

The STAMINA Lifestyle Intervention: A guide to using Microsoft Teams



About this booklet

Who should read this booklet?

This booklet is aimed at men who have been referred for remote supervised exercise sessions as part of the STAMINA programme. Partners, families, and friends might also find this booklet useful.

What is the purpose of this booklet?

This booklet provides information about how to download and use Microsoft Teams. It also provides practical advice on what to do if you experience a technical difficulty and how to set up your living space to exercise safely at home.

Contact details for additional support or queries can be found at the back of this booklet.

Video tutorials are also available on the STAMINA website.

Contents

An overview of remote supervision	3
Experiences of using Microsoft Teams	4
Instructions for accessing Microsoft Teams	6
Checklist: Am I ready to exercise at home?	11
Frequently asked questions	14

An overview of remote supervision

The STAMINA programme has been designed to be accessed either face-to-face in the gym or remotely using Microsoft Teams.

Microsoft Teams is a communication platform that allows for audio and video calls via the internet. It works similarly to other teleconferencing platforms that you may have successfully used previously (e.g. Zoom, Skype and Google meet), and is supported for use by the NHS and Nuffield Health.

Your home-based exercise sessions will be tailored to you and will follow a similar format to face-to-face sessions, e.g., warm-up, aerobic exercises, and resistance exercises.

Your clinical exercise specialist will provide instruction, demonstration and feedback on all exercises and will often participate alongside you.

Periodically, they will ask you for feedback on how you are finding the exercises and may pause to make notes. You should continue until told to stop.

Experiences of using Microsoft Teams

The STAMINA team have experience of delivering a 12-week remote exercise programme to men with prostate cancer. At the end of the programme, we asked the men who received the exercise how they found it. You can read their feedback below:

"All you need really is a reasonable amount of space, not a massive amount of space."

"There is nothing you can dislike. The idea is to get your heart pumping and a sweat on. I had no complaints."

"It was quite easy to join (Microsoft Teams sessions). I only had to press two buttons."



"It's made a complete difference to my life in general, my head, you know, everything. I look forward now to everything."

"I think it's a great idea (exercising at home). I have enjoyed it from day one. It can only do you good"

Instructions for accessing Microsoft Teams

You will receive an email invitation to your exercise sessions, including the date and time. You can access Microsoft Teams in a few different ways dependent on the device that you have.

Please find instructions below on how to access your exercise sessions dependent on what device you have. They all work in the same way, and neither is better or worse than the other.

Option 1: Access for Windows laptop/ computer

If you have a Windows computer or use Google Chrome or Microsoft Edge web browser, please follow the instructions on page 7.

Option 2: Access for Apple or Android mobile devices

If you have an Apple or Android mobile device, please follow the instructions on page 10.

Option 1: Microsoft Teams for Windows



1. You will receive a link to your exercise session, as shown below. Please click on the highlighted purple text in the email (this is the link to join the meeting).

[Join Microsoft Teams Meeting](#)

2. When you click on the link, you will be provided with two choices: 1) Download the software or 2) join via the webpage.
3. The easiest way to run Microsoft Teams is to have the software installed. Therefore, we recommend that you click 'download' and suggest doing this ahead of your session as it may take some time (approx. 10 minutes).
4. Once you have downloaded the software, or if you select join via a web browser, you may be asked if you agree to Microsoft Teams using your microphone and camera. Please select yes to both so your clinical exercise specialist can see and hear you.

5. Next, you will be prompted to enter your name and choose your audio settings. Select "phone audio" if you want to listen to the meeting on your mobile phone, or "computer audio" if you want to listen on your computer, etc.

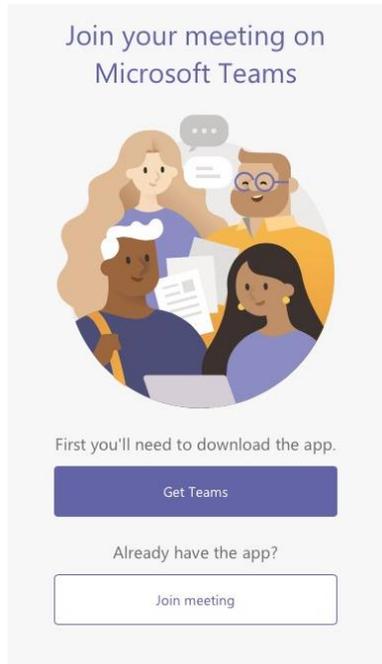
6. You will then be put into a waiting room and will join the session as soon as your exercise professional has allowed you to enter. This may take a couple of minutes.

Option 2: Microsoft Teams for mobile devices

1. You will receive a link to your exercise session, as shown below. Please click on the highlighted purple text in the email (this is the link to join the meeting).

Join Microsoft Teams Meeting

2. You may receive a message saying, “cannot open page”; click “OK”. If you don’t, please skip to step 3.
3. You will be prompted to download and install Microsoft teams as shown in the image.



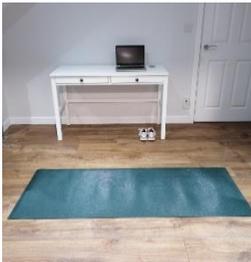
4. If you do not have Microsoft Teams downloaded, please select, " Get Teams" and download the App by selecting "install", "open" then "join meeting". This is necessary to access Microsoft Teams on Apple and Android mobile devices.
5. If you already have Microsoft Teams downloaded, please select 'Join meeting'
6. You may be prompted to enter your name and choose your audio settings. Select "phone audio" to listen to the meeting on your mobile device.
7. You may be put into a waiting room and will join the session as soon as your exercise professional has allowed you to enter. This may take a couple of minutes.

Checklist: Am I ready to exercise at home?

Space

You will need to identify a suitable, clear space to exercise within your home to optimise safety and ensure you feel comfortable. Please check the following:

- I have space clear of obstacles with a rough dimension of 2.0 x 1.5m, or larger.
- My video camera can see my face/ body when standing in the space.
- I can see my device screen clearly when stood up in the space.
- My device is fully charged, or I have a power source nearby.
- I can alter the temperature of the room by opening a window, using a fan, or changing the thermostat.
- I have access to a glass of water for if I get thirsty during my session.



Lighting

It is essential that you can see your clinical exercise specialist on the screen and that they can see you, to provide tailored feedback. If you are having difficulties with lighting, please check you have one of the following:

- My room is bright enough (with natural lighting or fitted lights).
- I have a source of light coming from behind the camera.
- I have turned up the brightness/ backlight on my screen.

Audio

It is essential that you can always hear the clinical exercise specialist during the exercise session as they will be providing instruction and tailored feedback. If you use a hearing aid, we recommend you use this whilst exercising. Please check the following:

- The volume on my device is turned up.
- My microphone is switched on.

Equipment

You may be provided with some exercise equipment to use for resistance exercises during your supervised sessions.

Instruction, demonstration, and feedback on how to use the equipment will be provided by the clinical exercise specialist.

We recommend you have the exercise equipment at hand before your session to reduce disruption.

Note - If any of the equipment you are using becomes damaged, please inform the clinical exercise specialist immediately so a replacement can be arranged.

Frequently asked questions

What shall I do if I can't get Microsoft Teams to work?

You can access short video tutorials on the STAMINA website in the participant members area.

Open the STAMINA website and enter your log in details (these were provided by the STAMINA team).

If you have not received/ misplaced/ forgotten your log in details or need further support, please contact the STAMINA research team who will be happy to help.

Website: www.stamina.org.uk

Telephone number: 0114 225 3586.

Email: sth.stamina@nhs.net



Will I get to meet other people on the programme?

Remote supervised sessions will be delivered in the same way as face-to-face sessions. Initially (week 1 – 4), you will receive one-to-one supervision whilst you become familiar with your exercise programme and use of technology.

Thereafter, your remote supervised exercise sessions may be with up to 4 other men on the programme. You will still follow your tailored programme and receive individualised feedback from the clinical exercise specialist whilst meeting new people (virtually), making friends, and having additional social support.

Research suggests that social support from family and friends can positively influence your mood and participation in exercise to help you live a healthy lifestyle. Exercise has many physical and psychological benefits including improved cardiovascular fitness and better quality of life.

What should I wear to exercise at home?

We recommend that you wear clothes that you will feel comfortable to exercise in. For example, you could wear a cotton t-shirt and loose cotton or polyester trousers or shorts.

If you feel cold before your session you can always layer up and remove a layer following the warm-up.

We recommend that you wear shoes that are supportive (e.g., trainers). Shoes will provide grip and protect your foot in the unlikely event that you drop an object on it.

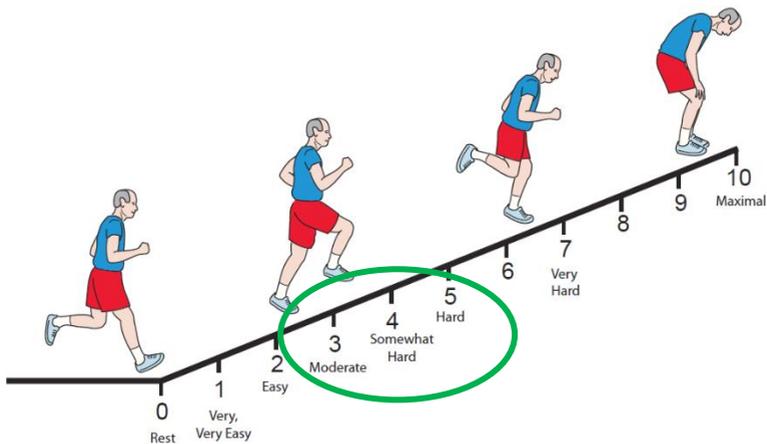
How hard should I be working at home?

During your supervised exercise session, the clinical exercise specialist will encourage you to work at a **moderate intensity**. This is between a 3 and a 5 on the scale below.

This can be referred to as your RPE - rate of perceived exertion.

During exercise sessions, the clinical exercise specialist will ask you how hard you are working. You will be prompted to look at the words on the scale below and provide the corresponding number.

For example, if the exercise feels hard, you will say you are a score of 5.



Am I safe to exercise at home?

All your remote exercise sessions will be supervised by a trained clinical exercise specialist from Nuffield Health.

At all times, the clinical exercise specialist will be monitoring how hard you are working and will provide feedback accordingly.

As a precaution, the clinical exercise specialist will ask you to provide up to date emergency contact details.

Your emergency contact could be the person you live with or if you live alone, please provide the contact details of a neighbour, friend, or family member.

Note: If your emergency contact details change, please update the clinical exercise specialist.

What shall I do if I have technical difficulties?

Advancements in technology and teleconferencing systems now support the delivery of remote supervised exercise, i.e., you and the exercise specialist can be in different locations and still see and hear one another. Most of the time this works well and has many benefits, such as being in a familiar environment for exercise. However, from time-to-time technical difficulties may arise. Please find some of our top tips below.

If you lose internet connection

We recommend waiting for a minute or two. If the internet doesn't reconnect you can try leaving the meeting and re-joining by clicking on the same link you joined the meeting with.

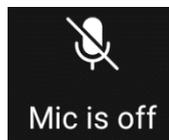
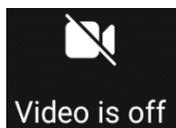
If your problems persist, you may want to try turning your internet router off for 30 seconds, and then back on again.

If your video freezes/ camera stops working

Often this problem is easily resolved by turning your camera off and on again by selecting the camera icon. If this does not work, you may be having internet difficulties and should follow the instructions above.

If you have difficulty with your sound

Often this problem is easily resolved by muting and unmuting yourself by selecting the microphone icon. If this does not work, you may be having internet difficulties and should follow the instructions above. Alternatively, you can try leaving and re-joining the meeting.



Note - If you are having difficulties seeing or hearing the clinical exercise specialist, please alert them by speaking up or waving to get their attention. You may have to wait for a minute or two whilst they reconnect.