

# Google Meet & Microsoft Teams

## Platform Training

### Getting Started

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1. Before entering any online class or meeting, you should make sure that you are **properly prepared**.
2. Make sure that your **microphone, speaker, and camera are enabled** and working by checking your computer's sound and camera settings.
3. We would suggest that you **use a headset or earphones** that have a microphone when possible, as it will make your voice clearer to other participants. It also **reduces the risk of any background noises** and disruptions being picked up.
4. If you are going to be **presenting or sharing your screen during your call**, you should have your PowerPoint or window to be shared open and ready before entering your call. This will ensure that you are able to begin **presenting smoothly** when the time comes.

### Microsoft Teams Introduction

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All UCC students **have access to Microsoft Office 365** by signing in using your student **log in details for your Umail account**. This allows you to use Microsoft's online Office suite of features.

The feature we will focus on for now is **Microsoft Teams**. Microsoft Teams is a digital collaboration space where users can chat, share files, and host online meetings. You can **download the Microsoft Teams app** onto your computer to access the full range of features or you can use the online version if you are happy to just have access to the **basic range of features**.

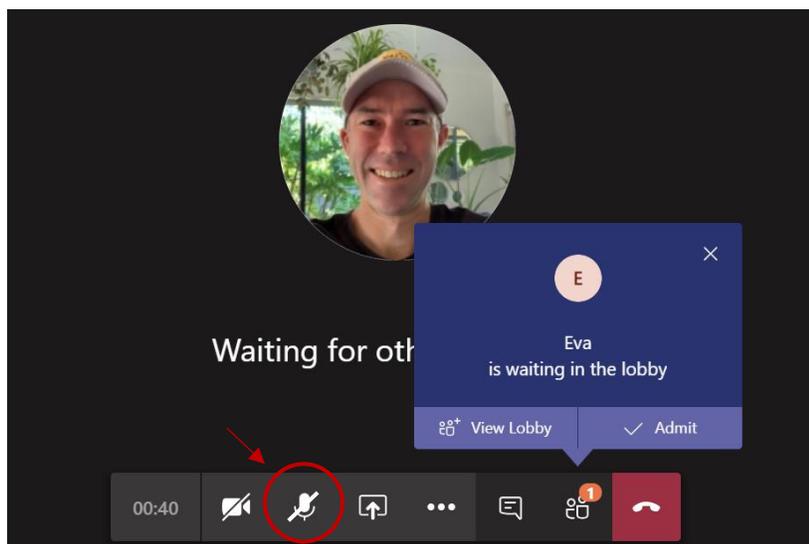
# Teams Step-by-step guide

1. If you are invited to attend an online session via Microsoft Teams, you should **receive a link**. This may be sent to you directly or may be found in a calendar invite for the session. **You can join the meeting by clicking this link.**
2. Once you click the link to enter the meeting, you will be **prompted to select how you would like to open Teams**. If you have downloaded the Teams app, you can open the meeting by clicking 'open on Teams app'. If you do not have the app downloaded, you can click 'Continue on this browser' to open the web version.

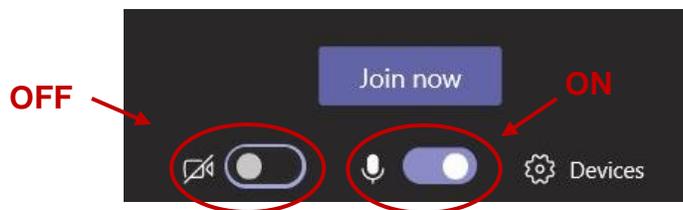
## [Join Microsoft Teams Meeting](#)

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

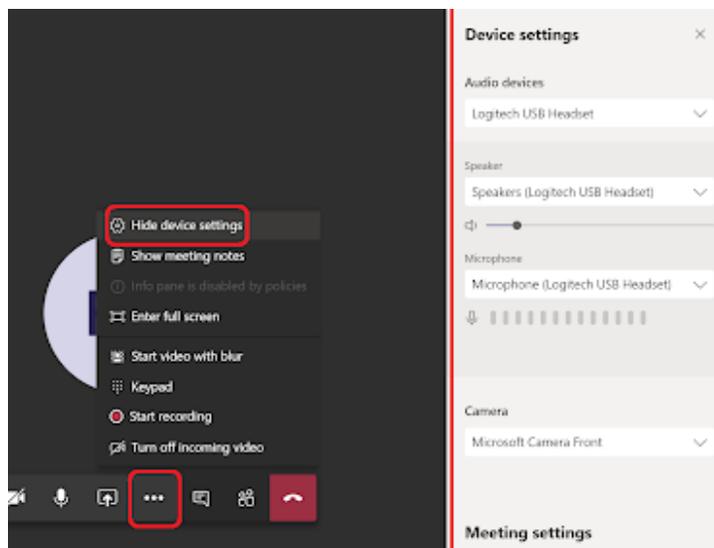
3. Once you have chosen how you want to open Teams, you will be brought to the **meeting lobby**, where you can choose your microphone and camera settings before entering the actual meeting. You can also check that you are using the correct **speaker, camera, and microphone** by clicking on the 'Devices' icon.
4. You should always have your **microphone on mute** when first entering an online meeting, **this prevents any disruption or echo** for the other participants.



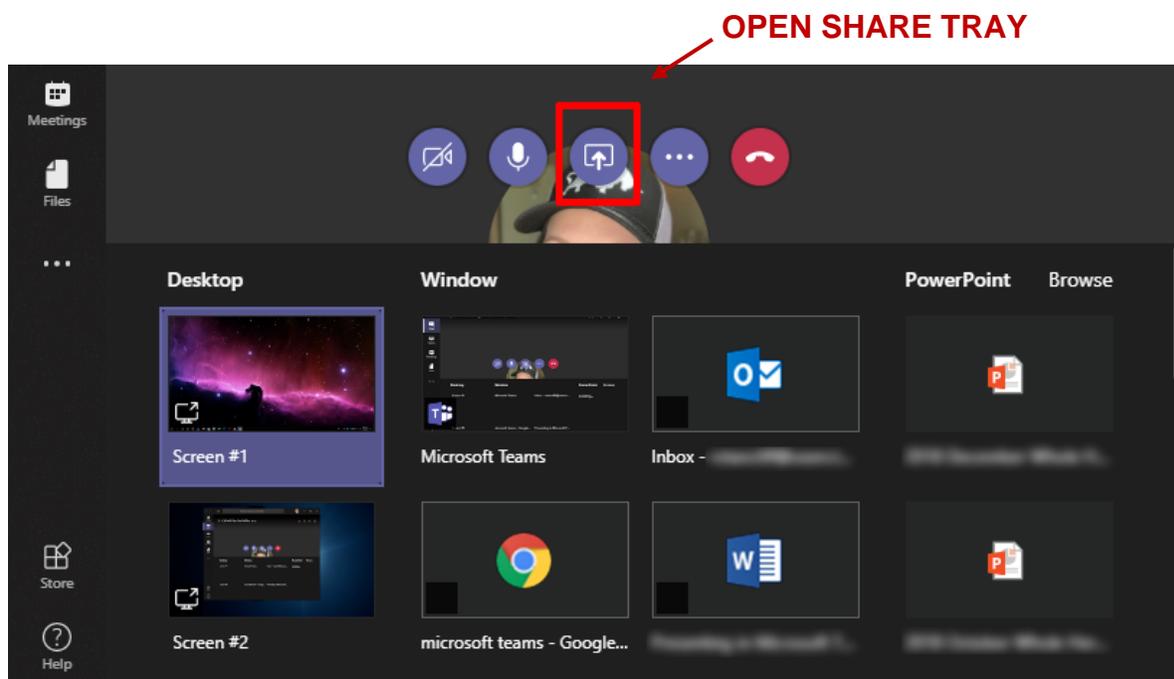
5. **Different hosts may have different rules** when it comes to keeping your camera on or off, but keep in mind that it is good manners to have your camera on when attending an online session, whether it is a classroom or a one-to-one meeting. It is **much harder for a host to engage with a class of blank screens**.
6. If you have a weak internet connection, keeping your camera off may improve the quality of the call. If a host has requested you to keep your camera on but your internet connection does not permit this, **let them know ahead of the class**.
7. Once you are happy with your initial settings, you can click the **'Join Now'** button to enter the meeting.



8. If you would like to turn your microphone or camera on or off at any stage throughout the meeting, **hover your mouse over the screen to see the taskbar**. On the taskbar you can click the microphone or camera icons to turn either of them on or off.
9. The icons will show when your microphone or camera is on. The icons will show with **a diagonal line through them when these devices are off**. You can have one device on without turning on the other, for example you can keep your camera on while your microphone is off.
10. If your microphone or camera is shown as on and not working or is not turning on, you can access settings by clicking on the **3 dots in the centre of the taskbar** and clicking **'Show device settings'**.



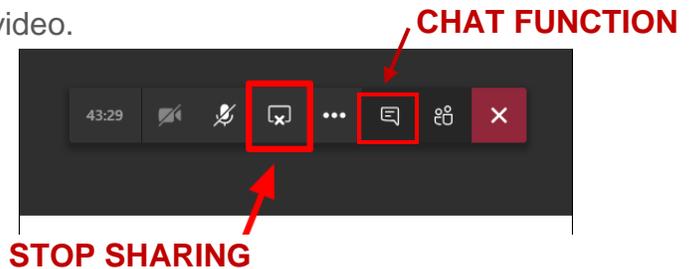
11. Here you will be able to **choose the correct camera and microphone** that you want enabled. For example, if you are using headphones, you can ensure that the microphone being used is the one attached to your headphones.
12. If you need to share your screen or make a presentation during your Microsoft Teams session, you can do so by clicking the **'open share tray'** button, which is the arrow in front of the square in the centre of the taskbar.
13. Once you have clicked the share button, you will be given the option to screen share or open a PowerPoint presentation from your computer. As **you should always ensure that your presentation is already open on your computer** before you present your screen, you can click screen share.



14. You will then have the option to **present your entire screen**, a window that you have open, or a browser tab. If you present your entire screen, other participants will **be able to see anything that is visible to you on your screen at the same time**. You will need to click on the screen shown and then click 'share'. This is useful if you will be needing to share from different sources or if you are presenting a demonstration.
15. If you choose to share a window, you will be presented with a pop-up menu to choose the window that you would like to present. You will need to click on the correct window and then click 'share'. This is a good option for if you are presenting a PowerPoint or something similar.

16. Choosing to present a chrome tab will also allow you to **pick a specific tab** that you have open to share. You will need to click on the correct tab and then click 'share'. This is useful if you are presenting an online video.

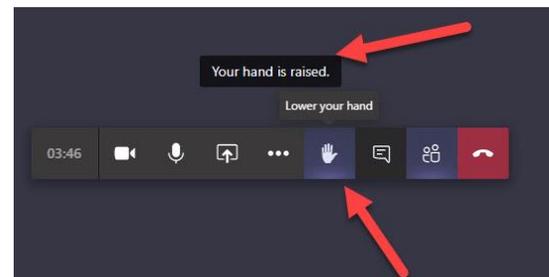
17. When you are finished with your presentation, click the **'Stop Sharing'** button on the floating bar at the bottom of your screen to stop sharing your screen.



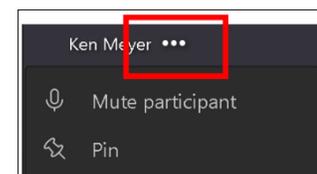
18. If you want to ask a question or make a comment without interrupting the presentation or turning on your microphone, you can use the chat feature. You will find this by clicking the speech bubble on the right-hand side of the taskbar. **Any messages that you send in this chat will be visible to all members of the call.** You can also use this feature to send an attachment.

19. Please note that if someone is sharing their screen or presenting, **they may not be able to see any messages until they have stopped sharing.**

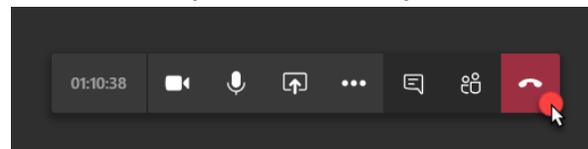
20. If you want to get the hosts attention for any reason during the call, you can use the **'raise hand' feature**, by clicking on the hand icon on the centre side of the taskbar.



21. If you want to keep the **camera focused on the host** of the meeting, you can click on the three dots beside their name at the bottom of the screen and **'pin'** them.



22. When you want to **leave the meeting**, simply click the red hang-up icon on the bottom of the screen and this will exit you from the call. If you accidentally click out of a meeting, you can **re-join again by clicking on the same link as before.** This link will remain active while the meeting is in session.



For the latest updates and improved features on Microsoft Teams, please check out [the following link](#).

# Google Meet Introduction



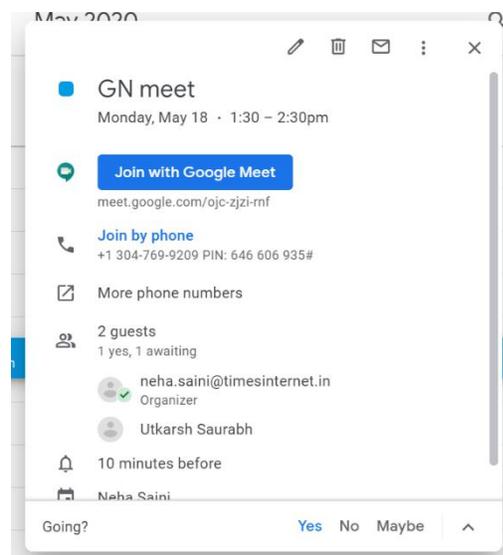
All UCC students have **access to Google's G-Suite features** by signing into Google using your student log in details for your Umail account. Your **Umail account is simply your UCC version of a Gmail account**, and so offers you the same access.

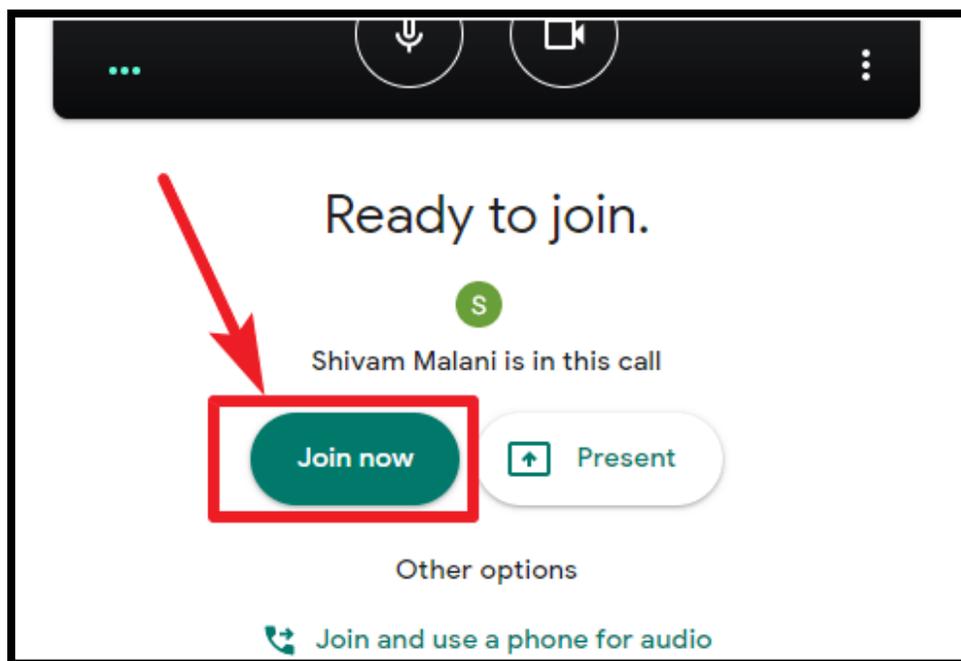
The feature we will focus on for now is **Google Meet**.

Google Meet is Google's **video-communication service**. The platform allows up to 250 Google accounts to participate in a live online meeting together.

## Google Meet Step-by-step guide

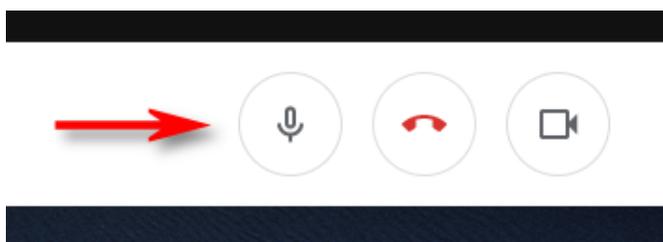
1. If you are invited to attend an online session via Google Meet, you should **receive a link**.
2. This may be **sent to you directly** or may be found in a **calendar invite** for the session.
3. Your **calendar is linked to your Google account** and so one click should allow you access to any meetings, **as long as you are signed into your student Umail account**.
4. Once you have clicked on a meeting link, you will be **brought to the meeting lobby**, where you can choose your microphone and camera settings before entering the actual meeting.
5. You should always have your **microphone on mute** when first entering an online meeting, this prevents any disruption or echo for the other participants.
6. Different hosts may have different rules when it comes to keeping your camera on or off, but keep in mind that it is good manners to have your camera on when attending an online session, whether it is a classroom or a one-to-one meeting. It is much harder for a host to engage with a class of blank screens. . If you have a weak internet connection, keeping your camera off may improve the quality of the call. If a host has requested you to keep your camera on but your internet connection does not permit this, let them know ahead of the meeting or class. (link to netiquette)





Google Meet Lobby

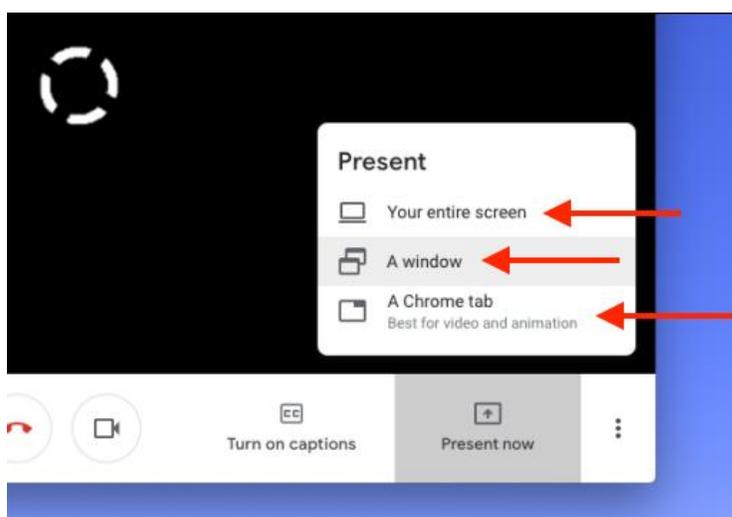
7. Once you are happy with your initial settings, you can click the '**Join Now**' button to enter the meeting.
8. If you would like to turn your microphone or camera on or off at any stage throughout the meeting, **hover your mouse over the screen to see the taskbar**. On the taskbar you can click the microphone or camera icons to turn either of them on or off.



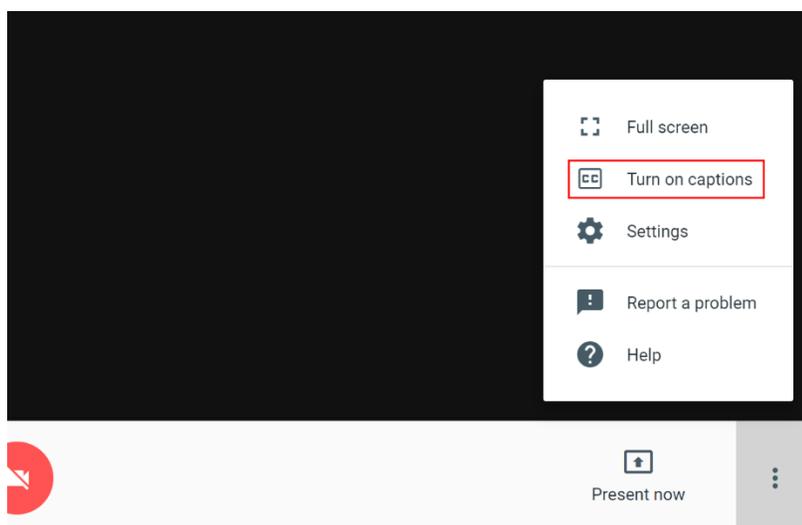
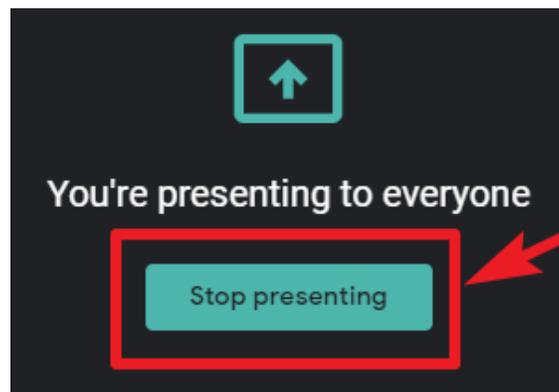
9. The icons will show white when your microphone or camera is on. The icons will show red when these devices are off. **You can have one device on without turning on the other**, for example you can keep your camera on while your microphone is off.
10. If your microphone or camera is shown as on and not working or is not turning on, you can access settings by clicking on the 3 dots on the right-hand side of the taskbar and clicking 'Settings'. Here you will be able to **choose the correct camera and microphone that you want enabled**. For example, if you are using headphones, you can ensure that the microphone being used is the one attached to your headphones.



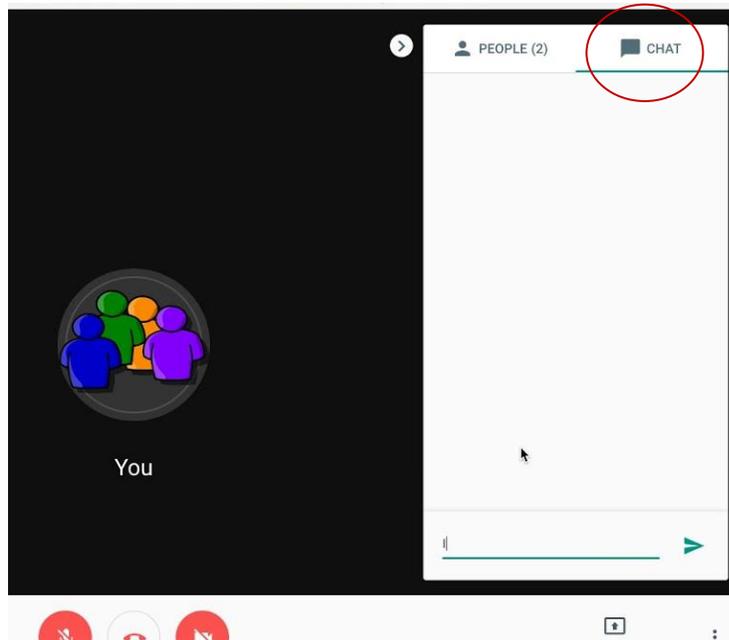
11. If you need to share your screen or make a presentation during your Google Meet session, you can do so by clicking the **'Present Now'** button on the right-hand side of the taskbar.
12. You should ensure that your **presentation is already open** on your computer before you present your screen.
13. You will have the option to **present your entire screen or a window** that you have open or a Google Chrome browser tab. If you present your entire screen, other participants will be able to see anything that is visible to you on your screen at the same time. You will need to **click on the screen shown and then click 'share'**. This is useful if you will be needing to share from different sources or if you are presenting a demonstration.



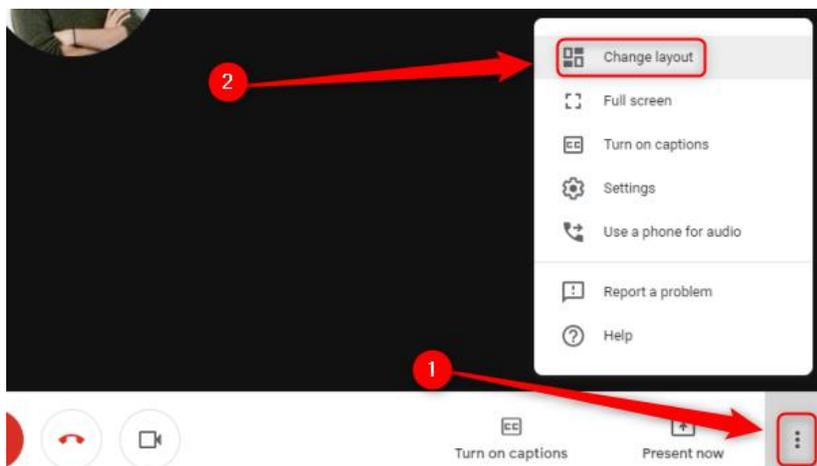
14. If you choose to share a window, you will be presented with a pop-up menu to choose the window that you would like to present. You will need to click on the correct window and then click 'share'. This is a good option for if you are presenting a PowerPoint or something similar.
15. Choosing to present a chrome tab will also allow you to pick a specific tab that you have open to share. **You will need to click on the correct tab and then click 'share'**. This is useful if you are presenting an *online video*.
16. When you are finished with your presentation, click the **'Stop Sharing'** button on the floating bar at the bottom of your screen to stop sharing your screen.
17. If you find it difficult to hear your host, Google Meet has the option of automated captions. You can enable this feature by clicking on the **'Turn on captions'** button. You can disable this feature by clicking the button again.



18. If you want to ask a question or make a comment without interrupting the presentation or turning on your microphone, you can **use the chat feature**. You will find this by clicking the **speech bubble on the top right-hand side of the screen**. Any messages that you send in this chat will be visible to all members of the call. Please note that if someone is presenting, they may not be able to see messages until they have stopped sharing.



19. You can change the layout of your screen by clicking the 3 dots on the bottom right-hand side of the screen. This will allow you to keep the **camera focused on the presenter** by clicking on the **'Spotlight' layout**. This will automatically focus the camera on whichever member is speaking or presenting.



20. When you want to leave the meeting, simply click the red hang-up icon on the bottom of the screen and this will exit you from the call. If you accidentally click out of a meeting, you can re-join again by clicking on the same link as before. This link will remain active while the meeting is in session.

