

# Microsoft Teams Guidelines



*Irish Women's Writing Network*

*September 3 - 4, 2021*



**University  
of Worcester**  
School of Humanities



## Microsoft Teams

This event will be facilitated through **Microsoft Teams Meeting**.

We advise that all participants **download the Microsoft Teams App** onto your computer / laptop / device to ensure smooth running of the online platform for you.

The best way to use Microsoft Teams is on either a laptop or desktop. Using Microsoft Teams through the online browser is not as reliable as using the Microsoft Teams App and has less functions.

The panels will be live and participants will be speaking in real time. Therefore, we encourage you to check that your camera is off and your microphone is muted before joining a panel so as to cause minimal disruption.

In the lead up to the conference you will have received an email with the Microsoft Teams link to your panel. You can use this link to access your panel. Alternatively, links to all of the panels will be included in the conference programme as hyperlinks. When you click on these hyperlinks you will be transported to the panel that you have chosen.

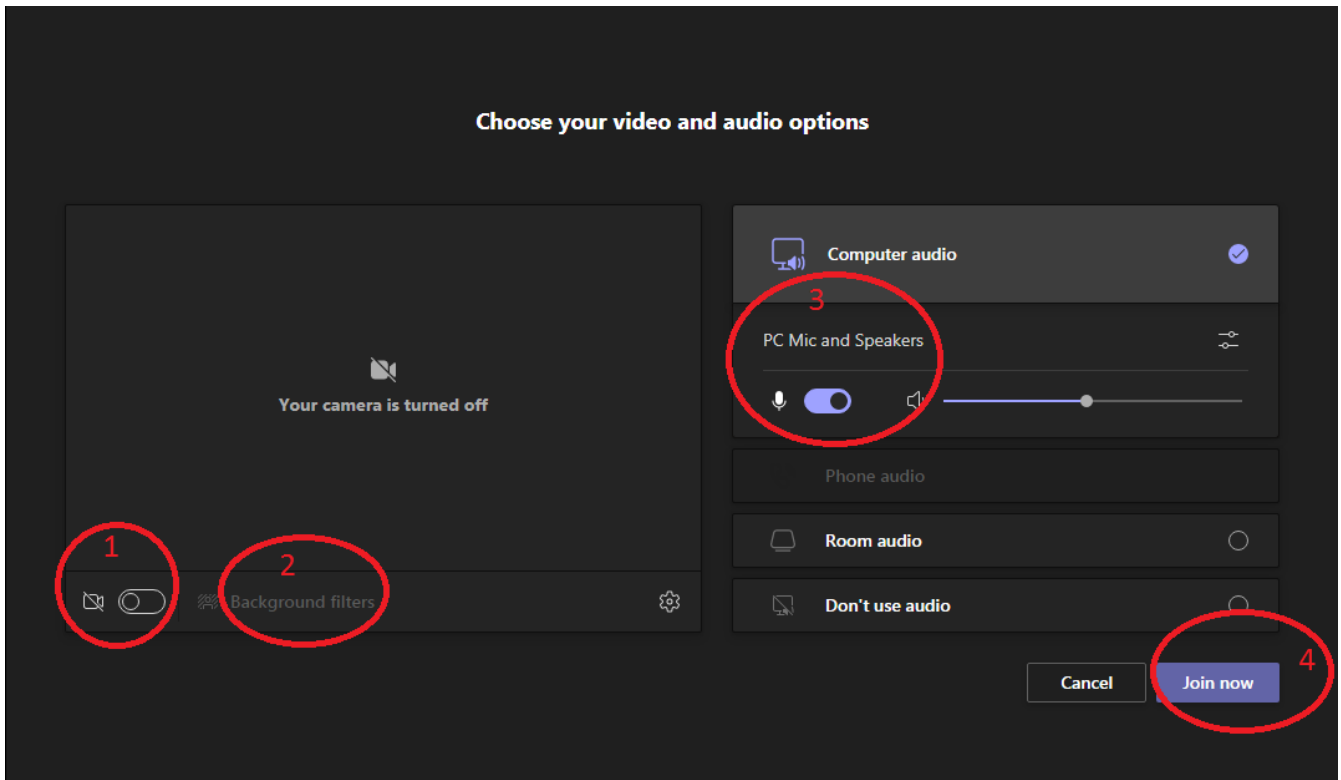
We would like to make this online conference as participative as possible. We are using Microsoft Teams Meeting and invite all participants to explore its potential with us. We encourage all questions to be asked during the Q & A once all of the panel participants have delivered their papers. You can do this by using the 'raise hand' function which will notify the Chair that you wish to ask a question or make a comment. You can also ask questions via the chat function and the Chair can pass this question / comment onto the panellists once the Q & A begins.

In each panel the Chair will give a brief introduction to each speaker so that the panel can be run within the allotted time frame. However, should you like further information you can read their biographies and abstracts in the *Welcome Pack* where you will find the Conference Programme and Book of Abstracts.

We have planned short breaks in-between all of the sessions. We appreciate that for an online event it is necessary to take regular breaks and we encourage participants to be mindful of this. Please feel free to make your own programme and take breaks when you feel that you need to.

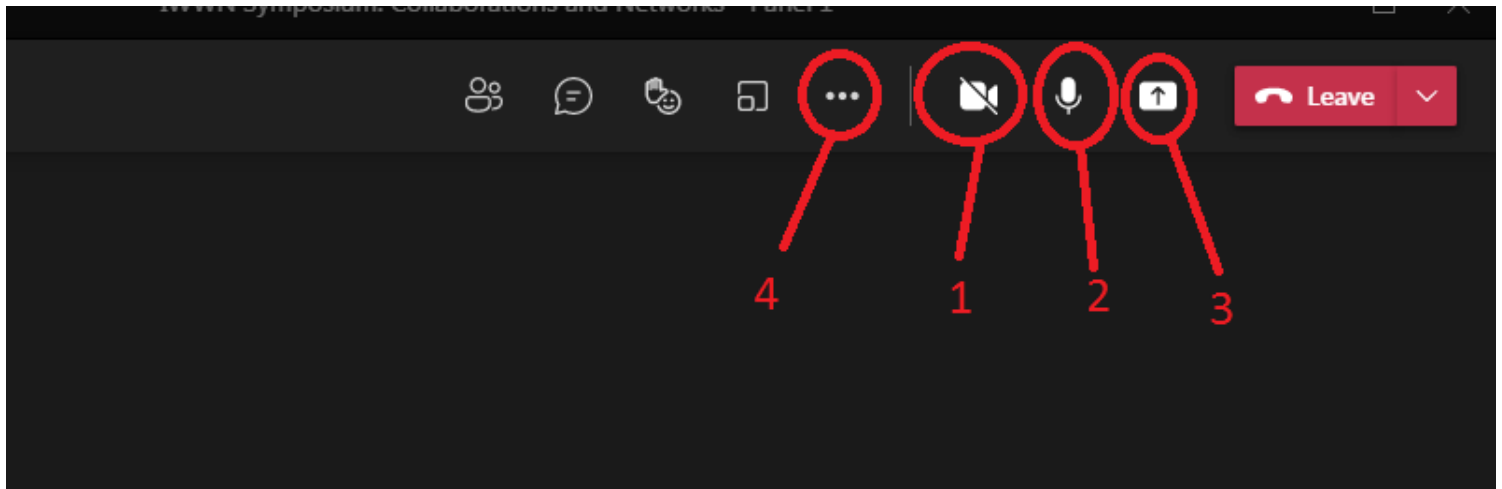
See Below for details.

When you click on the link to join this screen will appear.



- 1) This button on your screen will allow you to toggle your camera On/Off before joining a panel. Unless you are speaking please turn off your camera.
- 2) This feature indicates Background Filters. If you would prefer to use them then please do feel free to do so.
- 3) This indicates the Microphone toggle which you can turn On / Off. In the image above the Microphone is 'On'. Please keep microphones off unless speaking as it can cause feedback issues.
- 4) When you click Join Now you will be directed into the panel/event.

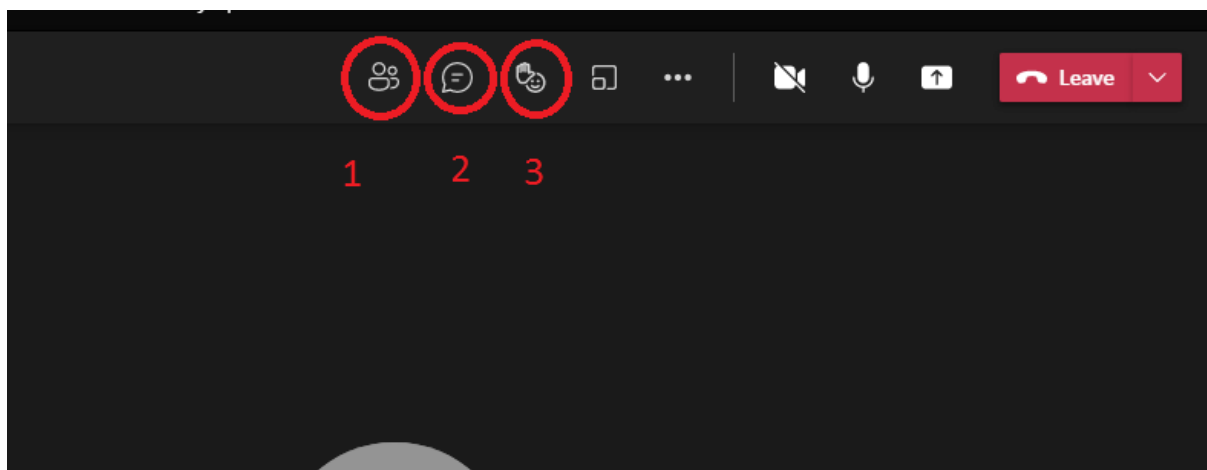
Below is an example of the screen / toolbar that you will find once you enter a panel. On the day you will be able to see other participants in a grid or along the bottom of your screen.



If at any stage you wish to turn on/off your camera or microphone then you can click on the icons to toggle them on/off. In the above image the numbers correspond to these functions:

- 1) You can toggle on and off the camera by clicking here.
- 2) You can toggle on and off the microphone by clicking here.
- 3) This is the Screen Share Button
- 4) This function will open up a menu – which will enable you to turn on Live Captions if needed.

#### Additional functions



- 1) This will give you access to the participants list
- 2) Click this icon to open the chat function for the Q&A
- 3) This icon will give you access to reaction icons – including ‘raise hand’ to ask a question OR reactions including applause /like.