Using Microsoft Teams for *FIRST* Robotics Competition®

Revised: March 8, 2021

Overview

Judge interviews for the 2021 *FIRST* Robotics Competition season are conducted using Microsoft Teams. * A Microsoft account is not required to participate in these interviews; simply use the meeting link provided in the e-mail from your Judge Advisor to access the meeting.

There are three ways to use Microsoft Teams:

1. **the Microsoft Teams client** (the application you can download to run Microsoft Teams locally on any Windows, MacOS, iOS, Android, or Linux machine). Downloading and installing the client is recommended if you plan to share your screen as part of your interview. You can download the Microsoft Teams client here.

2. **Microsoft Teams via a web browser** (Microsoft Edge or Google Chrome are the only fully supported browsers). The browser version provides video, audio, and basic screen sharing functionality.

3. **Via phone.** While joining the interview via the client (1) or web browser (2) is recommended (to enable interviewees and judges to video chat and view shared content), the Judge Advisor's e-mail also contains dial-in information for interviewees to access the meeting by phone (audio only), including local numbers for those outside the US.

*Judging for Finalists in the FIRST® Innovation Challenge presented by Qualcomm may use a different platform. The 20 Finalist teams will receive additional details via e-mail.

Interview Scheduling

Interviews are scheduled by each group's Judge Advisor. The Judge Advisor sends a meeting invitation to the team's Lead Mentors, which can be shared with other team members as needed. Anyone who receives the link can join the meeting, so consider limiting distribution to only those participating in the interview.

Meetings are scheduled in the time zone of the Judge Advisor. Be sure to take the time zone into account when determining the local time of your interview.

Interview Practice

Many teams practice their presentations for judged awards prior to the actual interview. Using Microsoft Teams to run the practice helps ensure that team members are familiar with the functionality and comfortable with the platform.
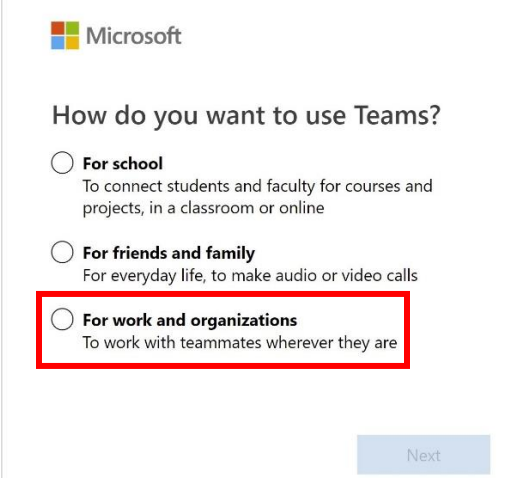
Creating a Microsoft Teams Account

Reminder: A Microsoft Teams account is not required to participate in the official interview.

A Microsoft Teams account is needed to schedule and host a practice interview. Additional members can join the meeting without accounts. A mentor or other adult should set up and use the account to reduce any additional steps related to parental consent requirements.

To create a free Microsoft Teams account:

1. Click this link and select **Sign Up for Free.**
2. Enter the e-mail address to use for the account; any email address will work. If this email is paired with an existing Microsoft account, skip to step 6.
3. Select "For work and organizations," and click "Next"

4. You will be prompted to enter a password, country, and birthdate.
5. Confirm your e-mail address by entering the code sent to that e-mail.
6. Complete the human verification task.
7. Enter your name, company name, and country to complete the setup. Your company name may be anything; you could enter a name based on your team or simply enter "Personal."

Setting Up a Practice Meeting Using Microsoft Teams

There are two options for running a practice meeting using Microsoft Teams: you can select either **Meet Now** or **Schedule meeting**. In either case, you have the option to invite manually or retrieve a link to send to your meeting participants.

Meet Now

1. On the Meetings tab, click **Meet Now**
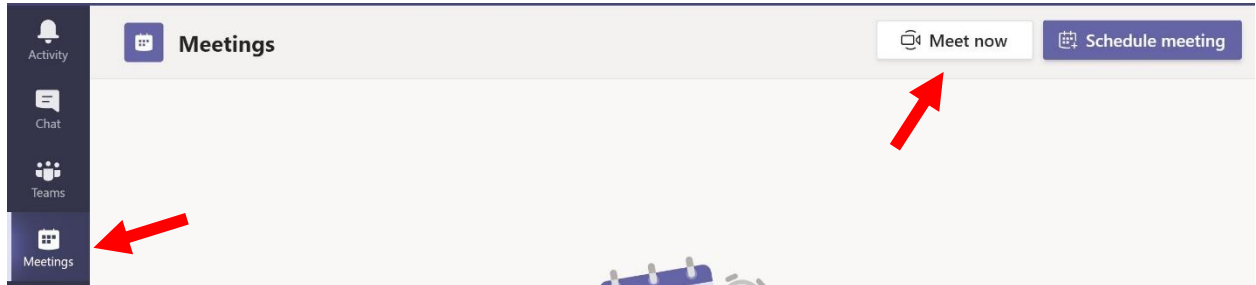
2. Click **Join Now** on the pre-meeting screen that appears.
3. To invite people to the meeting, click the **Share Invite** button on right side, click **Copy Link** to copy the link to your clipboard, then share the link with your meeting participants by pasting it into an e-mail, chat client, or other method.

Schedule a Meeting

1. On the Meetings tab, click **Schedule Meeting**
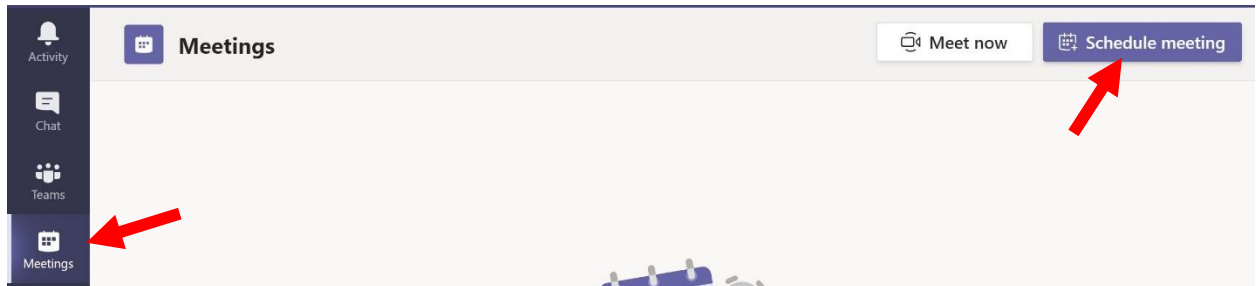
2. Enter the date, time, and name of your meeting, and then click **Schedule.**
4. Click **Copy meeting invitation** to copy the invite to your clipboard, and then share the link with your meeting participants by pasting it into an e-mail, chat client, or other method.

Microsoft Teams: Meeting Basics

This section outlines a few basic features needed during interviews. For more help, see the Microsoft Teams Help page.

The controls detailed below are located on the main tray while in a meeting. On the web client, the tray appears in the bottom center of the window when you move your mouse. In the client, the tray appears in the top-right, next to the "Leave" button.

Muting and Un-muting
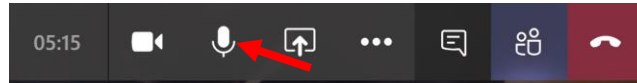
If you are not speaking, you should mute your microphone to minimize noise. Click on the Microphone icon. A white slash through the microphone indicates you are muted. To un-mute, click the icon again.

Enabling or Disabling Camera
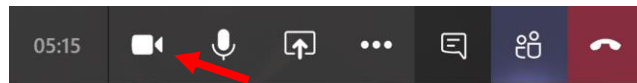
If you wish to disable your camera during the interview, click the video camera icon. A white slash through the camera icon indicates your camera is disabled. To reenable your camera feed, click the icon again.

Viewing Participants Simultaneously

Microsoft Teams on the web only shows a single speaker or a single presentation at a time; it automatically switches between participants based on who is currently speaking.

The Microsoft Teams client can display multiple participants and a presentation at the same time. The client automatically shows the last nine participants who have spoken and displays them in a grid or in a row below the presentation.

Disabling Incoming Video
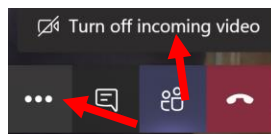
If your stream is choppy or a team member or judge tells you that you are choppy on their end, you may wish to disable incoming video. Other participants will be able to see you, but you will not be able to see them. This will reduce bandwidth and CPU usage and may resolve the issue. To do this, click the three dots icon, and then click **Turn off incoming video**.

Sharing Your Screen

Basic screen sharing is available when joining using Microsoft Teams using a web browser, however the Microsoft Teams client provides a better screen sharing experience.
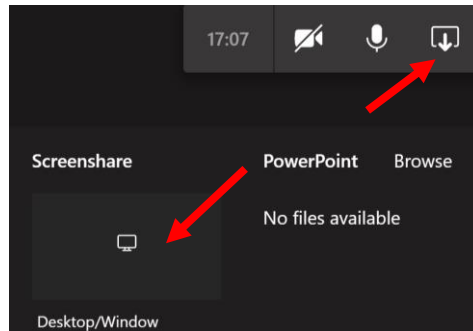
To share your screen, click the **rectangle with arrow** icon. This will pop-up a tray below. Click **Desktop/Window** on the left. A new window will pop-up asking what you want to share.

If you plan to show items from multiple programs, you likely want to share your whole screen. Click the screen you wish to share in the first tab to highlight it, and then click **Share.**

> Caution: If sharing your screen, make sure the screen doesn't also include any content that should not be shared, e.g. personal information, company information, surprise party details, etc.

If you are only sharing from a single program, click the second tab (**Application window**), select the application, and click **Share**.

To stop sharing, click the **rectangle icon** again (it will now have an 'X' over it).

If using Microsoft Teams on the web, your outgoing video is disabled once you start sharing your screen. To re-enable your video after sharing, click the **camera icon**.

Sharing Content with Sound

The Microsoft Teams client must be used to share content with sound (like a video), and the client must be used on a Windows PC (i.e., it is not possible if using Microsoft Teams on the web or a non-Windows client).

To share content with audio, select the "Include computer sound" option shown below.
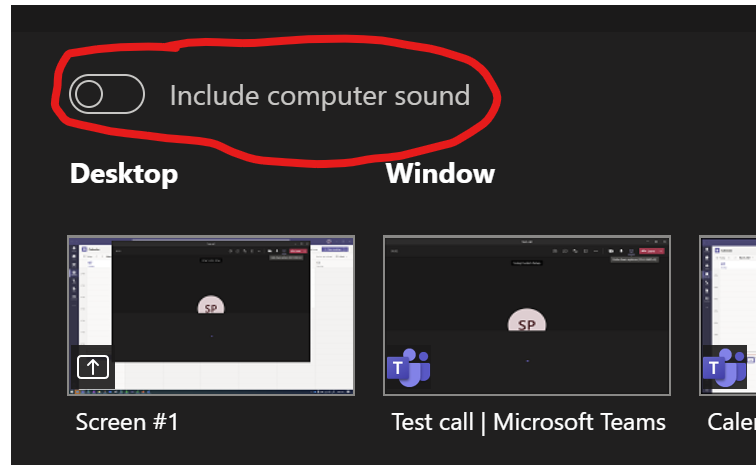
After accepting, check with others on the call to confirm the audio works for them.