

Virtual Classroom User Guide

For Delegates



Using Teams to manage and host virtual classrooms

You will need:

- An internet connected computer, laptop, or device
- Link to join the virtual classroom
- A headset or earbuds (if you're participating with a laptop - highly recommended)
- A second screen (highly recommended)
- A webcam (optional)

What You Need to Get Started

If you do not already have Teams installed on your computer you will need to download the required video conferencing software Teams to join the virtual classroom. This can be done when joining the meeting as detailed within the section below.

The link to join the virtual classroom will be sent prior via an email. You will need to have this on hand before being able to access the virtual classroom.

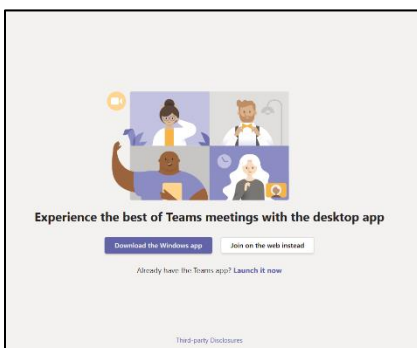
Accessing Teams as a Delegate

- Click the link that has been sent to you which looks as follows:-

[Join Microsoft Teams Meeting](#)

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

If you do not have Teams already installed on your computer this is where you can download it!

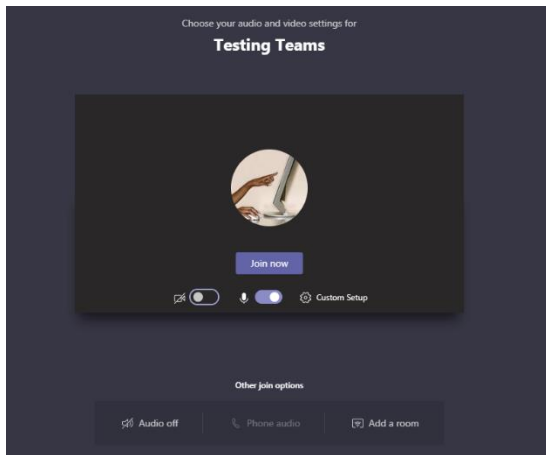


- Choose **Download the Windows App**
- Choose **Run**
- Choose **Launch it now** if Teams does not automatically launch after installation or if you have the Teams software already installed

- Your sign in screen should now appear

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- Please enter your details in this box and ensure you use your full name so that the trainer can identify who has joined the meeting.

You can now choose from the following:-

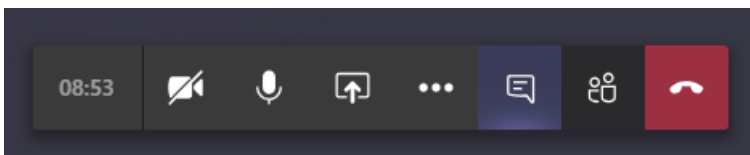
- Turn the **Camera** on or off
- Mute or Un-Mute **Microphone**
- Click **Custom Setup** to set up audio devices and camera if required

When complete, choose **Join now**

You will now be entered into the Lobby (Waiting Room) and the following prompt will appear :-
Someone in the meeting should let you in soon

The Meeting Tools

When accepted into the meeting the following controls are available:



- Turn the **Camera** on or off
- Mute or Un-Mute **Microphone**
- **Share** your screen
- **More Actions** allows you to setup your devices, e.g. **Audio & Camera**
By choosing the option **Show Background Effects**, you can blur or set a background effect
- **Show Conversation** is useful if you wish to ask the host a question or to indicate that you have understood if the host asks you a question or use the emojis – simply type or select your symbol and press enter
- **Show Participants** displays a list of those in the meeting
- **Hang Up** will leave the meeting