

# GovTEAMS OFFICIAL

Meetings: Guests



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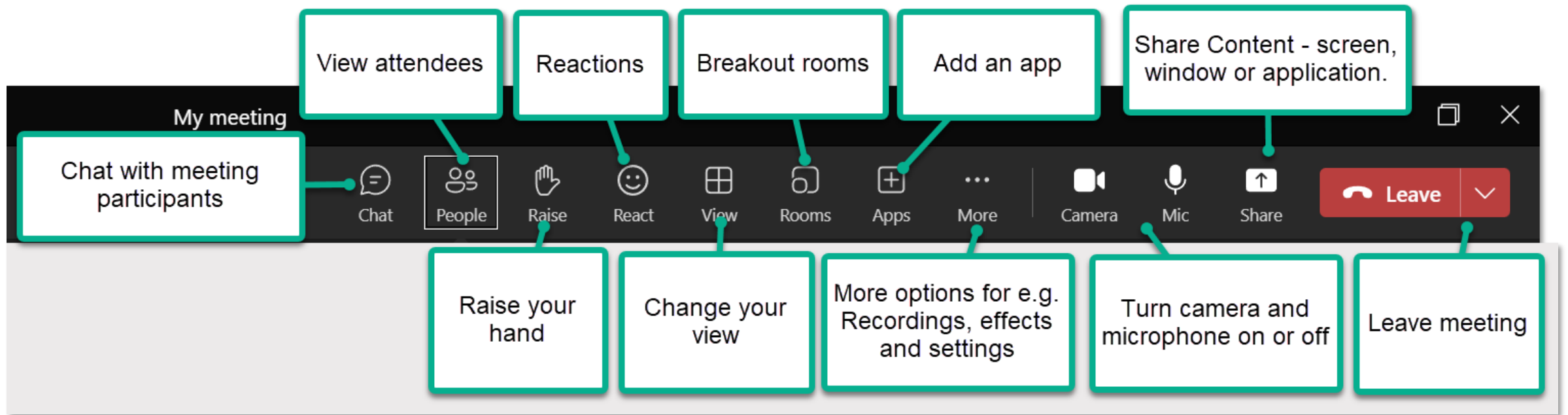
Help & Support

# Meetings

Meetings are a collaborative and interactive experience. They can include:

- Video and audio
- Chat
- File Sharing
- Closed captions
- Recordings
- And more

# Meeting Controls



# Join a GovTEAMS meeting using audio conferencing or Meeting Room Connect

## Audio Conferencing

When creating a meeting, dial-in instructions are automatically added to the invitation. You and your meeting participants can dial-in by telephone – you don't need an internet connection.

To view audio conferencing details, open the meeting in your GovTEAMS calendar and it will appear under the or call in (audio only) heading. Audio conferencing details will also appear in the meeting invitation email.


Microsoft Teams meeting

Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

Meeting ID: 123 1234 123  
Passcode: aBc12  
[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device  
govteams@teams.bjn.vc  
Video Conference ID: 123 1234 123  
[Alternative VTC instructions](#)

Or call in (audio only)  
**+61 2 6188 4842, 123 123 123#** Australia, Canberra  
Phone Conference ID: 123 123 123#  
[Find a local number](#) | [Reset PIN](#)

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

## Meeting Room Connect

GovTEAMS meeting invitations include instructions on how to join using your existing meeting room video conferencing equipment.

To join on your video conferencing equipment, follow the standard process for joining meetings for your manufacturer and enter the GovTEAMS Tenant ID (govteams@teams.bjn.vc) & Video Conference ID to join.


Microsoft Teams meeting

Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

Meeting ID: 123 1234 123  
Passcode: aBc12  
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# Sharing Content – Teams Desktop

There are several ways that content can be shared within a Teams meeting using the Teams desktop app. The option you chose will depend on the type of content you are trying to share and how much interactivity you want your attendees to have.



## **Application/Window**

Allows you to share an application that you have open – for Eg Microsoft Word.



## **Your entire screen**

Meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, and any apps that are open. We therefore recommend that you use one of the other sharing methods unless you have a specific need to display your entire desktop. If choosing this option, there are privacy and security considerations that you need to take into account. [Use the checklist](#) to ensure you don't accidentally share anything you shouldn't.



## **Microsoft whiteboard**

Interactive whiteboard.



## **Content from camera or webcam**

Share a document or whiteboard using your webcam or camera.



## **PowerPoint Live**

PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).



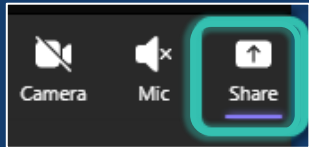
## **Excel Live**

Meeting participants can view and edit Excel spreadsheets together in real-time.

# Sharing Content – Teams Desktop

There are several ways that content can be shared within a Teams meeting using the Teams desktop app. The option you chose will depend on the type of content you are trying to share and how much interactivity you want your attendees to have.

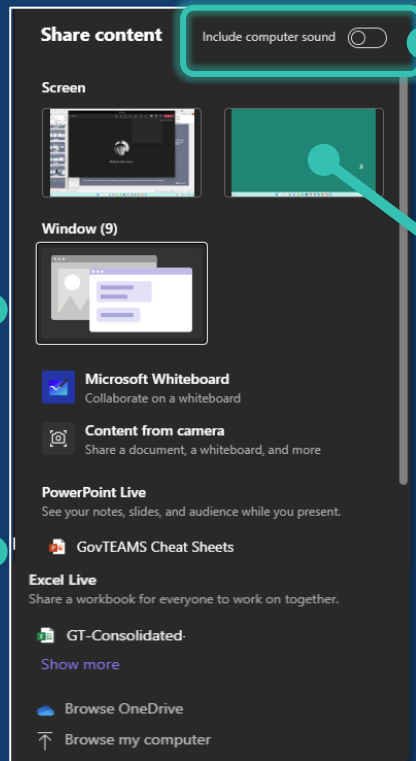
**1** Join your meeting and click the share icon.



Share an application that you have open. For eg Word.

Use PowerPoint Live and Excel Live to create a rich and engaging experience when sharing PowerPoints or Excel spreadsheets.

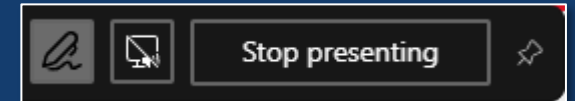
**2** Select the content you want to share. Pay attention to what you are sharing (is it personal or classified?) and the audience you are sharing it with (is it appropriate for them to see the content?).



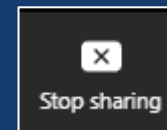
Toggle the **include computer sound** switch if sharing anything that requires your computer's audio – e.g. a video.

If sharing your screen, anything that is visible on your desktop will be seen by attendees. This includes notifications, email alerts, desktop content and open applications. Make sure you check what's visible on your desktop and turn off email, Skype and Teams alerts prior to selecting to share.

**3** To stop presenting, hover your mouse over the top border of your shared content to display the presenter controls.

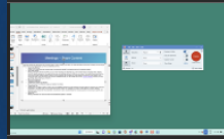
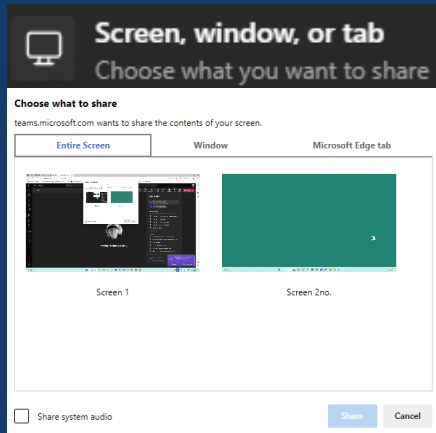


Alternatively, you can select the stop sharing icon from the main meeting window.



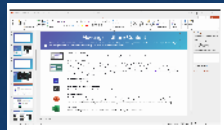
# Share Content – Teams on the Web

## Screen, window or tab



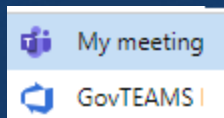
### Entire Screen

Meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, and any apps that are open. We therefore recommend that you use one of the other sharing methods unless you have a specific need to display your entire desktop. If choosing this option, there are privacy and security considerations that you need to take into account. [Use the checklist](#) to ensure you don't accidentally share anything you shouldn't.



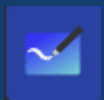
### Application/Window

Allows you to share an application that you have open – for Eg Microsoft Word.



### Microsoft Edge tab

Select a Microsoft Edge tab to share.



**Microsoft whiteboard**  
Interactive whiteboard.



### PowerPoint and Excel Live

PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).

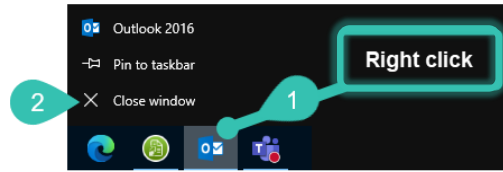


Use Excel Live to view and edit Excel spreadsheets together in real-time.



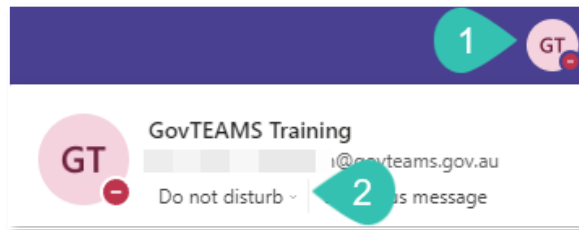
# Full Screen sharing - Checklist

If you decide to share your entire screen, meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, any apps that are open and anything else that is visible on your screen. Use the checklist below to ensure you don't accidentally share anything inappropriate.



## Turn off outlook and Skype

Prevents email and Skype popups/notifications from appearing on the screen. Right click on the Outlook or Skype icon in your taskbar and select **Close window**.



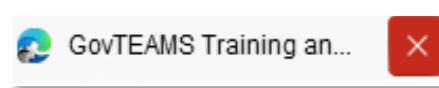
## Set Teams status to Do Not Disturb (DnD)

By default, your status changes to do not disturb when sharing content. Notifications are silenced when in DnD. Click your **avatar** in Microsoft Teams to change your status if needed.



## Remove users from priority access

Alerts from your Priority Access Users are displayed even when you have a status of Do not Disturb. Clearing your list will prevent unwanted notifications. Select the **three dots > settings > privacy** (\*you may want to re-add after the meeting)



## Close any apps that are not relevant to your presentation

Make sure all unnecessary applications are closed. Anything visible on your screen will also be visible to others.



## Check shortcuts, background, taskbar and everything else

To ensure that nothing inappropriate will be shared.

# Help & Support

Get involved with the GovTEAMS community. Search your dashboard or Teams to join.

Learn how to use GovTEAMS, Microsoft Teams, SharePoint and more: [GovTEAMS Academy](#)

Contact support: <https://www.govteams.gov.au/contact-us>

## Support ticket tips:

Provide as much information as you can.

Attach screenshots – keep them big enough to read

Describe:

- What you were doing
- How you were doing it
- What you expected to happen
- What did happen