

FR Meetings & Seminars – External Guidance

We have prepared some guidance for External Attendees that you might find useful.

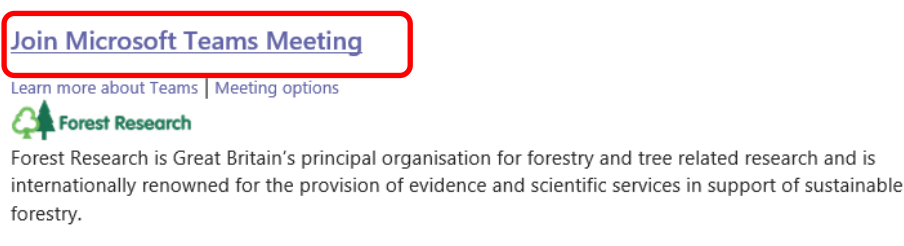
Forest Research are now using MS Teams as our audio and video conferencing tool of choice. Through MS Teams our external colleagues (those working outside of Forest Research) are able to join our meetings and seminars. External attendees do not need to have an Office 365 licence, or the MS Teams application 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' meetings and seminars.

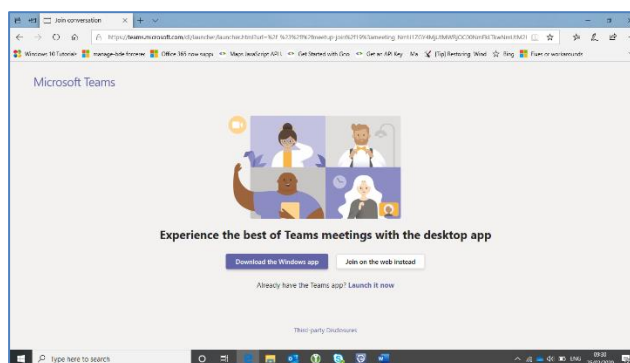
Joining a Meeting or Seminar In-Meeting Functionality FAQs and Troubleshooting

Joining a Meeting or Seminar

- To join a meeting or seminar all you have to do is click on the **[Join Microsoft Teams Meeting](#)** link within the meeting invite. *We would recommend you attempt to join the meeting a couple of minutes early; this will allow for any additional login steps to take place if required.*

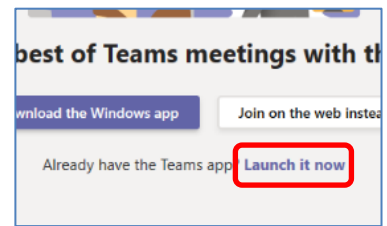


- The pre-joining screen will appear.

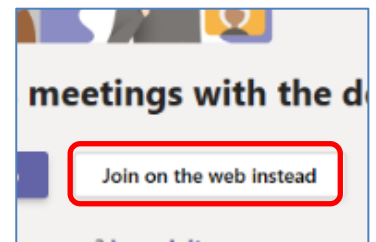


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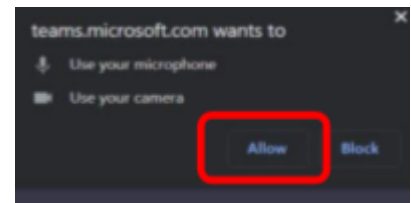
- If you have MS Teams installed and your desktop hasn't launched select the **Launch it now** from the bottom of the screen. You will then be able to join a meeting as you would usually.



- In all other instances, select **Join on the web instead**.
We recommend using Google Chrome as your web browser. If Google Chrome isn't your default browser copy and paste the meeting link into Google Chrome. The use of other browsers will enable you to join the meeting however there may not be full functionality available.



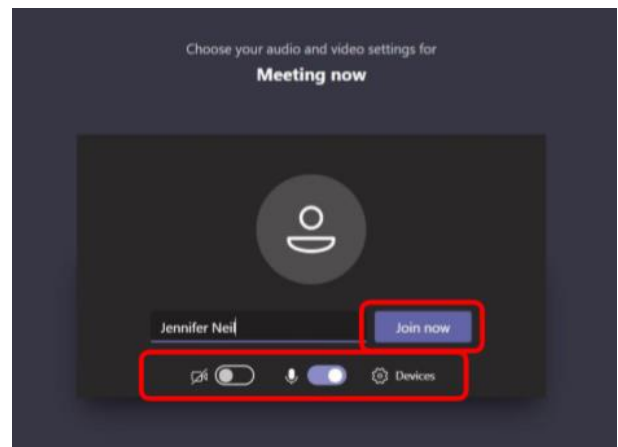
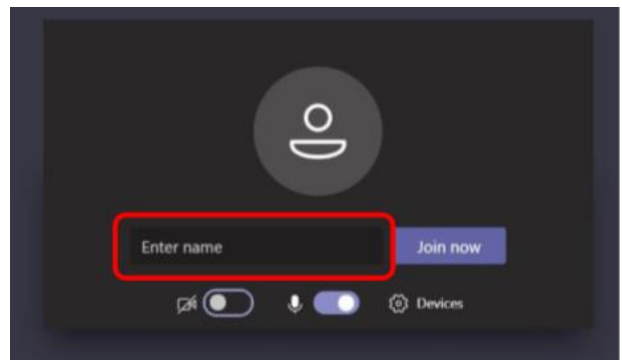
- If you have joined via your web browser, you will be asked to allow Teams to use your microphone and camera so you can fully interact with the meeting participants. Click **Allow**.



- You will now see the Pre-meeting options screen. You will be asked to enter your name.

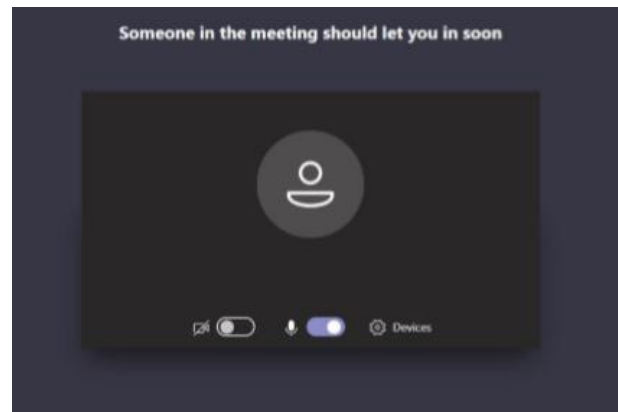
Please do enter your name here to ensure that hosts are aware of who has joined the meeting.

- 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**.



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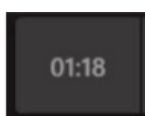
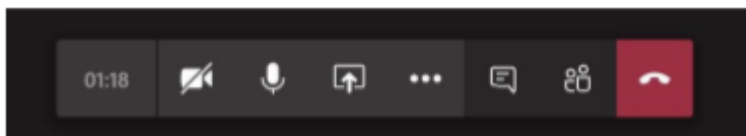
- You may be placed in a Lobby area until the organiser allows you access. *The meeting organiser at the host organisation will receive a notification that you are waiting in the lobby and will admit you when they are ready.*



In-Meeting Functionality

The functionality you have access to will depend on how you are connecting to the meeting. The Desktop App will provide the best user experience, however if you are using the Web App you can still have a comparable experience by using Google Chrome as your web browser.

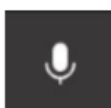
The in-meeting functionality is displayed as a tool bar on the meeting screen.



The Call-Time function keeps track of the runtime of the call.



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



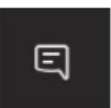
Toggle your microphone on/off. Ideal for preventing feedback, echo and background noise from interrupting the meeting. We recommend you keep your microphone muted unless you are speaking.



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 to end your participation in the meeting or seminar.

FAQs and Troubleshooting

We would recommend you attempt to join your meeting or seminar a few minutes early in case you encounter any difficulties, particularly if you are new to using Teams.

Do I need a MS Teams Licence to join a FR Teams Meeting or Seminar?

No, you can join a meeting without any licence or having the app installed by making use of the Web App.

Why can't I screenshare when using the web app?

The web app functionality can vary between browsers, we recommend using the desktop app where possible or using Google Chrome as your browser.

Why am I having issues with Teams on my Mac?

There are issues with the web app and Safari. The web app functionality can vary between browsers, we recommend using the desktop app where possible or using Google Chrome as your browser.

Why did I get cut off from my call or meeting when changing Organisation?

Each Organisation has its own tenancy of Teams, if you are in your home organisation and have been invited to a meeting your Teams app will support this in your Organisation tenancy. If you to switch to the FR Organisation to view documents or conversation your connection will be lost. To get around this have the web app open in during meetings too, this will allow you to navigate any Organisation Teams Workspaces whilst maintaining your call connection.

Why can't I delete chat messages?

Forest Research has applied an organisational wide setting that prevents messages being deleted. This is to ensure that a full picture of discussion is available for all parties. Deleting a message or post doesn't just delete it for you it deletes it for everyone.