

MASS Webinar and Teams Meetings Information Sheet

Using Microsoft Teams for MASS Webinars

The Medical Aids Subsidy Scheme (MASS) uses Microsoft Teams for external meetings and educational webinars.

Please be aware that all webinars are recorded. Links to webinar recordings will be sent to registrants. Information on how to join and participate in webinars appears on pages 6 - 8. Microsoft Teams currently supports the following browsers: Microsoft Edge, Google Chrome, Firefox and Safari.

How to join MASS webinars and MS teams meetings

Microsoft Teams works across all operating systems: Windows, iOS and Android devices. Virtual sessions are viewable using Microsoft Edge, Mozilla Firefox, Apple Safari and Google Chrome.

You will need the following:

- Computer or tablet with internet access
- A larger screen size or data projector is recommended for multiple viewers. Smartphones provide a reasonable level of access to audio and videos included in presentations; however, some presentations will feature slides that are hard to read on a small smartphone screen

How to download Microsoft Teams for Webinars

Microsoft Teams is free to download. Download the Microsoft Teams app if you do not already have it. It is easy and free.

- Desktop application go to teams.microsoft.com/download
- For mobile phones/tables, scan the QR code to the right to download it from the [iOS App Store](#) or [Google Play Store](#).



For Queensland Health Staff – you can install Microsoft Teams for Queensland Health devices through the Software Centre, refer to the [Qld Health Self help guide](#) (sign in required).

1. Go to the Software Centre – It can be found under “QH Apps” in your start menu.
2. Search for ‘Microsoft Teams’ and select the application
3. Double click the icon to open and click install
4. A shortcut will be available on your desktop once installed, you can also search for it in your start menu or open it through your Office 365 Portal.

Note: This is not available for computers that use multi-user tap on/off functionality. If a message says that Teams is already installed, but you are missing the desktop icon please refer to [Self Help - eHealth Service Portal \(service-now.com\)](#)

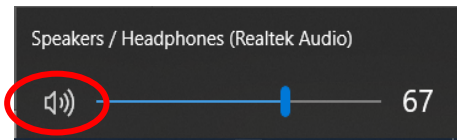
Participating in a Microsoft Teams Webinar/Meeting

Registering for a Webinar

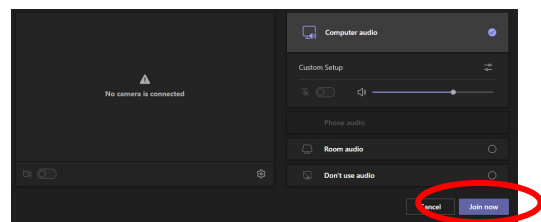
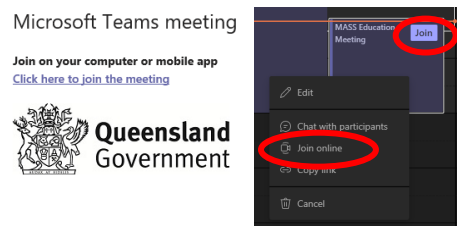
1. On the Education Calendar, click on the link to register and/or scan the QR code, for the event you are interested in.
2. Once you have registered for an event, you will receive a confirmation email with a link to join the webinar and a calendar attachment. If you do not receive the email with the link to join the webinar, please contact us.

Joining the session

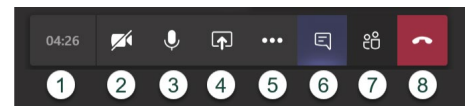
1. Ensure you test the volume of your headphones or speaker volume. If your headphones are not working, re-plug them in or re-start your computer.
2. When you receive the email with the invitation, please click 'accept'.
3. From the invitation or in your calendar, select 'Click here to join the meeting' or on your Teams Calendar click 'Join'
4. Please ensure the session opens with the 'Teams App' for use of full features and not a regular web-browser. It will open the *Choose your audio and video settings* window – check your audio and camera settings.



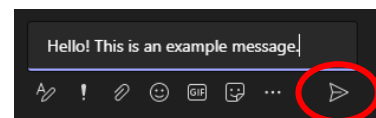
5. Click on 'Join Now'
6. Teams icons and meanings:
 1. Meeting Time Log: This time counts the duration of the meeting.
 2. Show/Mute Video: This allows the user to show or hide their webcam video.
 3. Show/Mute Audio: This allows a user to turn their microphone on or off in the meeting.
 4. Share Screen: This allows you to share your screen with other participants.
 5. Additional Options: This shows additional options available in the meeting. Such as device settings, meeting details etc.
 6. Chat: This will show the text chat for meeting participants, you can also view any files that have been sent in the meeting.



7. Join the conversation by clicking on the chat icon toggle, type your question or comment and click the paper plane icon to send.



8. In the Chat, you may also find any referencing documents such as PowerPoint used in the presentation (may be unavailable to external participants), agendas, attachments etc. Feel free to open the document(s) and/or download it.
9. When you are ready to leave the meeting, click on the Leave icon.





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