

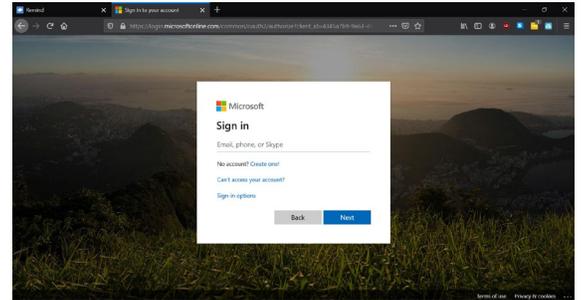
How-To Guide | Join a Meeting for Video Conferencing or Class Discussion

On your COMPUTER

1. Log in to Microsoft Teams either via ClassLink or directly with Microsoft Office 365.

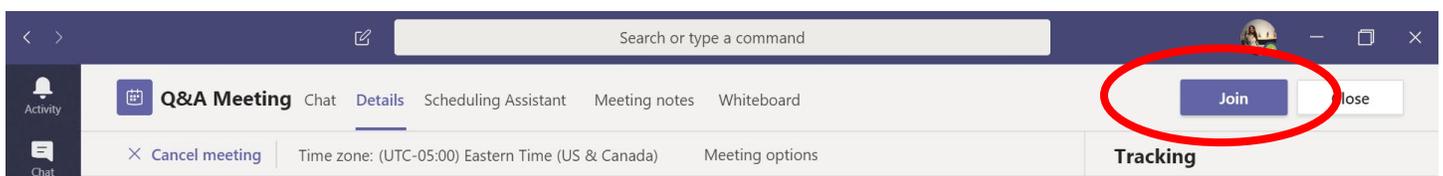
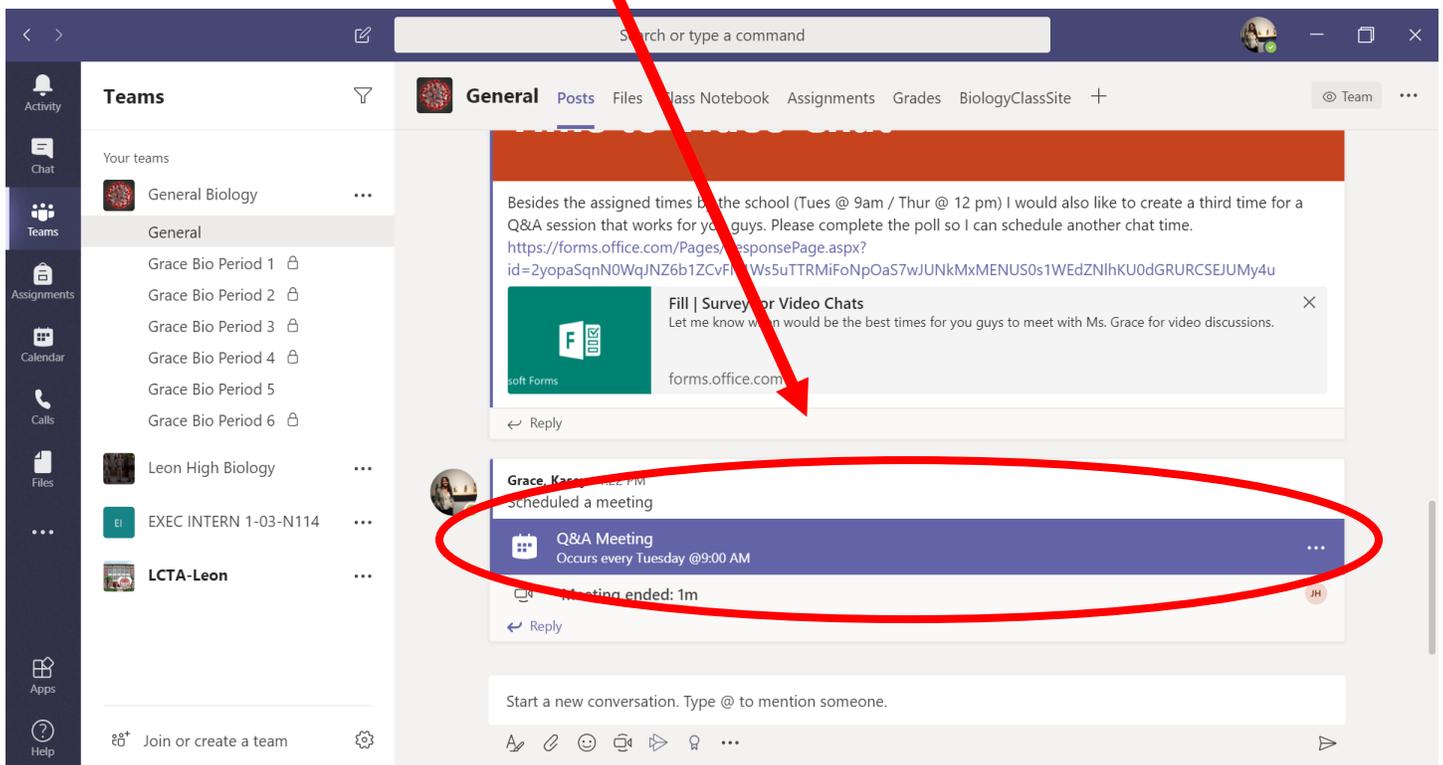


OR

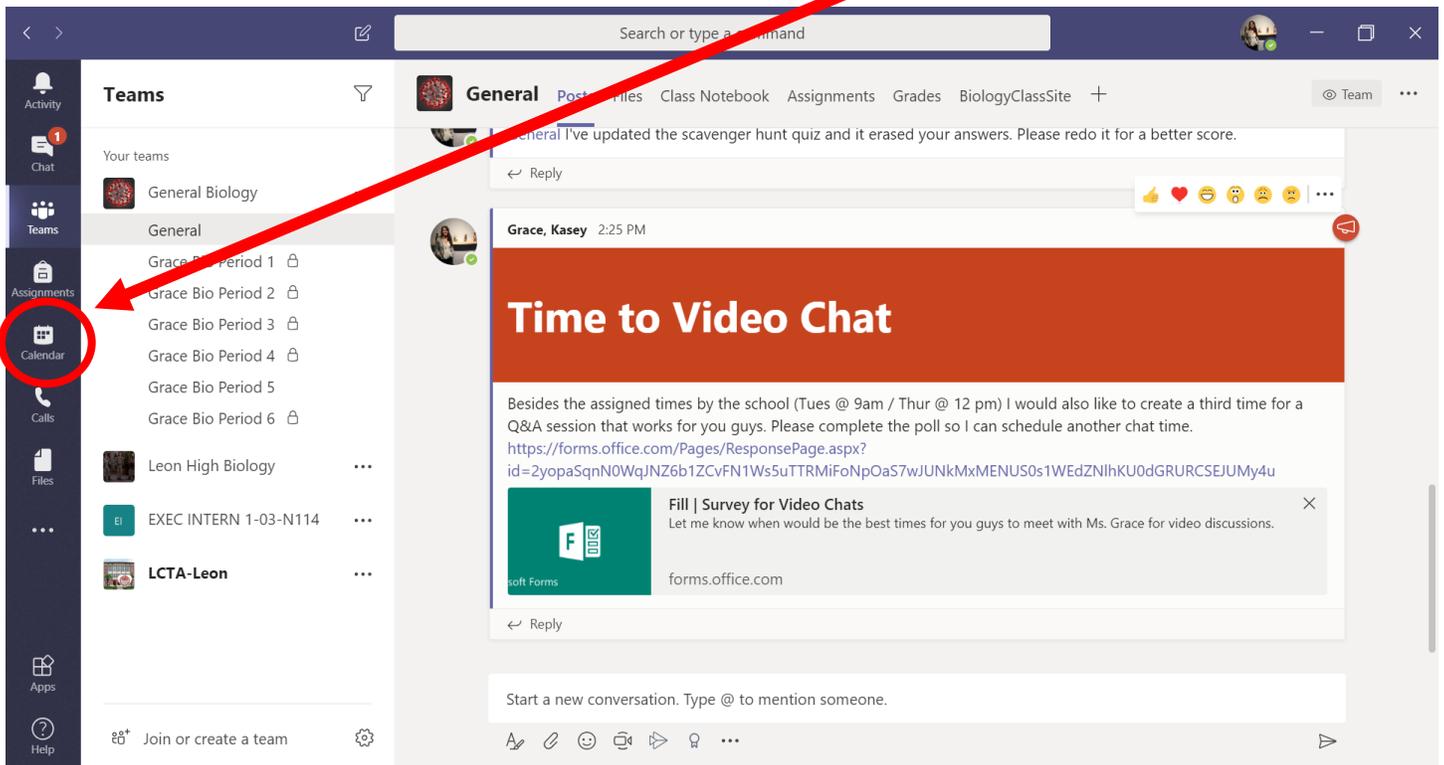


2. Once you are logged in, open up the Teams page to General Biology
Your screen may look a little different than mine since I downloaded the desktop app, both using the browser and desktop version will let you join a meeting.

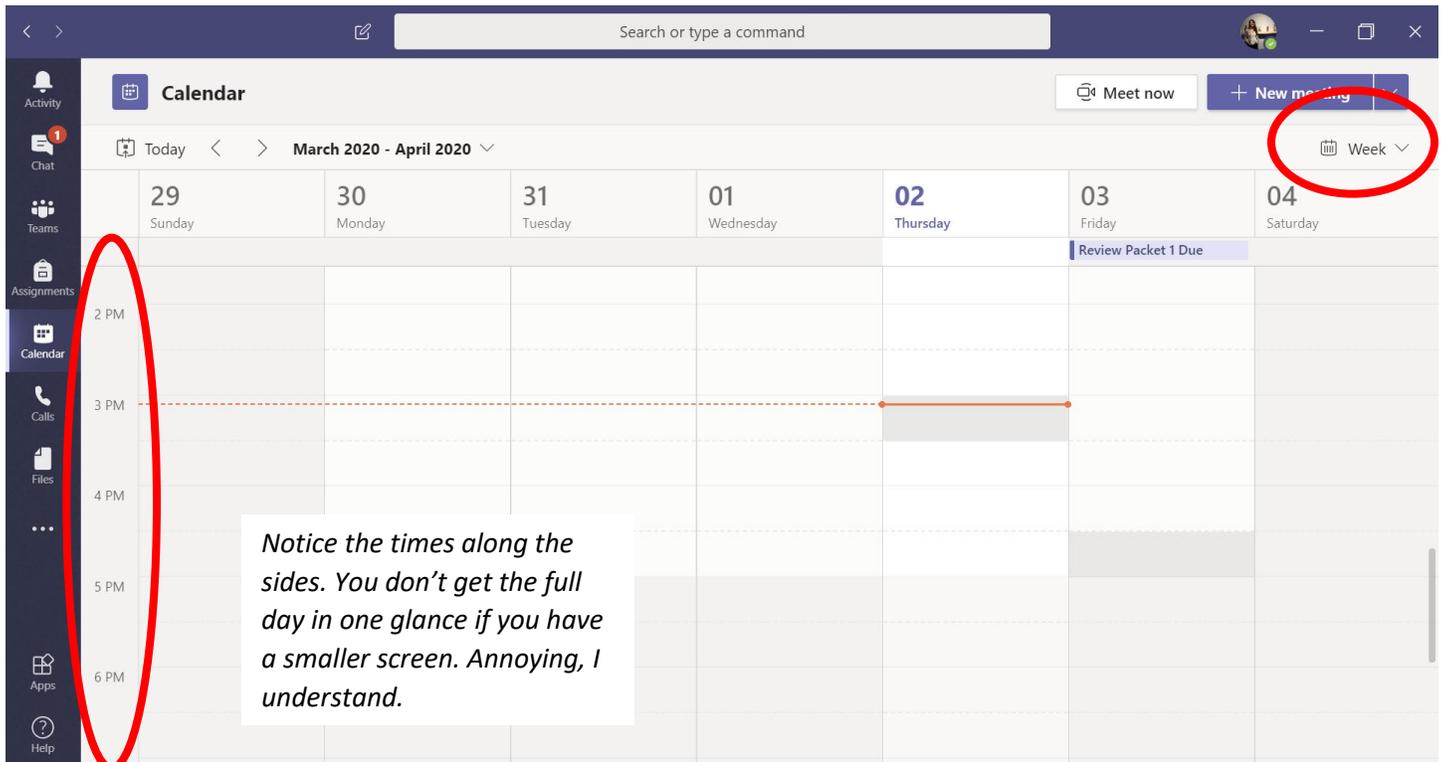
3. **Option 1:** Click on the meeting in the “Posts” feed and click “Join”



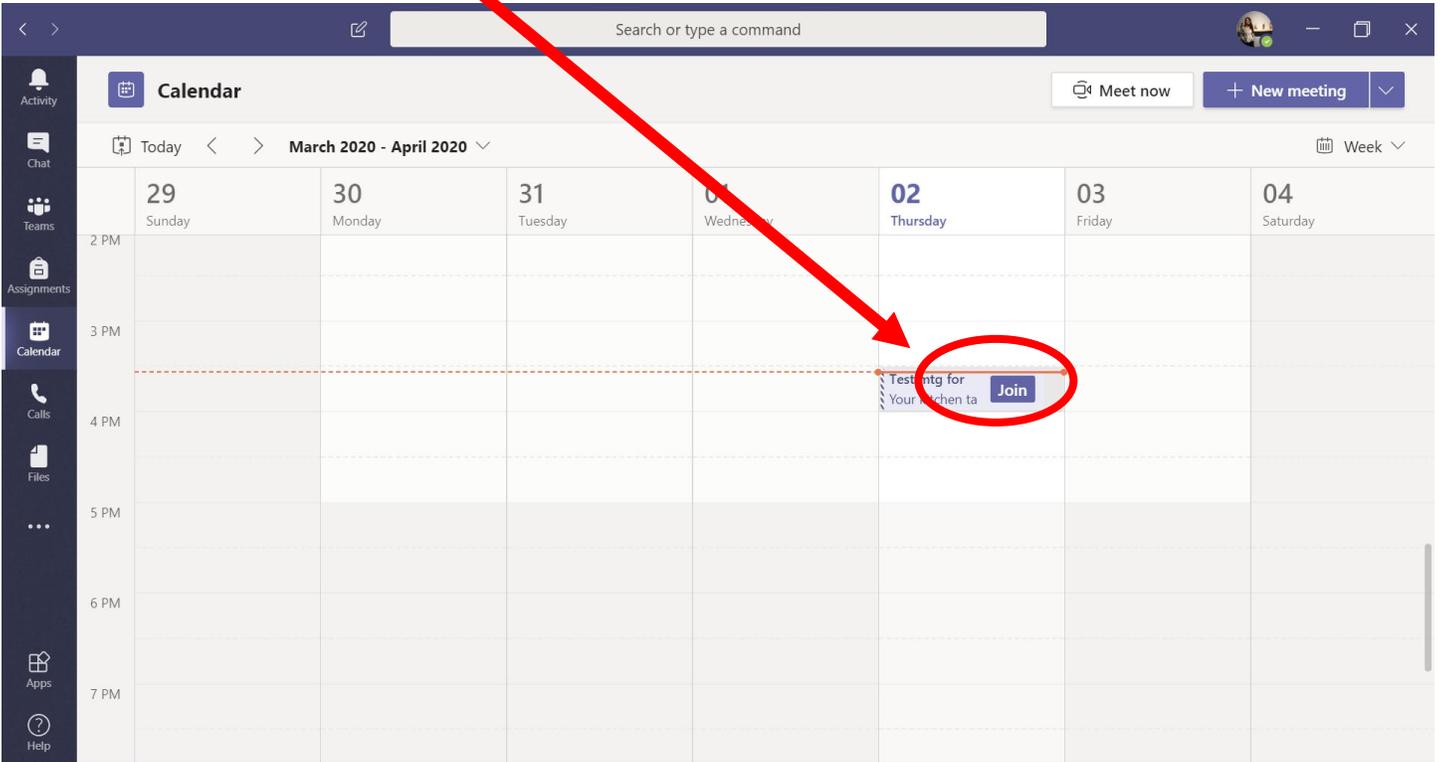
4. **Option 2:** If it is buried in the feed, click on the icon that says “CALENDAR” on the left hand side. If it isn’t there, click the dot-dot-dot to find it.



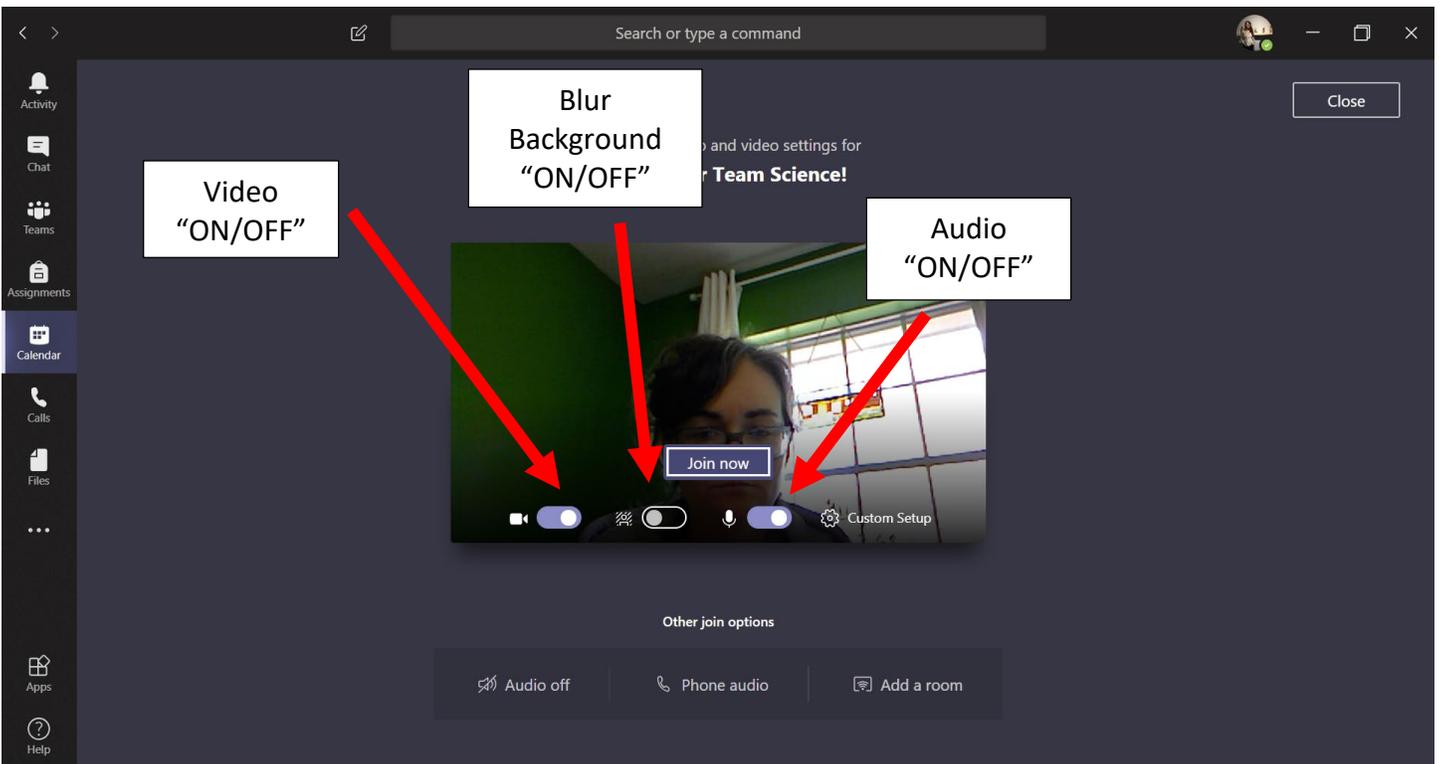
5. In your calendar, you will need to find the meeting. I keep mine in “WEEK” so I can see the weekends, but that is up to you. You will need to scroll up or down for the correct time.



6. Find the Meeting and click "Join".

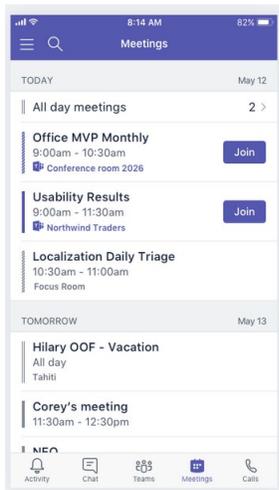
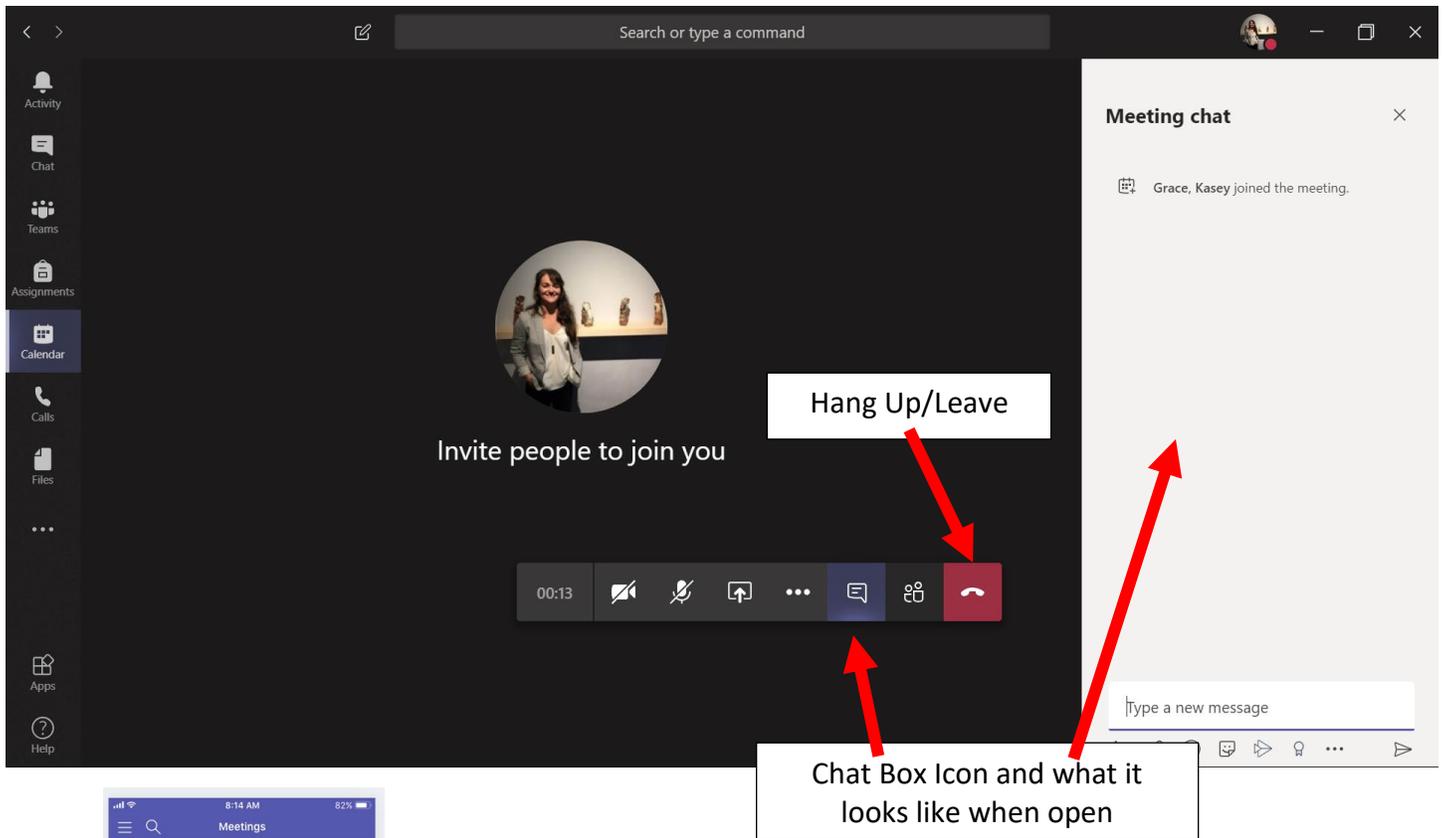


7. After you join, correct your settings by clicking on the correct toggles and click "Join Now" when you are ready to participate.



Key Things to Remember

- You can toggle “ON” or “OFF” video AND/OR sound. Do this if you leave the chat for a minute- let’s keep some privacy.
- You will be on mute if you join the meeting after it has started and will need to turn sound back on. Ask if it isn’t working in the CHAT BOX.
- **Open** the chat box so you can see what is being typed/discussed.
- Remember to be professional, this is an extension of the classroom-
SCHOOL RULES APPLY (see Etiquette Guide for more information)
- The chat boxes will change as people talk. So no more than 4 at a time, but it is the last four who spoke/participated.



Phones are a little different, but all the buttons are the same.