

# Microsoft Teams

## Moderation meeting access and support

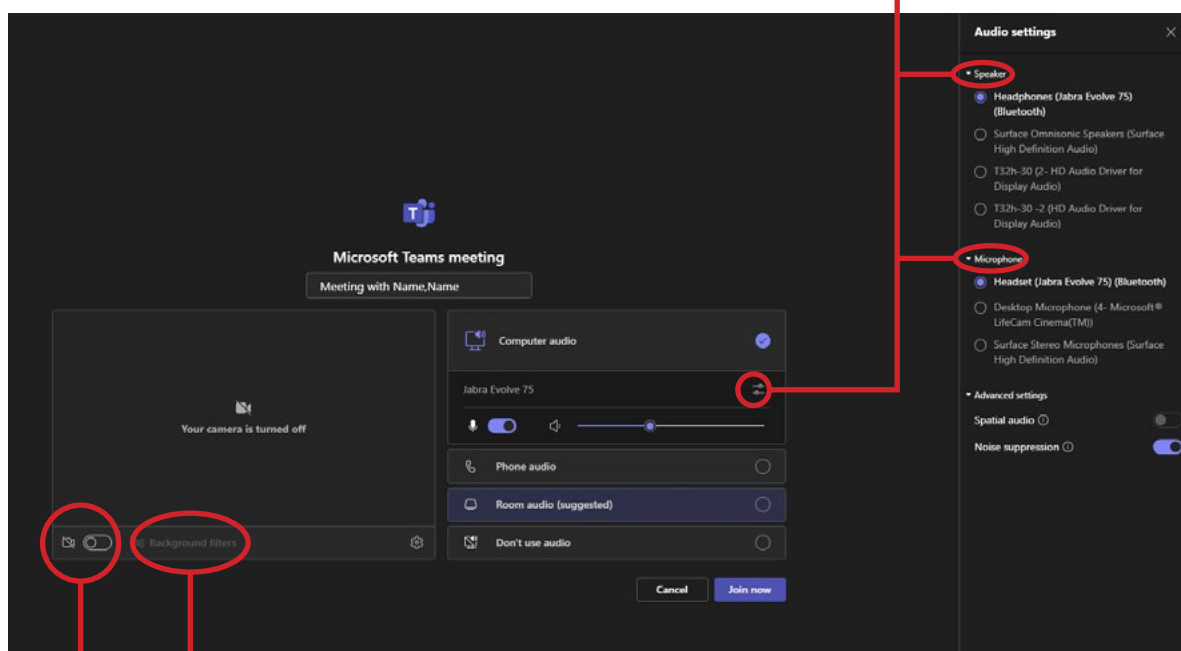
### DECYP users

If you are a DECYP user your device should already have the Microsoft Teams application installed. If you do not have the application installed please check with your school IT support staff to assist you before moderation day.

Clicking on the Join the Microsoft Teams Meeting link in Canvas will take you to the 'Join now' page, shown in Figure 1.

Select settings to choose your microphone and speakers.

Figure 1: Audio and video settings.



You may like to turn on Background filters. To do this, click the button next to the video camera to turn it on. Click 'Background filters' to choose a background.

Click 'Join now' to join the meeting.

### Non-DECYP users

If you have the Microsoft Teams application installed, clicking on the 'Join the Online Moderation Meeting' link in Canvas will take you to the Audio and Video settings shown above in Figure 1.

If you don't have the Microsoft Teams application installed, it will open a web page, where you'll see two choices:

1. Download the [Teams for Windows application](#) before moderation day. For help with the download please check with your school IT support staff.
2. Join on the web instead. If you join using the web, use either Microsoft Edge or Google Chrome browsers.

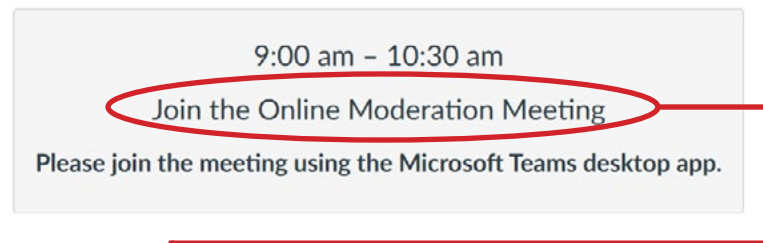
Please **allow** your browser to use your mic and camera when asked.

### **Where can I find the link to my moderation meeting?**

All meeting links are accessible from within the Canvas Learning Area courses.

Open the Canvas Learning Area course and you will see a box like the one in Figure 2.

Figure 2: Join the meeting link.



Right click on the 'Join the Online Moderation Meeting' to join the meeting for this course.

**Note:** The meeting will not open until the specified date and time scheduled.

### **How do I access the Canvas learning area courses?**

Once you have completed registration to attend the moderation meetings you will be provided with access to the Canvas learning area courses. This usually takes 3 business days.

#### **DECYP users**

Log in to [Canvas](#) using your DECYP username and password.

#### **Non-DECYP users**

Click this link to access [Canvas](#).

A user guide [Canvas Support for non-DECYP Schools](#) has been provided for you.

If you have forgotten your password to access Canvas, please follow the steps outlined in the user guide to create a new password.

**Note:** Canvas is best used with the internet browsers Google Chrome, Safari or Microsoft Edge. Internet explorer and Firefox are **not** supported by Canvas.

## In Meeting Support - Microsoft Teams

If you have the Teams for Windows application installed, click the link 'Join the Online Moderation Meeting' link in Canvas. You may then choose your video and audio options as shown in [Figure 1](#). camera on toggle the button to the right.

When you have chosen your settings, click 'Join now'.

This will take you into the meeting lobby, where the host will admit everyone at the advertised start time for the meeting.

If you joined the meeting after the advertised start time and can not get in from the lobby please email [seniorsecondaryprovision@decyp.tas.gov.au](mailto:seniorsecondaryprovision@decyp.tas.gov.au) advising the meeting name, so we can admit you to the meeting.

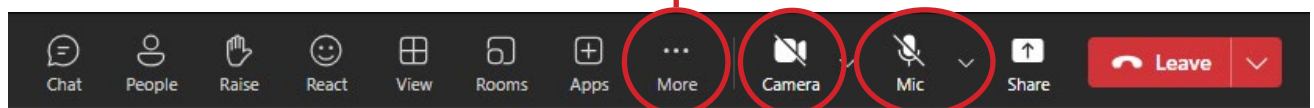
Please be patient whilst this occurs as many meetings are running at the same time.

### Changing your computer audio and camera after you have joined the meeting.

If you didn't change your settings before coming into the meeting you can still make changes.

Click on 'More' as show in Figure 2 and then select 'Audio settings' as shown in [Figure 1](#).

Figure 2: Mic and camera



You can mute and unmute yourself by clicking the 'Mic' symbol. Click the 'Mic' drop down arrow to change your microphone or speaker. You can test or change your set-up at any time.

'Camera' displays the camera your device is using. If it's not your webcam, and you wish to use your webcam click on the drop down arrow to see any other cameras available for your use.

You can turn your camera on and off by clicking the camera symbol. You can test or change your setup at any time.

### Chat and reactions

Chat is available unless the organiser has disabled the function for the meeting.

Chat is a great way to share links, clarify something said in the meeting or post lists, large blocks of text or links to other websites.

To mention or 'tag' someone in the meeting, use the @ sign followed by the first few characters of the person's name, a list of participants with the matching names will appear, you can then choose the person you want to mention/tag.

## To add a comment to the chat

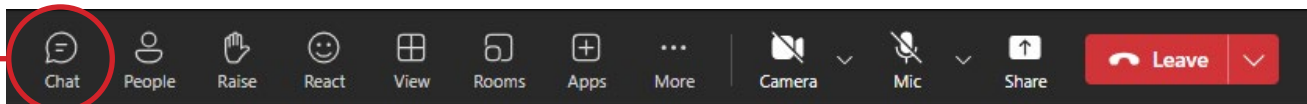
Click on 'Chat' and then type your message in the box on the bottom right-hand side of the screen. Please note that comments added to Chat must adhere to DECYP's meeting values, and be respectful of all users present.

**Note:** When adding a comment to the chat it appears for **all** participants.

Only when assigned and in separate breakout rooms will there be a smaller 'mini' chat group. This mini chat is not able to be seen by the main group.

Any notes or comments made relevant for the main group need to be copied into the main meeting room chat. Please title this chat with room number and then paste the comments.

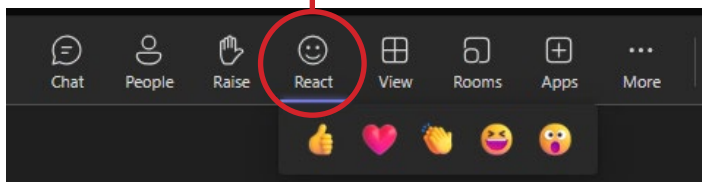
Figure 3 : Chat



## To add a reaction

Reactions are available unless the organiser has disabled the function for the meeting. Click on 'React' and choose an emoji.

Figure 4 : Reactions

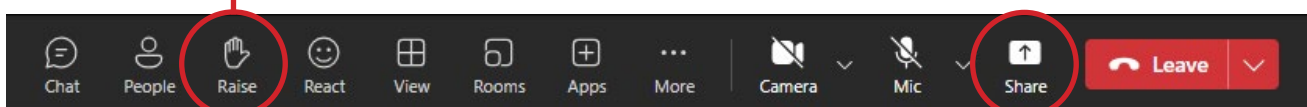


## To raise your hand

If you have a question, click on the 'Raise' button.

When you have had your question or comment responded to please lower your hand by clicking on the hand symbol for a second time.

Figure 3 : Chat and share



## Sharing content from your screen

The share function is available unless the organiser has disabled the function for the meeting. Open the document or website that you wish to share with others in the meeting. Click on the 'Share' symbol.

The share screen content will appear.

Select the document or screen you want to share. This will share your screen with everyone in the meeting.

When you want to stop sharing select the 'X Stop sharing' symbol and it will stop sharing and revert to the main screen showing the participants in the meeting. The moderation leader can then begin sharing again.

Figure 4 : Share

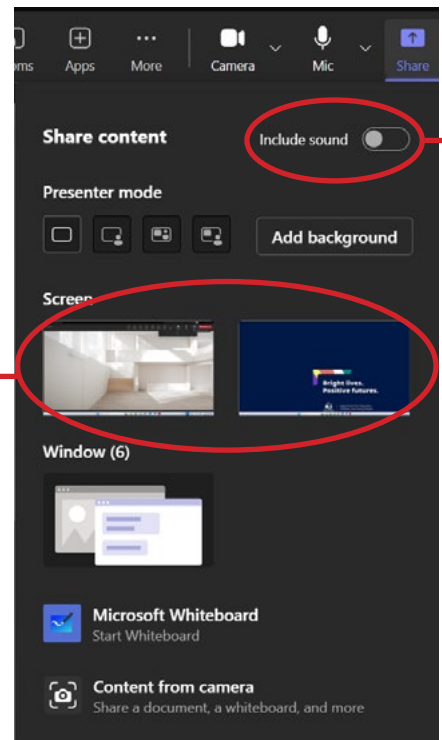
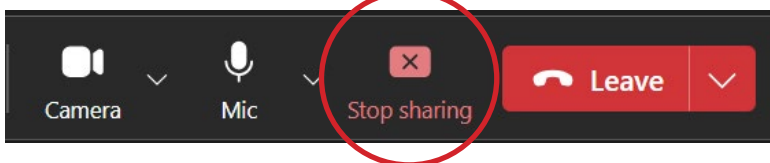


Figure 5 : Stop sharing



**Note:** If you want to share a video with audio please toggle the 'Include sound' button on before you start sharing the file.

### How to contact the Moderation Leader from inside a breakout room

If you need to contact the Moderation Leader whilst you are in a breakout room type the @ symbol in the chat followed by the moderation leaders name, for example, @jane.citizen, to attract their attention.

Start typing their name after the @ and the names of those present in the meeting will pop up. Click on the name and type your message.

### Announcements in breakout rooms

Announcements for those in breakout rooms, for example, count down to room closing will appear in the chat.

### Troubleshooting Tips

Check to ensure your Teams Application is up to date. To check for updates in Teams, go to your profile picture in the upper-right of the Teams app and select the 3 dots. Hover down to check for updates. Teams will then install any updates in the background (if are available). When finished you may be asked to restart your device.

## **PC Users**

### Microphone

If you're having trouble getting your microphone to work, you might need to change one of your privacy settings.

Follow these steps:

- Open Settings.
- Under Privacy and security, select Microphone.
- Make sure the setting for Microphone app access for this device is turned on.
  - If the setting is already turned on, turn the setting off then back on again.
- Close all apps and restart your device.

### Camera

You might need to change your device permissions.

Follow these steps:

- Open Settings.
- Under Privacy and security, select Camera.
- Make sure the setting for Camera app access for this device is turned on.
  - If the setting is already turned on, turn the setting off then back on again.
- Close all apps and restart your device.

## **Mac Users**

### Microphone

If you're using a Mac and you're having trouble getting your microphone to work, you might need to change one of your privacy settings.

Follow these steps:

- Open System Settings.
- Select Security & Privacy.
- Check that Microphone is on.
- Make sure Microsoft Teams is selected.
- Close all apps and restart your device.

### Camera

If you're using a Mac and you're having trouble getting your camera to work, you might need to change one of your device settings.

Follow these steps:

- Open System Settings
- Select Privacy and Security.
- Select Camera.
- Make sure Microsoft Teams is selected.
- Close all apps and restart your device.

**Note:** These settings apply to MacOS Sequoia version 15.3.2.

### **Other useful Troubleshooting Tips for Teams users**

For more troubleshooting resources, click the following link [Troubleshoot in Microsoft Teams.](#)