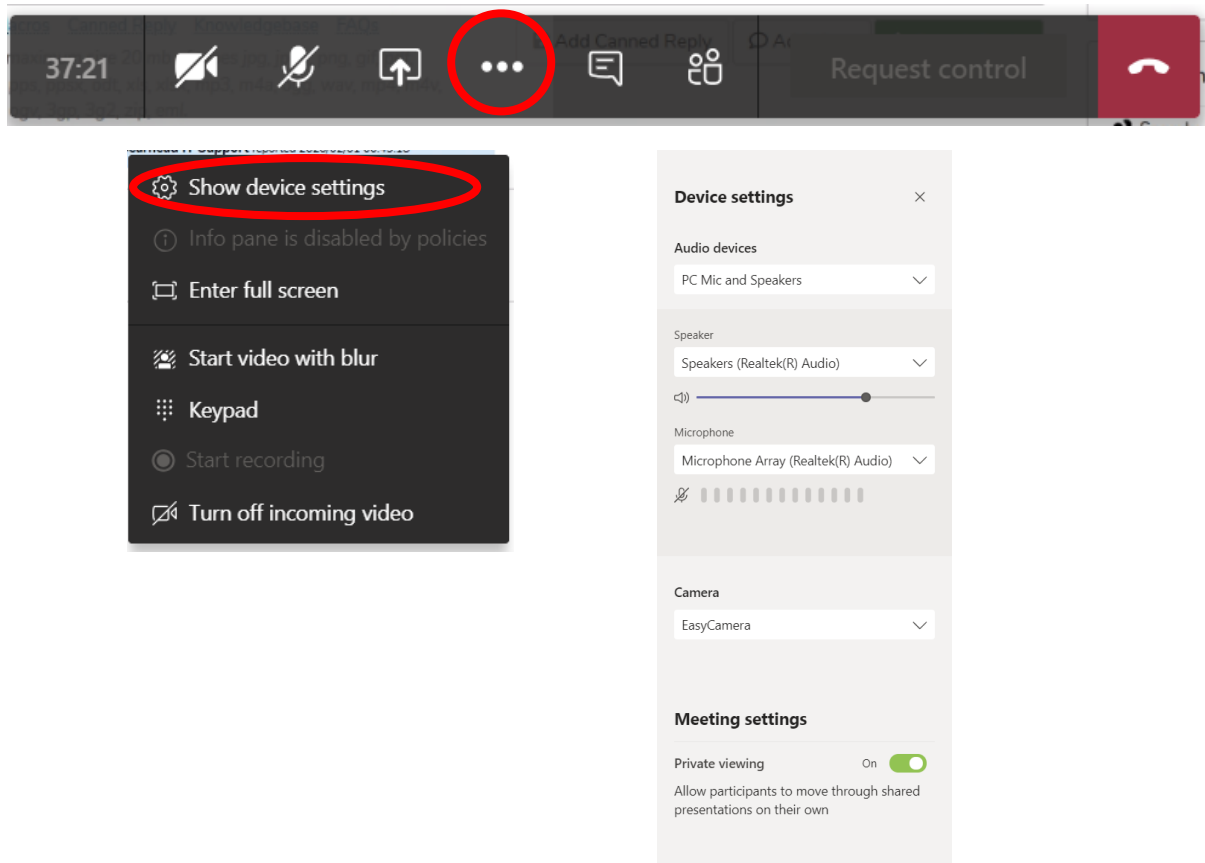


Dialling In Function:

It is possible for members to dial in through their phones. This does however come at a cost of £3 per month. Each organiser of a meeting would need one of these licences but it allows you to dial in and dial out of meetings

Device Settings:

To change your local settings on your device e.g. Camera or Microphone settings, click on the 3 options dots and then device settings.



Channels:

Within a team you can create specific channels, for example, you can have a group as a whole e.g. 12th Anytown and then have specific channels for each section with the relevant people in such as 12th Anytown Scouts, 12th Anytown Cubs etc.

Links in Groups:

You can add links within your groups to specific pages such as www.scouts.org.uk . However, when you add this link ensure that this is secure e.g. must start with https://

Whiteboards:

Needs more research

An alternative is padlet which can be added in as a link (see above)

The organiser can then screen share that padlet to the group