
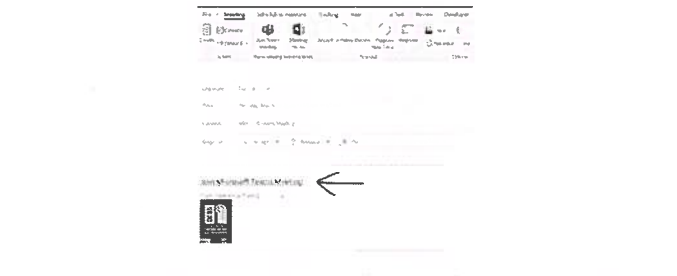
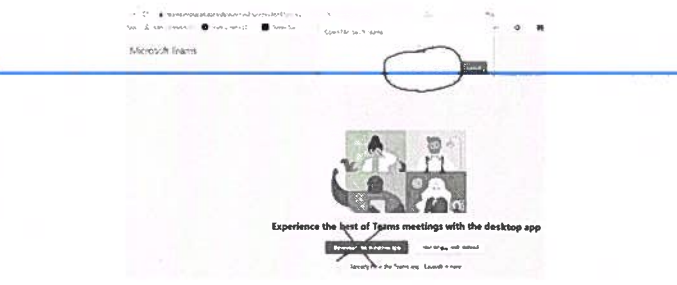
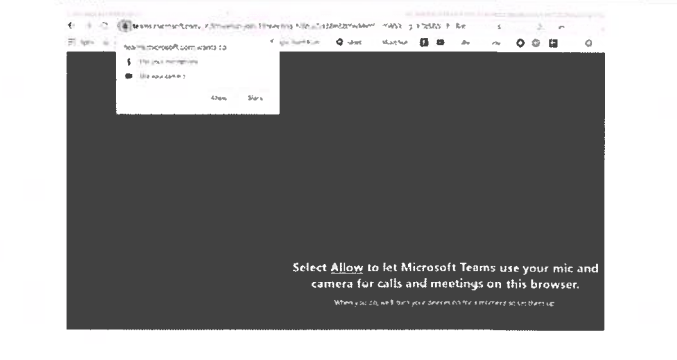

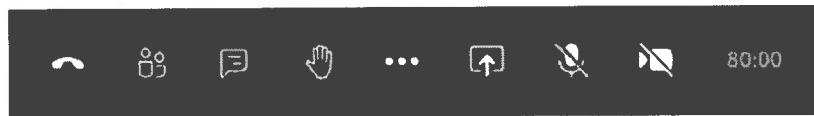


Microsoft TEAMS Meetings

Please read through this short document before entering your TEAMS Meeting. The instructions below will show you how to join the meeting. If you using a tablet or phone, you will need to download the MS TEAMS app first from the app store. (iOs or Android)

<p>Entering the Meeting:</p> <p>You would have already received a TEAMS meeting invite sent to your email. Accepting the meeting will add the meeting to your calendar.</p> <p>From your calendar, click on the meeting.</p>	
<p>Click on the link, "Join Microsoft Teams Meeting"</p> <p>Note: If you did not accept the meeting invite, you may click on the "Join Microsoft Teams Meeting" link located at the bottom of the email invite.</p>	
<p>Once you click the link, a window will open to ask you if you want to Open the TEAMS meeting. You have the option to download MS Teams to your desktop or laptop.</p> <p>You also can click the web version of TEAMS too, if you are working from a device that does not have TEAMS installed.</p>	
<p>Remember depending on what device you're using, wifi connection etc. you may experience a lag with connection to the meeting. If this happens just close the window and click on the "Join Microsoft Teams Meeting" link again from your email or calendar.</p> <p>If using the TEAMS Web version, it will ask you to have access to your microphone and video. Click "Allow".</p>	
<p>Before you "JOIN", please mute your microphone. You can also turn off your camera and still see your avatar/name on screen. Having this off when entering a meeting is important as it will reduce any background noise as you enter.</p> <p>Please be sure to arrive approximately 10 minutes before the meeting is scheduled to start and not any sooner. This will allow the organizer of the meeting to arrive first and get set-up.</p>	

MS TEAMS Toolbar



TOGGLE TO TURN YOUR MICROPHONE ON		TOGGLE TO TURN YOUR MICROPHONE OFF	
USE THIS TO SHARE YOUR SCREEN		USE THIS TO UNSHARE YOUR SCREEN	
HAVE A QUESTION OR WANT TO SHARE, CLICK TO RAISE YOUR HAND		FINISHED SHARING CLICK TO LOWER YOUR HAND	
USE THIS SYMBOL TO ASK A QUESTION OR CHAT		TYPE IN THE TALK BOX TO SEND YOUR MESSAGE	
SHOW PEOPLE WHO ARE IN OR HAVE BEEN INVITED TO THE CHAT		CLICK THE TELEPHONE TO DISCONNECT AND LEAVE THE MEETING	

This is the **More Actions** button. Here you will find access to your device settings. A great place to check if your audio or microphone is correctly set up.