

# Best in Everyone Induction Conference

## Microsoft Teams Guidance

We provide all BiE Conference attendees with a temporary Microsoft account under our central service account to limit the difficulties and technical problems many can experience when joining via another account or as a guest. For the best experience, we recommend downloading and joining via the Microsoft Teams app.

We will send you your login details approximately one week before the conference. Use these instructions to support logging in for the first time, and follow the guidance if you are unfamiliar with Microsoft Teams. This application is used within our schools and across United Learning for communications, meetings, and training.

### This guidance includes:

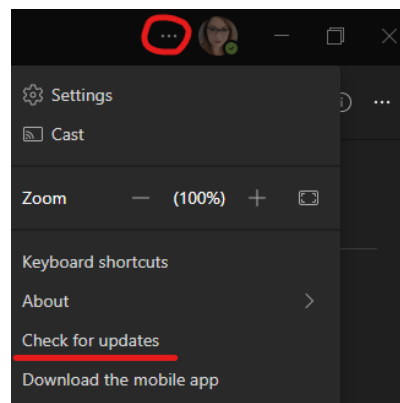
- How to log in to the Microsoft Teams App – page 1
- Login Trouble Shooter – page 3
- How to use the Microsoft Teams app (the basics) – page 4
- Teams Meetings (the basics) – page 4
- Video Conference Etiquette – page 5

## How to log in to the Microsoft Teams App

1. **Download/install** the Microsoft Teams app to your computer or device, then go to point 4.

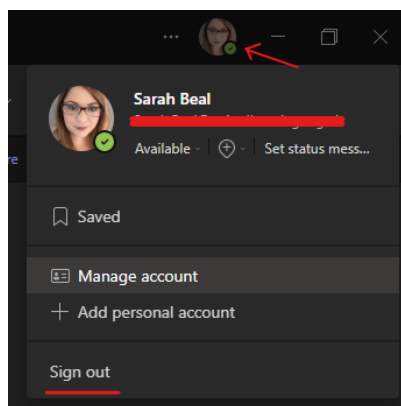
2. **If you already have the Microsoft Teams app installed, check for updates** using the following steps;

- Login to Teams
- Click on the ellipsis next to your profile photo in the top-right corner of the page.
- Select 'Check for updates'.
- Teams will install updates whilst you continue to work.



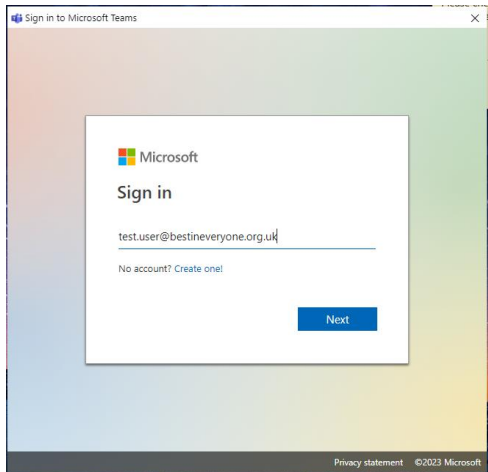
3. **If you are logged in to Teams on another account, click your profile photo and select 'sign out'.**

*If using a tablet or mobile device, you may need to click your profile and select 'settings', then go to 'sign out'.*



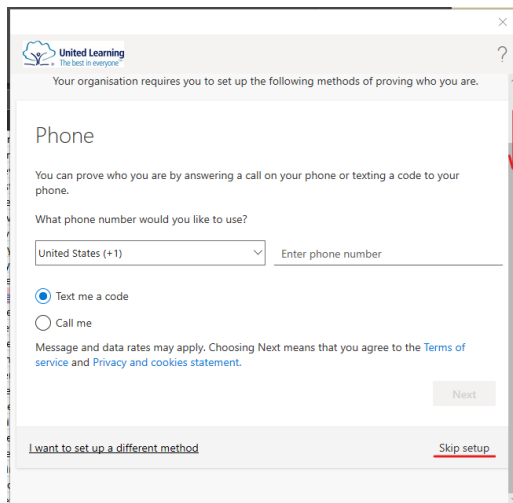
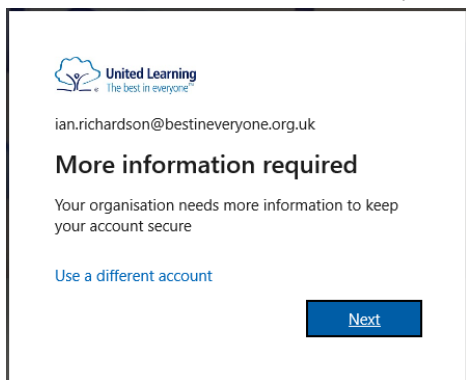
4. a. If using the Teams app for the first time, you will be prompted to sign in.  
b. If you already have an account registered, select 'use another account'.

5. To sign in, enter the email address we have sent you that ends in @bestineveryone.org.uk, then enter the password we have sent you.



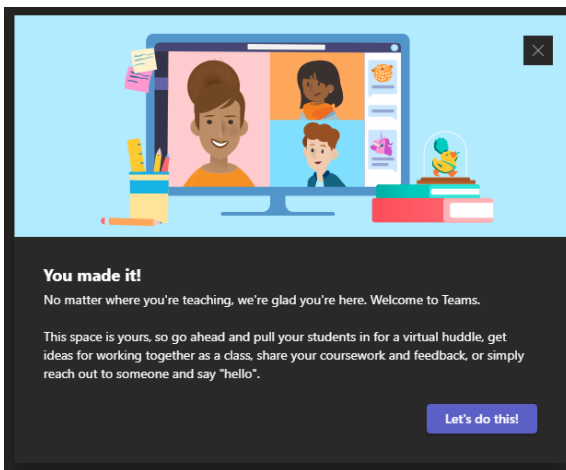
6. You will then get a 'more information required' message pop-up (see below).

- Click 'next', then select the account you are trying to use (it may take a moment to load).
- You'll then get a page called 'Keep your account secure'.
- Scroll to the bottom and select 'Skip this step'.



7. On the next screen, **deselect** the option to 'allow my organisation to manage my device' (if it comes up) and select 'ok', and then 'done' – this is a temporary account that won't be associated with a particular device and does not require management.

8. You should then be logged in to Teams and get the below screen. Go to 'Teams' on the left menu, and you will see the 'United Learning – Best in Everyone Conference' team channel listed (see 'How to use the Microsoft Teams App' on page 4 for more info).

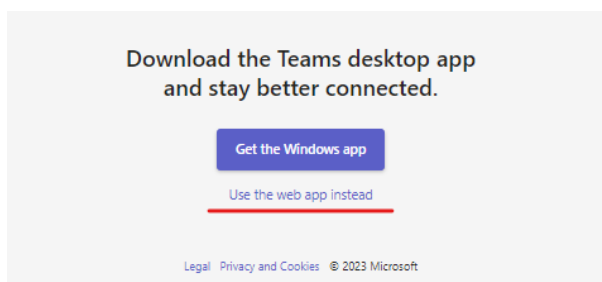


## Login Trouble Shooter

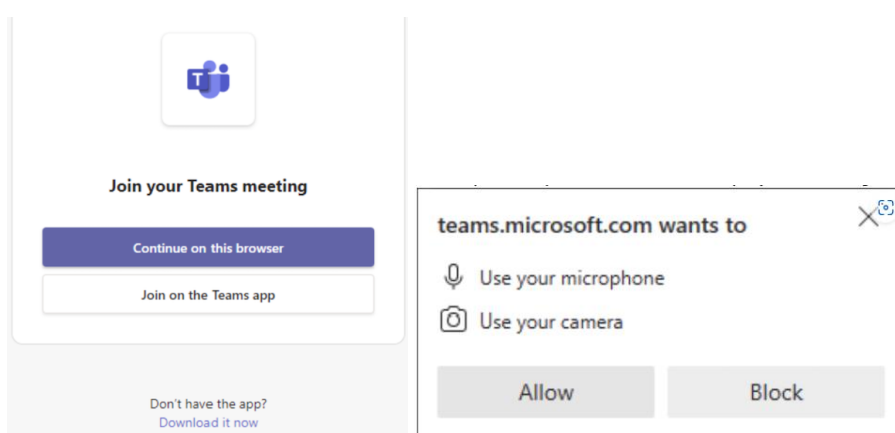
If you have issues using the login info we sent you via any route, contact us at [bie.induction@unitedlearning.org.uk](mailto:bie.induction@unitedlearning.org.uk) and send us any screenshots of error messages or barriers to joining. A team member will get back to you as soon as possible.

### Alternative option 1: Logon via your browser using your temporary account

- Go to [Microsoft Teams](#) via your browser (preferably Microsoft Edge or Chrome), and select 'sign in'.
- On the next screen, select 'Use the web app instead'.



- If you are already logged into another Teams account, click on your profile photo, and select 'sign out'. Then select 'use other account'.
- Use the login details we have sent you and follow points 5 – 7 above. *If asked to 'stay signed in', select 'no' so that the account does not get formally registered to your browser.*
- Select 'Use the web app instead' again.
- You should then be logged in to Teams. Go to 'Teams' on the left menu, and you will see the 'United Learning – Best in Everyone Conference' team channel listed (*see 'Using Microsoft Teams' for more info*).
- You can then link on the links in the 'calendar' or the agenda – this will open a new browser page, and you should select the option to 'continue on this browser'.
- When you join a session, your browser may ask permission to access your camera and microphone. Select 'allow'.



### Alternative option 2: Use your school office365 account to join via Teams or a browser.

- If you use this option, you will not have access to our BiE Conference Teams site.
- Drop us an email to let us know you had to join via this option - this will affect how your attendance is recorded and helps us monitor access issues.

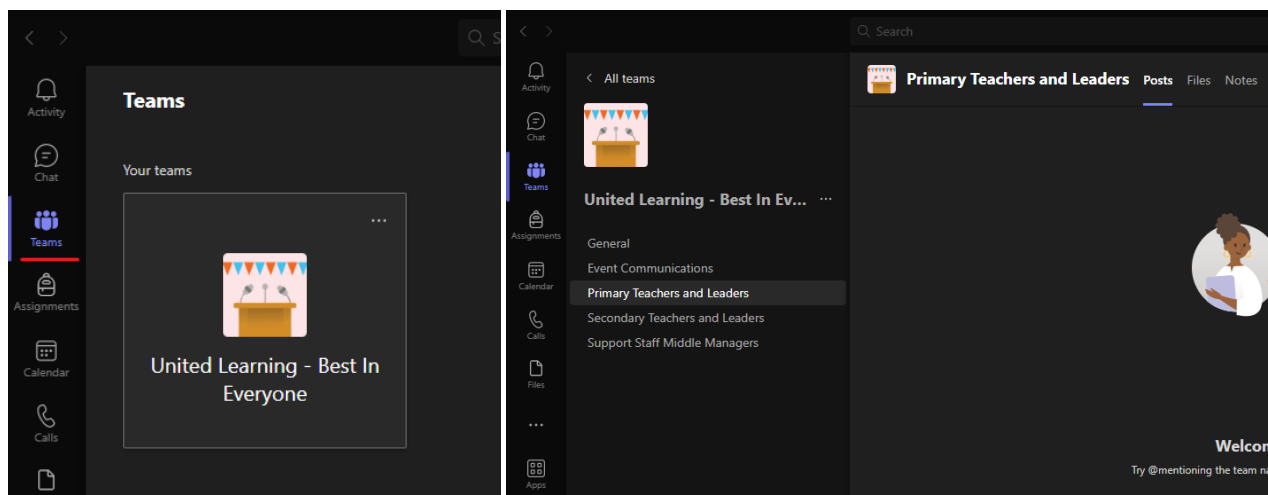
### Alternative option 3: Join as a guest.

- Follow the instructions [here](#) to join a meeting as a guest.
- If you use this option, you will not have access to our BiE Conference Teams site.
- Please change the 'guest' name when prompted to your full name so we can mark you as attended.
- Drop us an email to let us know you had to join via this option - this will affect how your attendance is recorded and helps us monitor access issues.

## How to use the Microsoft Teams app (the basics):

NB: you will only have access to our conference Teams site if you join using the temporary login we have sent you.

1. Go to 'Teams' on the left menu and select 'United Learning – Best in Everyone' to visit our conference Team site.



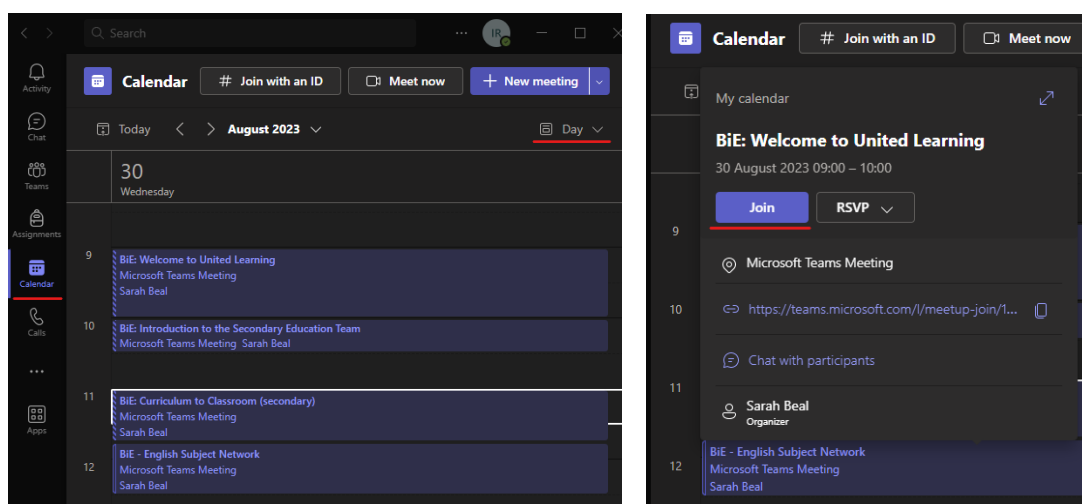
You'll then see a list of channels you can view and interact with – go to the channel most relevant to your role and introduce yourself.

If necessary, we'll add any updates to the 'Event Communications' channel.

2. Go to 'calendar' on the left menu, change the view to 'Day' on the right, and then go to the conference date. You will see all the sessions we have assigned to your account based on your registration information.

There are two options to join a session,

1. Click on a session in the calendar and select 'join'.
2. Click on a session in the agenda PDF we have emailed to you.



NB: if we have given you the full agenda, you may see all sessions on your calendar.

## Teams Meetings – the basics:

[This video](#) explains the Teams calls functions and offers some top tips.

## Video Conference Etiquette

Be prepared. Do your tech support before you start – if you have never used the service, set up a test call with a relative or colleague. Nothing is worse than joining a meeting only to find your login details don't work or your audio/video settings are not set up correctly, and you miss the beginning.

Join the meeting with a muted microphone (some sessions may be set up with your mic automatically disabled on entry). Stay on mute until you want to ask a question or are asked to unmute by the host.

Once you join the meeting, turn your camera on (some sessions may be set up with your video automatically disabled on entry); you can select a different background if you feel uncomfortable showing your surroundings.

Join the call from a suitable location (ideally from a table/desk). Remember that people are not just seeing you; they are also seeing whatever the camera is pointing at behind you. Beware that Video quality is dramatically improved with more lighting. If children are in the view of the camera, please be aware that sessions are recorded, and they may appear on screen, and you may want to protect their privacy.

Dress for the occasion as you would if you were attending in person.

Use the raise hand feature to signal your desire to speak/ask a question or type a message in the chat. Remove your raised hand when you have finished.

Unmute when asked to speak; make sure you mute yourself when you have finished speaking.

Keep the chat function focused on the meeting content – if you have technical issues, [email us](#).

If you are interrupted by a staff member knocking on your door or, if working from home, a household member. We recommend briefly stopping your video, dealing with the issue, and returning the call as soon as possible.