Microsoft Teams Meeting Instructions
Once opened, it will prompt you to this screen. Click on Join now
Stand-Up
Once the meeting has started and the attendees have entered the meeting, the presenter will need to share their desktop using the share screen icon 🔄. The user will then be prompted to select a view to share. The user should select the screen they intend to share.
Survey
Once the meeting has started and the attendees have entered the meeting, the on-site representative will need to activate their video by clicking on the camera icon.

*Video use should be limited to surveying to avoid the delays and poor-quality transmission keeping in mind that the usage of more than one camera is permitted if needed while conducting the survey*
For surveys, an onsite user will need to join the meeting using a mobile device with a high-quality rear facing camera. To change from the Front Facing Camera to the Rear Camera, please click in the middle of the screen and look on the bottom right corner of your device and click on the Camera with two arrows under it.
To switch your Mic on or off; click on the Microphone icon 🎤
For Chatting, click on the Speech Bubble
To check or add the Attendees; click on the Attendee icon.

Computer

Phone
To check on more options, click on the ... on your phone.
To check on the device setting (Microphone, Speaker, Camera), click on the ... on your computer then show device setting. Also you can enter the Full Screen mode during Stand-Up or Survey.