

Spartanburg Regional Healthcare System's New Hire Associate Virtual Orientation

This tip sheet provides information for new hires on receiving Microsoft Teams Invitations and using Microsoft Team Video Calls to participate in orientation.

Critical Information

- You must provide an email address to the **Employment and Recruitment** Office. This should be the address where you would like to receive your virtual invite link.
- **Using a computer is highly recommended**, based on previous associates' experiences. You may experience issues if you attend Orientation on a tablet or smartphone.
- You will receive an **email invitation** for the virtual orientation via the provided email address.
 - Depending on which type of device you are using, you will be prompted to download/install Microsoft Teams from the web or from an app store (free download).
 - You will need to know any of your username/passwords required for downloading on your device. (For example, you will need your Apple ID and password if using an Apple device). This information will not be needed if you have enabled fingerprint or Face ID for downloading.
 - **It is VERY IMPORTANT that you ENABLE audio access if prompted during the initial download/app install.**
- In order to stream the virtual orientation, **you will need to access Wi-Fi** so that your personal data plan usage will not be affected.
- Sign-in at least 15 minutes early prior to the orientation starting.
- When you sign-in, please make sure to include your **Full Name** to make attendance easier.
- The meeting will end at 3pm, so **make sure that you have a fully charged device and access to a charger available.**

Join a Microsoft Teams Meeting from an iPhone or iPad device

- When it is time to join the virtual orientation, open your **email** on the device you will be using.
- Click the link from your email to **Join Microsoft Teams Meeting**.

[Join Microsoft Teams Meeting](#)

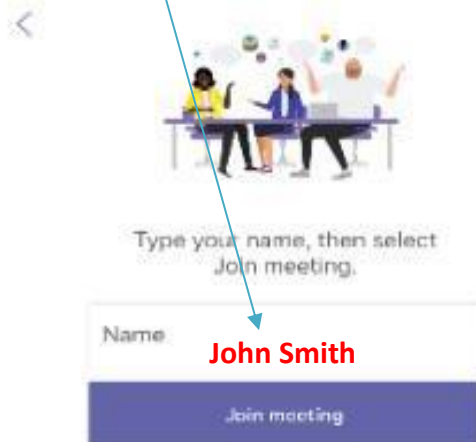
- Once you click on **Join Microsoft Teams Meeting**, you may be asked to download Microsoft Teams.



- How would you like to join the meeting? Click **Join as Guest** button.



- Type your **first and last** name in the Name box and click the **Join meeting** button. This is important to track attendance.



- Click the **Join Now** button.



1. Shows elapsed time of the call
2. **Please turn camera off, by toggling this switch.**
3. **Please mute your microphone, by toggling this switch.**
4. Allows you to share your screen (not used for orientation)
5. Gives you a menu of more actions (not used for orientation)
6. Shows or hides the meeting chat window (not used for orientation)
7. Shows or hides a list of participants on the call (not used for orientation)
8. Hangs up from the call (**DO NOT SELECT**, or will have to sign back in through link)

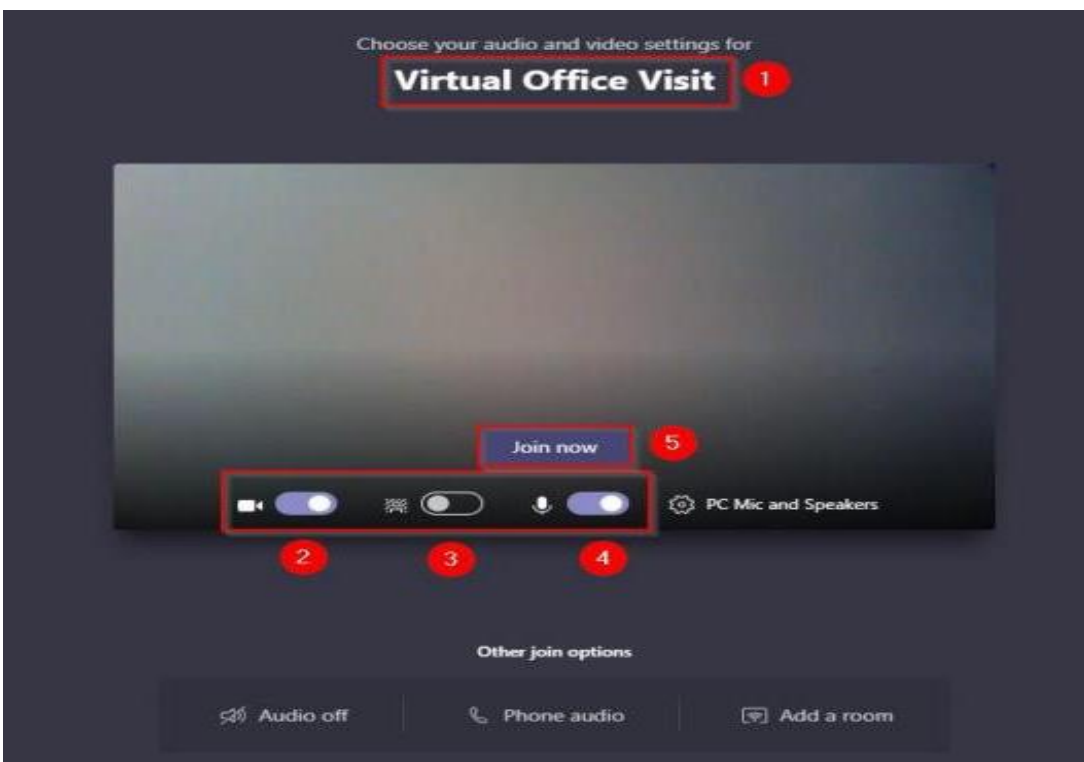
Disclaimer: DO NOT record the virtual orientation. This is not allowed without explicit permission.

Joining a Microsoft Teams Meeting from a web browser

- When it is time to join the virtual orientation, open your **email** on the device you will be using to view the orientation. (Make sure that your audio is enabled).
- Click the link from your email to **Join Microsoft Teams Meeting**.

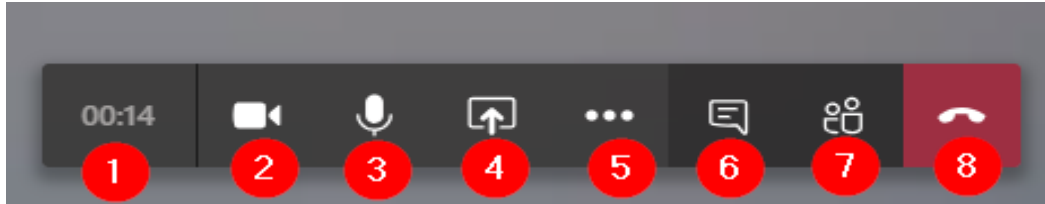


1. The meeting title will appear at the top of the screen. I
2. You have the option to toggle on the **camera**, but for the orientation please keep it off.
3. Make sure the **microphone is toggled to OFF**.
4. Click **Join Now**.

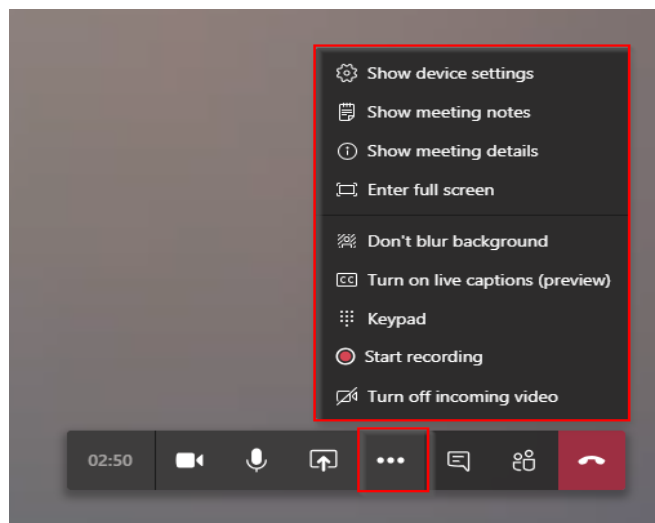


Options During a Microsoft Teams Meeting

- After you join, you will be able to see yourself and anyone else who has joined with a camera enabled. If you can't, that's okay. You'll just need to see the presenter.
- Hover your mouse over the screen to see the call toolbar:



1. Shows elapsed time of the call
 2. Turns camera on or off
 3. Mutes or unmutes microphone
 4. Allows you to share your screen
 5. Gives you a menu of more actions (see below)
 6. Shows or hides the meeting chat window
 7. Shows or hides a list of participants on the call
 8. Hangs up from the call (**DO NOT SELECT**, or you will have to sign back in through link)
- The More actions button (#5 above) will display the following menu of additional options:



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For additional Microsoft Training options, click the **Help** button in the bottom left corner of Microsoft Teams. Then click **Training** to load a list of tutorials that you can view.