

How to make a video call

A guide on how to make a video call

Video calling allows you to keep in touch with your family and friends digitally, allowing you to actually see the person you are talking to using your laptop, phone or tablet's camera so you can have a more personal face-to-face talk with them.

There are many different ways you can make a video call from your device. Please find information below on how to make a video call using Microsoft Teams.

Microsoft Teams

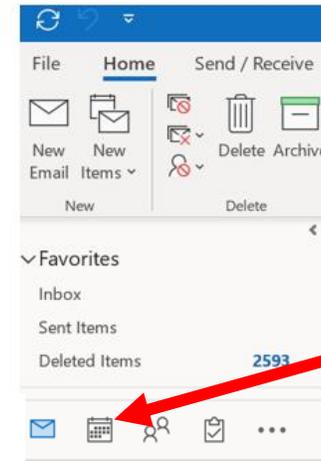
Video calling



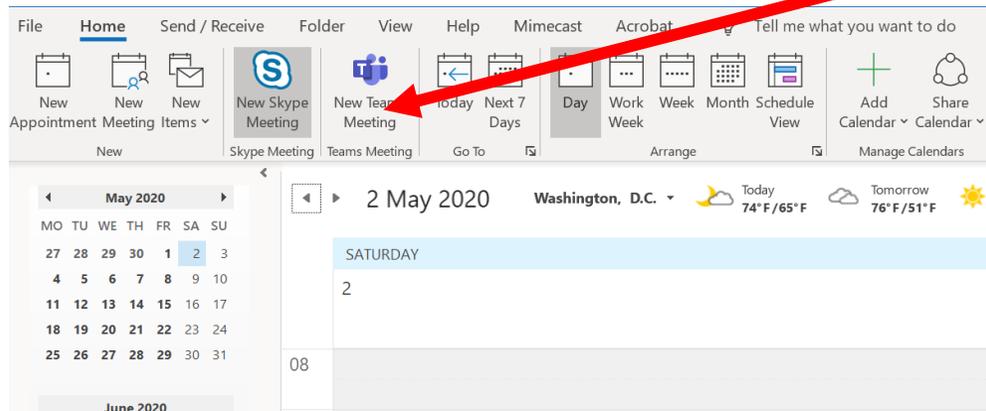
How to make a video call – Microsoft Teams

On your laptop

1. Open up Microsoft Outlook and go into your 'calendar' view.
(If you do not have access to Microsoft Outlook or would prefer to set up a meeting using the Microsoft Teams app, please skip to point 7).



2. Select a date and time slot within the calendar and In the toolbar at the top of your page, select 'New Teams Meeting'.





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On your laptop

3. You will then be able to set up your meeting request and invite your friends, family and colleagues to the meeting.

The screenshot shows the Microsoft Teams meeting creation form. The title is "Catch up meeting". The "Required" button is selected, and the email addresses "Lee Bond; Mark Green <Mark.Green@audleygroup.com>; Hayley_Robinson <Hayley.Robinson@audleygroup.com>|" are entered. The start time is "Wed 18/03/2020 11:30" and the end time is "Wed 18/03/2020 12:00". The location is "Microsoft Teams Meeting". The meeting message is "Good morning, Would be great to catch up with you. Kind regards". A link "Join Microsoft Teams Meeting" is visible at the bottom of the message.

Insert a meeting title.

Click on the 'Required' button and type in the desired email addresses.

Click on the date to enter a meeting start time, if the meeting will last longer than a day then you can change the date on the 'End time' date tab.

Click on the time filed to set time for the meeting then go into the field below to enter an end time.

Enter a meeting message if you would like to.

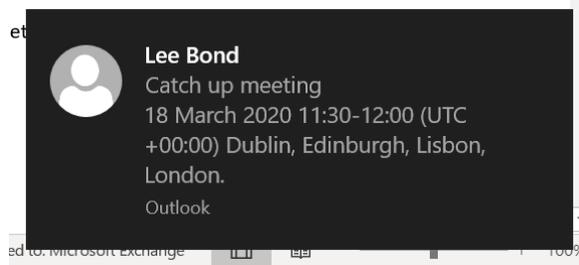
Notice, a link has been created in the meeting contents instructing attendees to '[Join Microsoft Teams meeting](#)'. Click "Send".



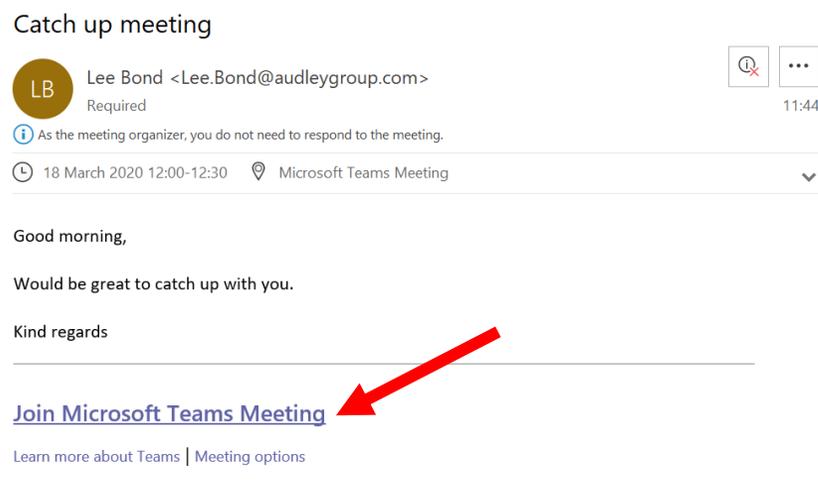
How to make a video call – Microsoft Teams

On your laptop

4. Your invited contacts will then receive an email advising them of your catch up/meeting.



5. When it is time for your meeting, you can then click on the '[Join Microsoft Teams Meeting](#)' in your calendar.

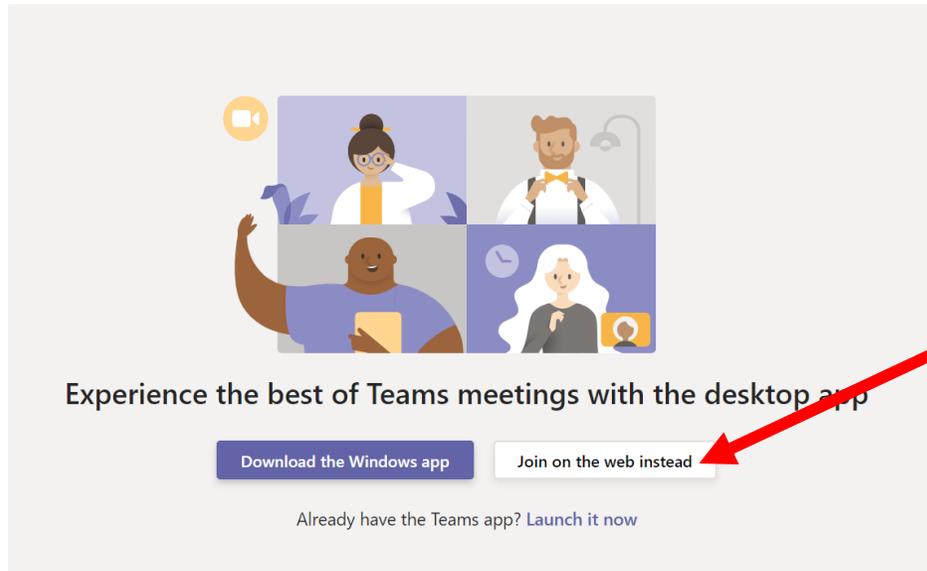




How to make a video call – Microsoft Teams

On your laptop

6. When you click the link, you will then be invited to join the meeting room/video call. If you don't want to install the app, you can also use Teams via the Web version. Navigate to <https://teams.microsoft.com/> and log in.



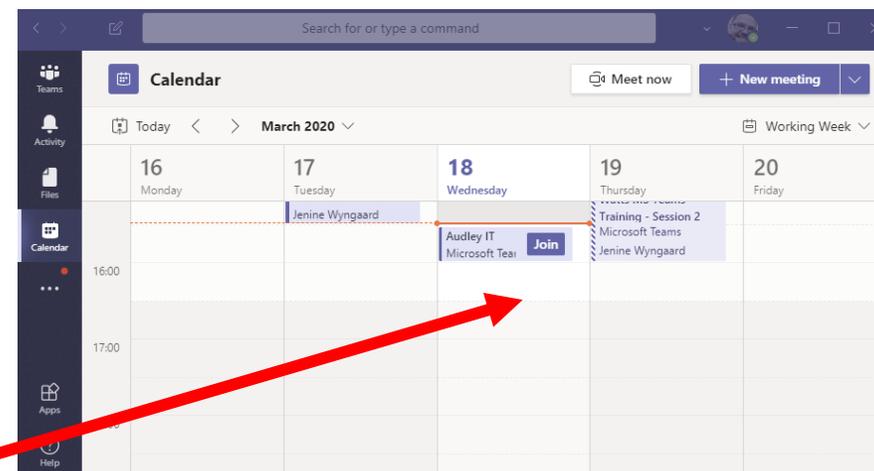
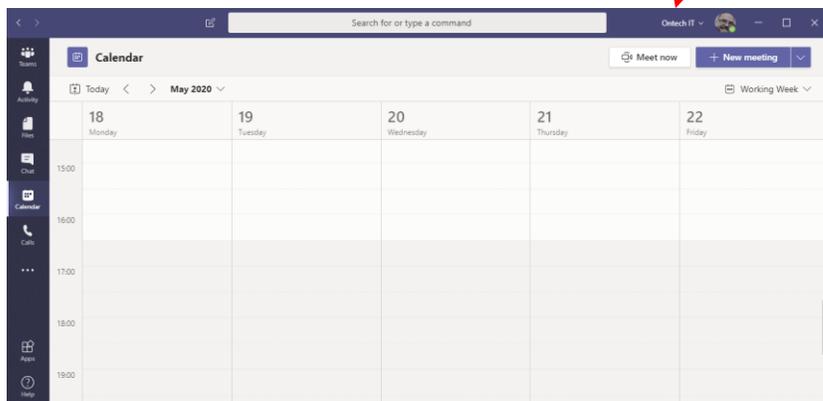
*NOTE Teams meetings are Not supported in Internet Explorer 11, Firefox and Safari. Currently the only browsers which fully support Teams are Chrome and Edge.



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On your laptop

7. Alternatively, you create a meeting directly on the Teams Desktop app or on the web version (<https://teams.microsoft.com/>). Open Teams through your preferred method (see point 6) and open the calendar by clicking the calendar button on the left navigation menu. You can either create a scheduled meeting by clicking “New meeting” or if you would like to start a meeting immediately, click “Meet now”.



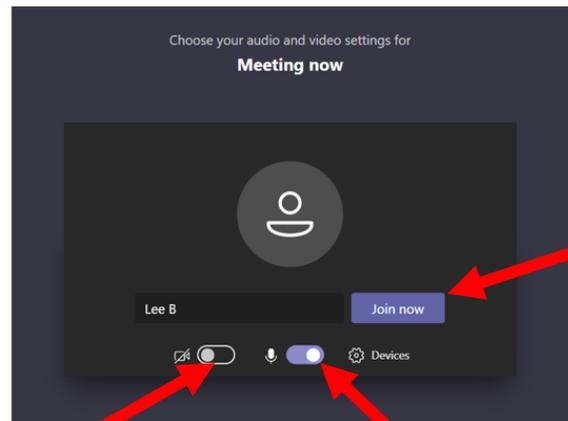
You can join a meeting this way too. If the meeting is happening or is about to happen you can select “Join” from here.



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8. You will then be taken to the meeting/video conference call waiting room. you will enter the meeting. It is a good time to check your camera and microphone are correct settings before entering. To access the online meeting room, click on the 'Join now' button, you will enter the meeting.



Click to join the meeting room.

Click on the camera button to turn the camera on or off.

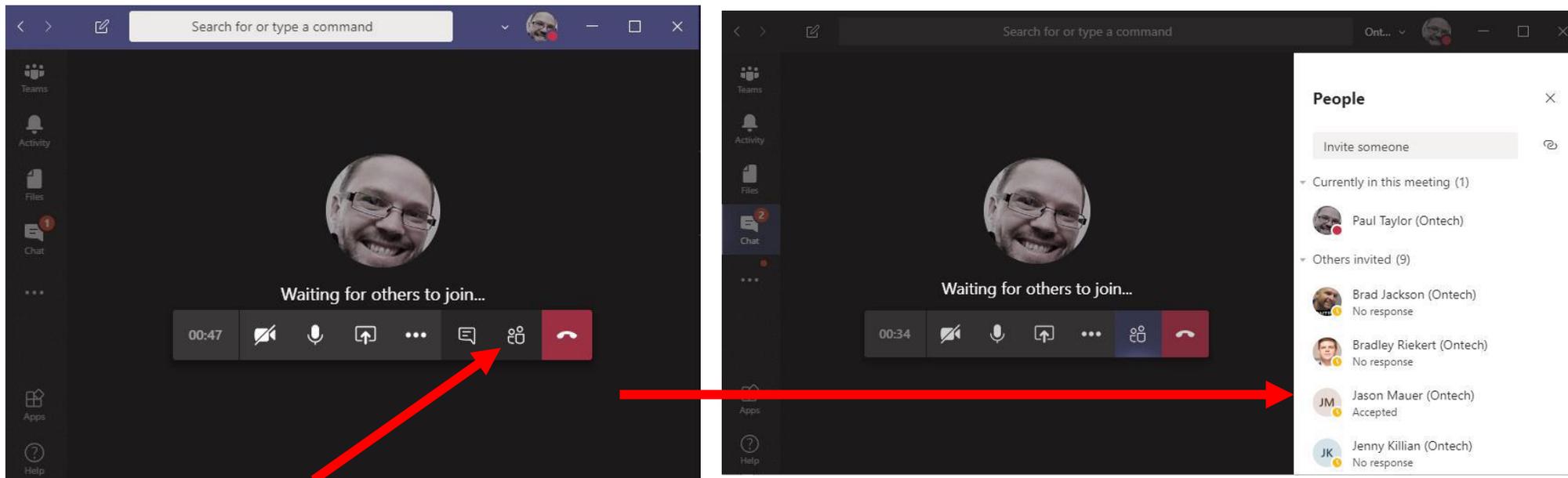
Click on the microphone button to turn the microphone on or off.

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On your laptop

9. Once you have joined the meeting you will either see the other attendees who are joined or if you are the first, must wait for them to join.



Click on the participants button to see their current status within the meeting.

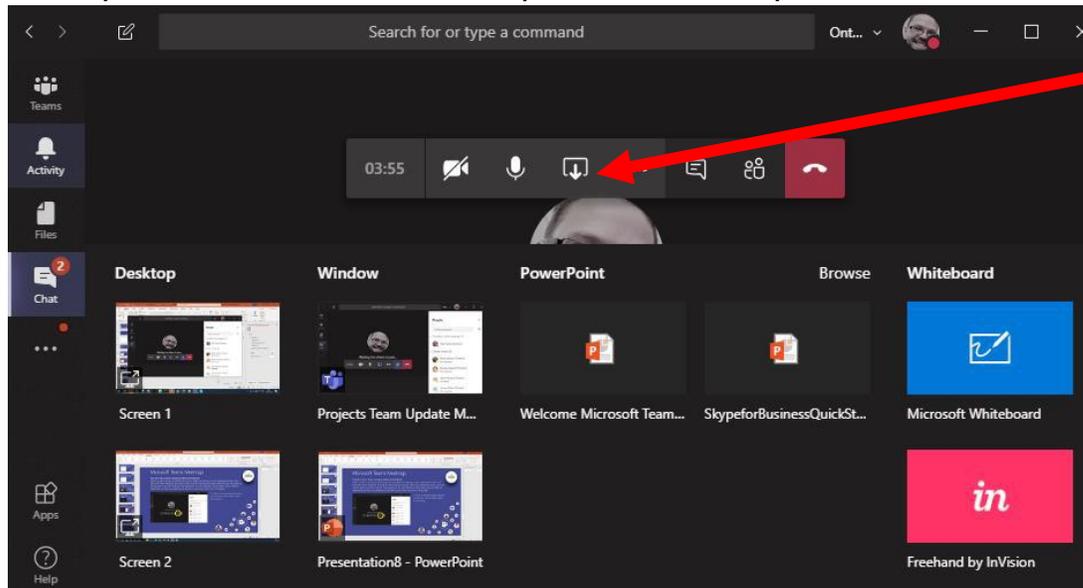
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On your laptop

10. To share your screen click on the Share button. You can either share a desktop screen (Under the Desktop header) or an open application (all apps are listed under the Window header).

* If you don't want everyone to see your notifications and popups, share an application only.



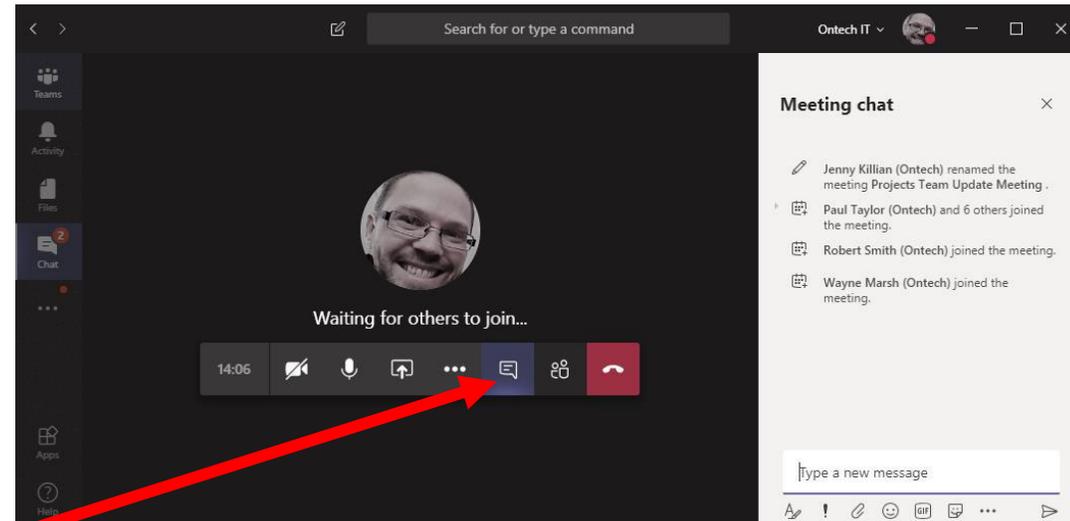
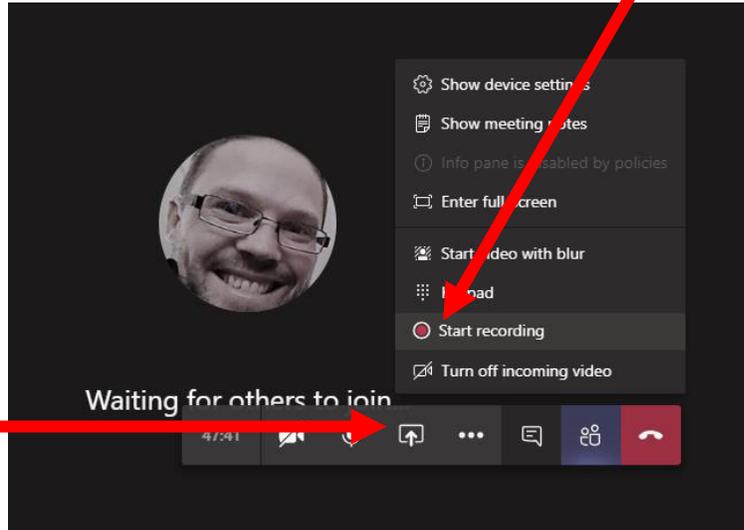
If a screen has been shared with you and you wish to take over, simply follow the same process. Remember to tell people you are now sharing your screen. The attendee who was sharing will be notified that their screen is no longer being shared.



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On your laptop

11. You can also record your video call. All recordings will be saved and appear in the meeting chat after its completed.



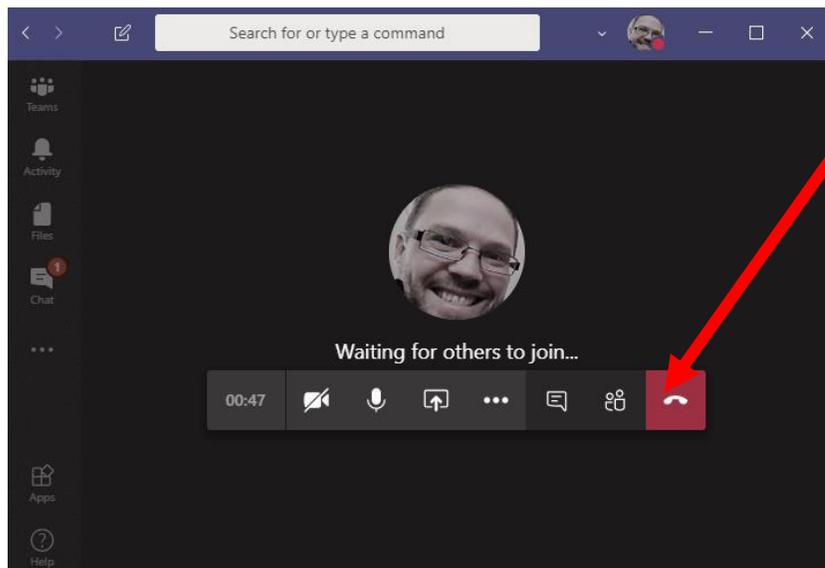
To see the current chat window click the chat button. You can share any file content at this point by attaching it to the chat message. All participants will be able to see the file.



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On your laptop

12. To leave the meeting at any time simply click the “Hang up” button.

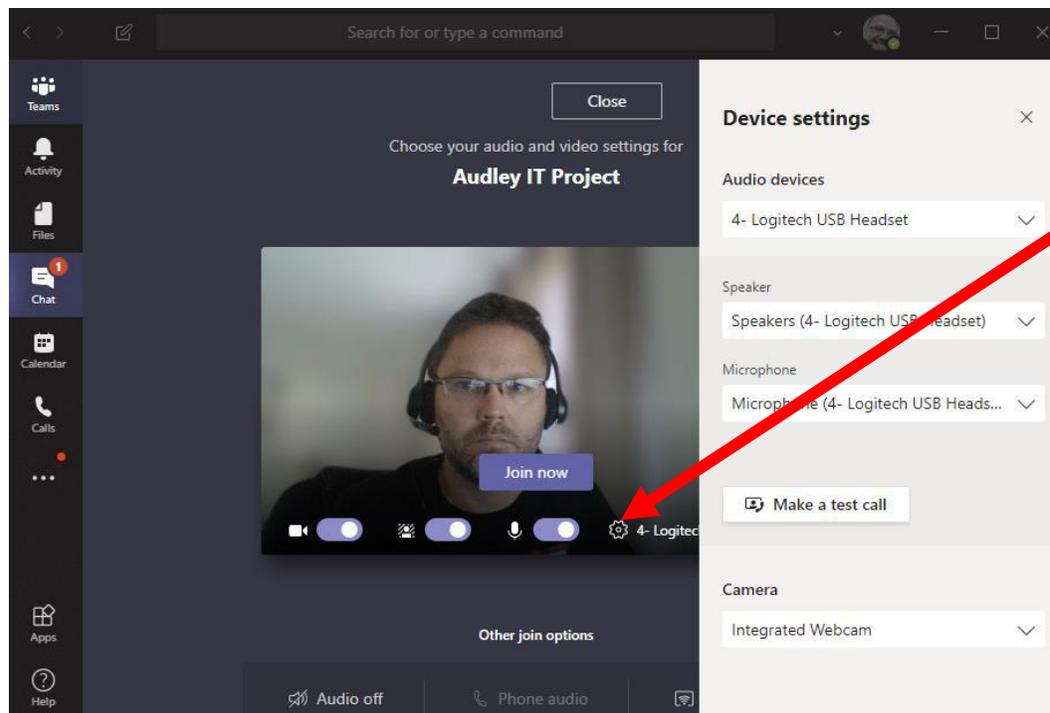


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On your laptop

13. If you are fortunate enough to have a laptop with a built-in webcam, microphone and speakers you can configure your settings within the Teams app. When you are about to join a meeting you will be placed in a holding area where these settings can be configured and tested.



Click the cog wheel shown below the “Join now” button to bring up the menu. Here you can choose which devices you want to use.

In this example a Logitech headset and built in web cam are used. If you’re not sure if your setup is working, make a test call to find out and follow the instructions.



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On your laptop

14. To participate in a video call you really need a microphone and a speaker as a minimum. All modern laptops if located in a quiet room away from interference should allow for a satisfactory experience. If you plan to be situated with others, then a headset with noise cancellation feature is advised.

Several models can be purchased on Amazon relatively inexpensively around £30 upwards. We recommend Logitech but there are many suitable options available.

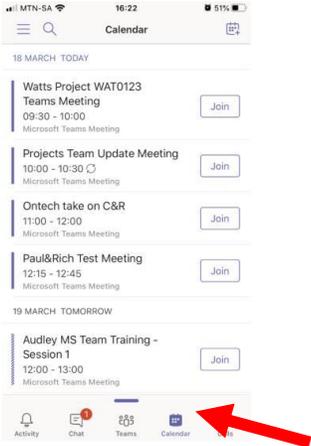




How to make a video call – Microsoft Teams

On your smart phone or tablet

15. Microsoft Teams is also available on your smart phone and tablet. Open the app store and download “Microsoft Teams”.



Sign in and enter your username and password. Click on “Calendar” and join a meeting from here.