

## QMUL Teams – a tutor guide

MS Teams works in any modern web browser on Windows, Mac OS and Linux. You will need to use an email associated with a Microsoft account (ideally nhs.net, qmul etc)

### Getting started - Joining a team

You will receive an email saying that you have been added to a MS Team:

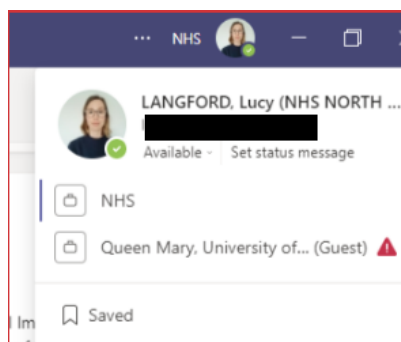
- Click on 'Open Microsoft teams' link in the email
- Follow the Multi Factor Authentication (MFA) registration. This will take around 15 minutes the first time but is quick after you have completed this step once.
- Using the code sent to you via text or via the Authenticator App you will be able to log into MS teams.
- If you don't already have MS Teams downloaded on your computer, please follow your system's instructions to download it.

Access MS teams via the Office 365 App Launcher just select Teams.

If you are struggling to gain access you may need to go through the QMUL multi-factorial authentication (MFA) again or it sometimes helps to reinstall the Teams app.

### QMUL/NHS Teams

Once you have setup QMUL Teams you will be able to toggle between your NHS/other Teams and your QMUL Teams – at the top of the screen, click on your picture/initials.



# Using QMUL Teams for Health Equity (HE)

## HE Teaching Teams

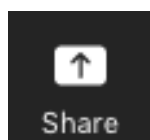
– One team each week for three weeks – Session 1/2/3

We will create a named teaching team for you for each week that you are teaching e.g. 'HE Session 1/2/3 Tue/Thur C1). Add this to your calendar for the specific times/dates you have signed up for.

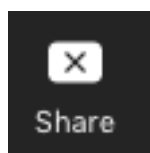
## Preparation

1. Download the MS Team Application instead of web browser as functions better.
2. Print or save onto 2nd device the "Lesson Plan" for easy reference during teaching.
3. Save onto the Desktop Tutor PowerPoint.
4. During Session - To share PowerPoint.

- Hit Share on Toolbar (see below icon)



- Option Screen and Open PowerPoint
- If Playing a video from the interest (option to get student to watch on own device) or Share your screen and Open your Web Browser to play
- To stop click stop (see below icon)



**NB:** if you have difficulty sharing your screen as a 'guest' tutor this might be due to your firewall. You can ask a student to share slides/links for you if you are unable to share your screen. Please check this before your 1<sup>st</sup> session.