

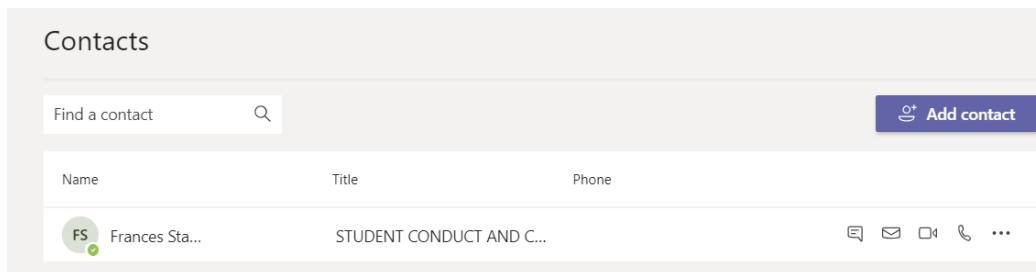
Microsoft Teams – Video Call Guide:

You will need:

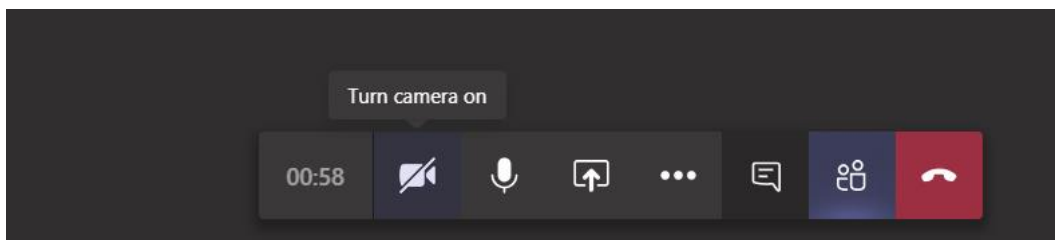
- Teams app downloaded (via Microsoft Office365 and using your St George's login credentials).
- Computer or another device with webcam and microphone enabled or external microphone and microphone access.

How to make a call directly:

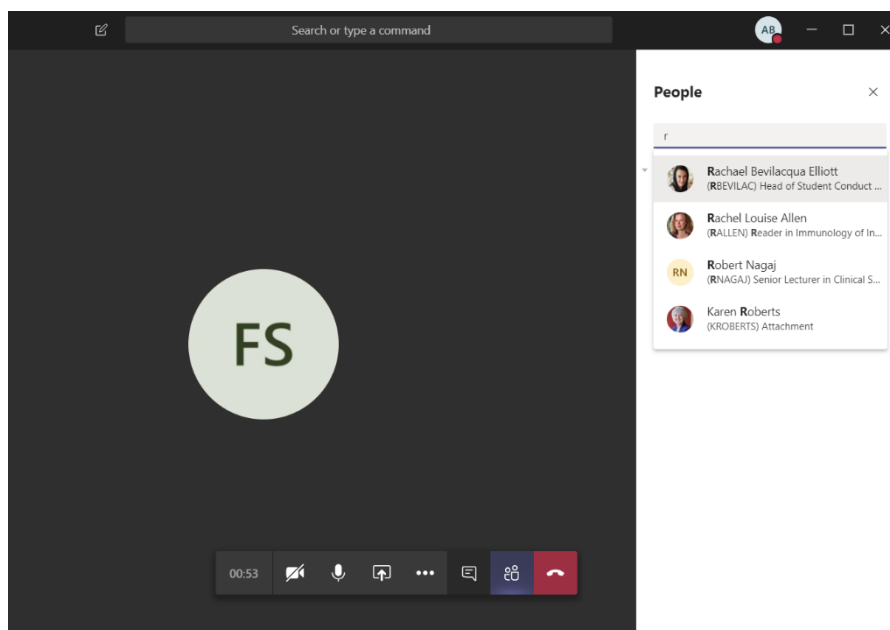
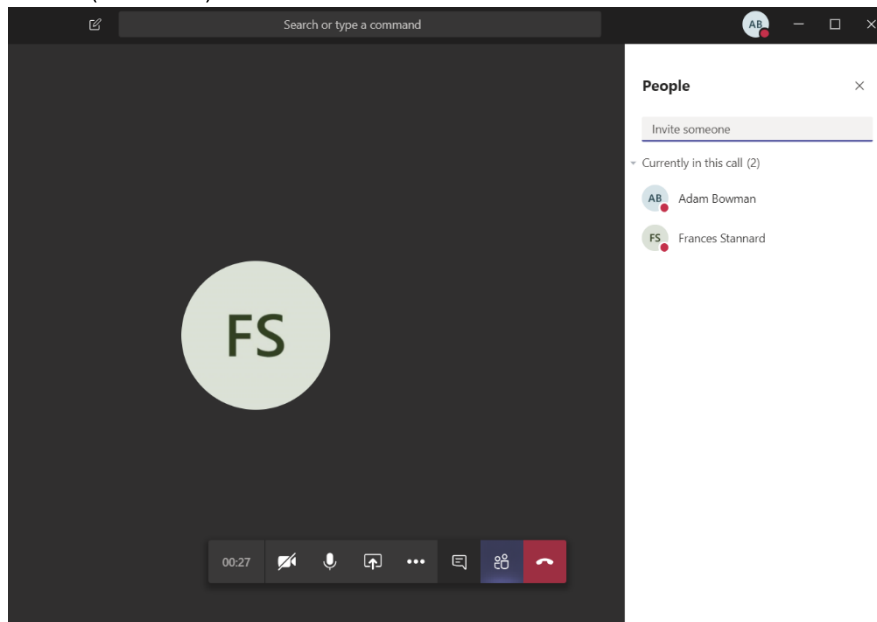
1. Download the Teams app via Microsoft Office365 – once downloaded it will be connected to your St George's account and will have the contact details and email addresses of people you have emailed.
2. Go to the 'Calls' icon on the left-hand side of the Teams landing page. There are four options; speed dial, contacts, history and voicemail. Through both the speed dial and contacts icons you can organise individual and group conversations. Simply search the SGUL email address (@sgul.ac.uk) of the person(s) you wish to contact and they will be added as a contact.
3. Once a contact has been added in the Contact's page, their name will appear in a list. By their name there will be a number of icons:



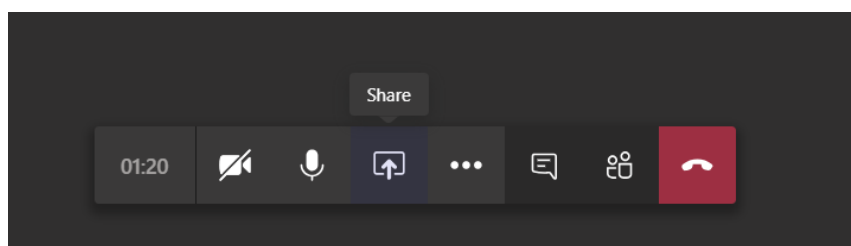
4. Click the telephone icon on the far-right hand side to begin a telephone conversation with the selected individual. Telephone conversations require microphone access. You may have to enable microphone and webcam access on your device if it is not automatically enabled.
5. Click the video icon to begin a video conversation with the selected individual. Video calls require both webcam and microphone access.
6. Once a telephone call has started you can add or remove the video calling function by clicking the 'Turn camera on' icon



- To add more people to the call, click on the Participants icon (it looks like two people) which will be next to the end call icon. When clicking on the Participants icon, the call will open column on the right-hand side of the screen (see below). Search in the 'Invite someone' toolbar and add contacts to the call.



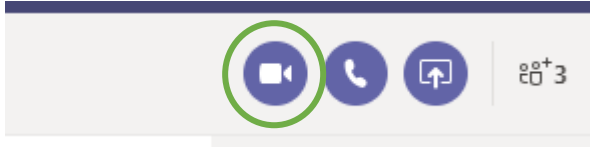
- By clicking on the Share Screen icon (square with an arrow through it) next to the three dots you will be able to share your screen with others on the video call.



- You can also record the call by clicking on the three dots icon and opting to start recording. This will only work in a video call, you cannot record telephone calls on Teams.

How to start a video call with members of a chat:

1. If you would like to call individuals who are members of a chat conversation. Click the video icon visible in the top righthand side of the window (see the circled icon below for reference).
- 2.



3. Follow steps 5-9 outlined above for further guidance once the call has been started.

Microsoft has a comprehensive guide to calling in Teams available via this link:

- <https://docs.microsoft.com/en-us/microsoftteams/tutorial-calling-in-teams?tutorial-step=1>
- https://support.office.com/en-us/article/start-chats-and-make-calls-a864b052-5e4b-4ccf-b046-2e26f40e21b5?wt.mc_id=otc_microsoft_teams