

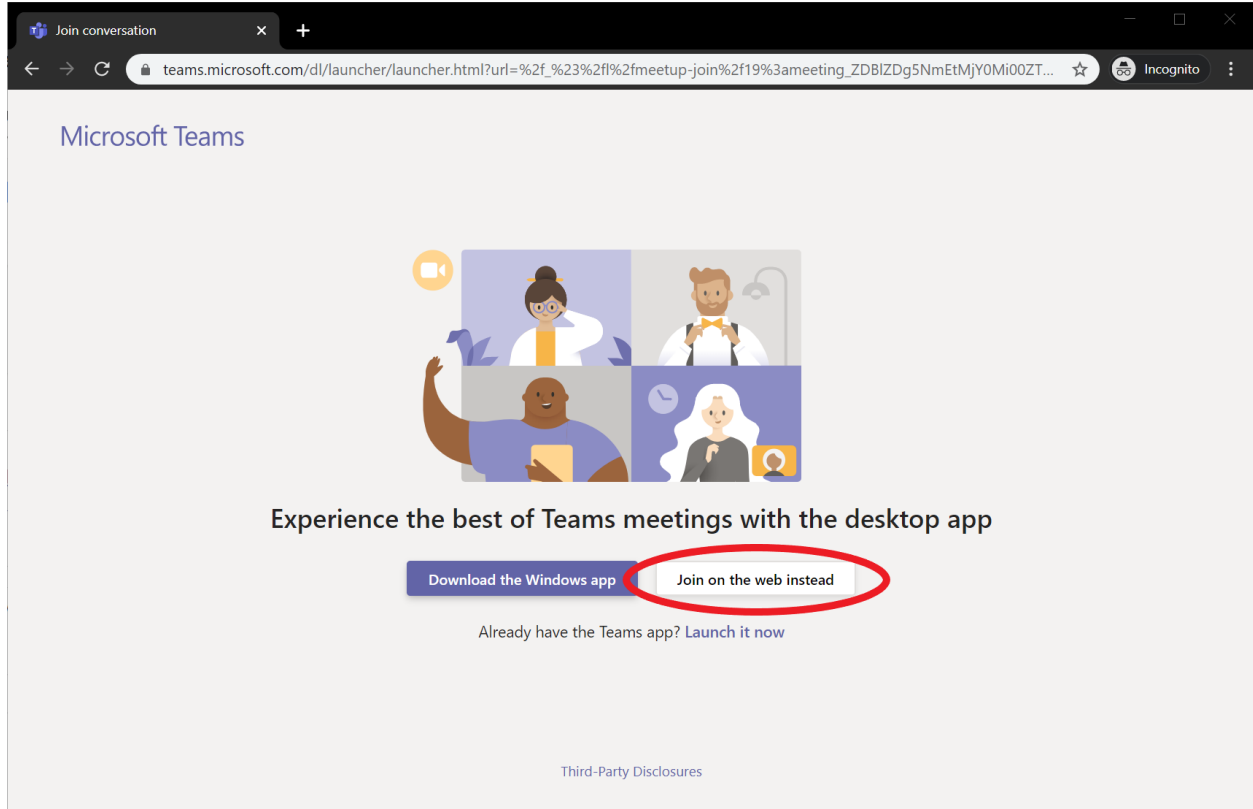
Joining a Microsoft Teams Meeting:

All you need to join a Teams meeting is the class meeting link. Please refer to your virtual connection details email for the Teams Meeting link that you'll use for your class. (Same meeting link each day.)

Click on the **Join Microsoft Teams Meeting link** from your connectivity email to be taken to a page where you can choose to either join on the web or download the desktop app.


Note: you do not have to have an Office365 account or the Teams application in order to join the meeting. The web version of Teams will get you all the functionality you need.

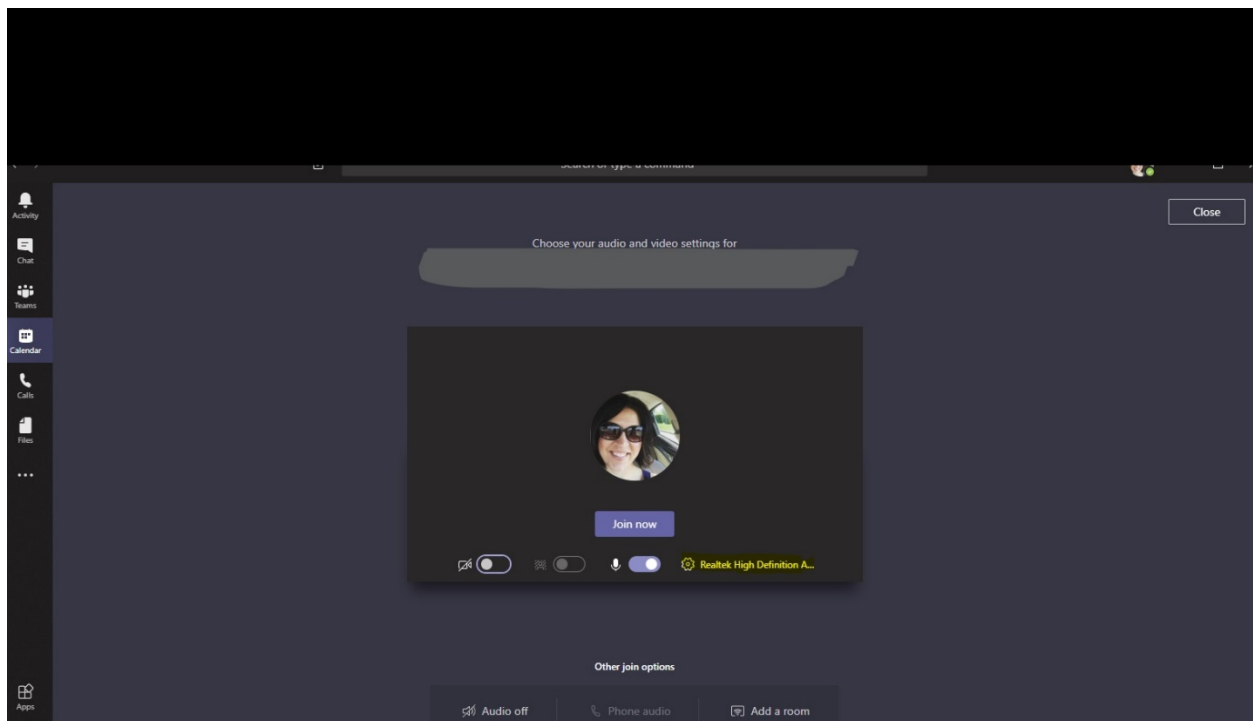
If you don't have a Teams account, you will join the meeting via the web & you'll be able to enter as a guest: simply type in your name and select **Join Now**. Your browser will then ask you to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the meeting.



If you do have a Teams account (via your office's Office365 account), you can enter your credentials to join the meeting and the meeting will open there automatically.

Using Audio with Microsoft Teams:

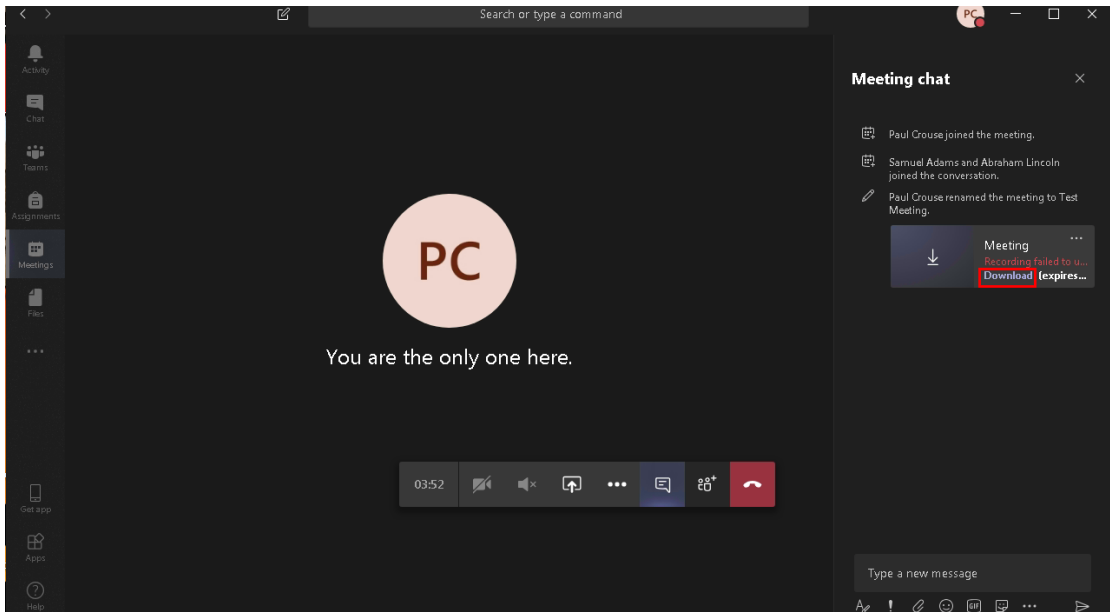
- Before you join the meeting, be sure your microphone (and camera if you have one/are using it) are turned on before you join the meeting.
- At the Join Now screen, you'll be able to click on the cog/wheel to manage your audio devices before joining the meeting.
- If people in a meeting can't hear you, you might be muted or you might not have configured your mic correctly.
- To change your speaker, microphone, or camera settings when you're on a call or in a meeting, select **More options** **⋮** > **Show device settings**  in your meeting controls. Then, select the speaker, microphone, and camera options you want.
- There is no dial-in or call-in option with Microsoft Teams – it is all VOIP.



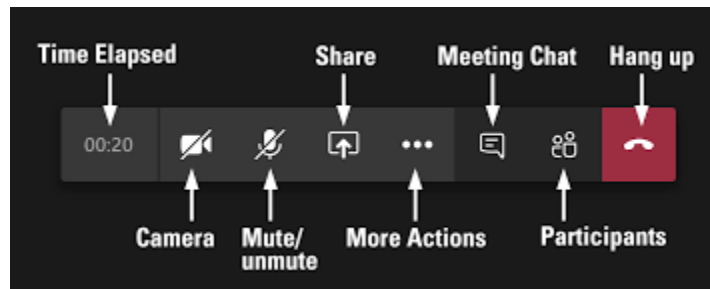
Other functions & options while you're in a Teams meeting accessed from the meeting bar (shown below):

- First, you'll see the time elapsed in the meeting
- Second icon is a video – this is where you can turn your video on or off (must have a webcam for this to work, either embedded into your device or USB plugged in)
- Third icon: your microphone and where you mute/unmute
- The three dots (...) gives you more actions such as blur your background, access device settings, etc.

- The chat icon is how you access the meeting chat – opens to the right of the meeting
- The people icon is how you see the other participants in the meeting
- Last icon is how you hang-up the meeting



Microsoft Teams Control Task Bar:



The menu that is shown when you click on the "..."

