

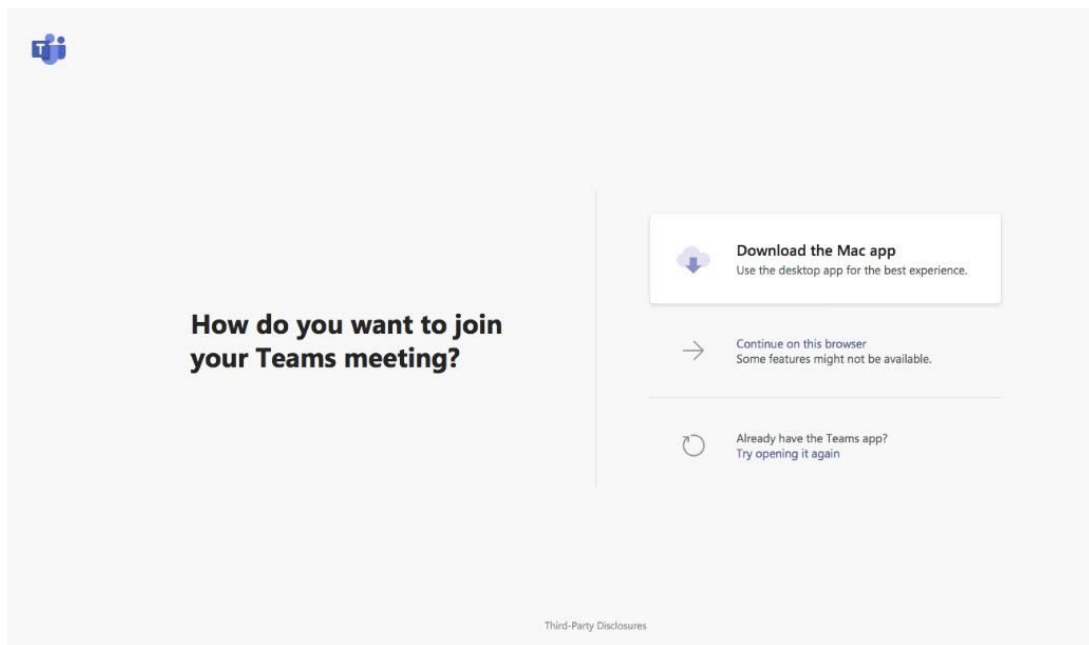
Microsoft Teams Instructions

(With audience video and audio.)

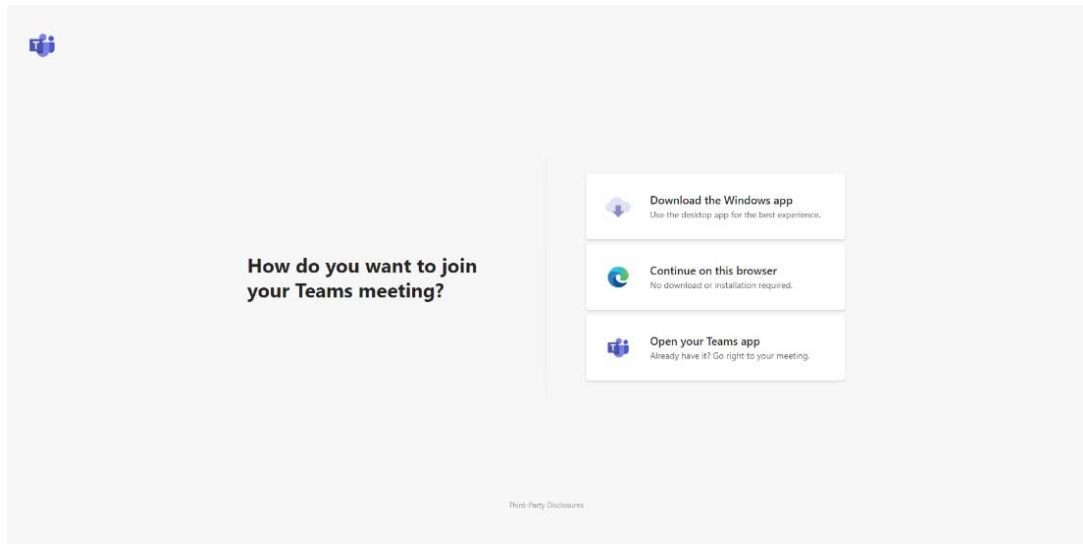
To join from your desktop, laptop or tablet:

1. Click on the “Join Microsoft Teams Meeting” link that was sent to you in your confirmation email.



If using a Mac, the following screen should appear:



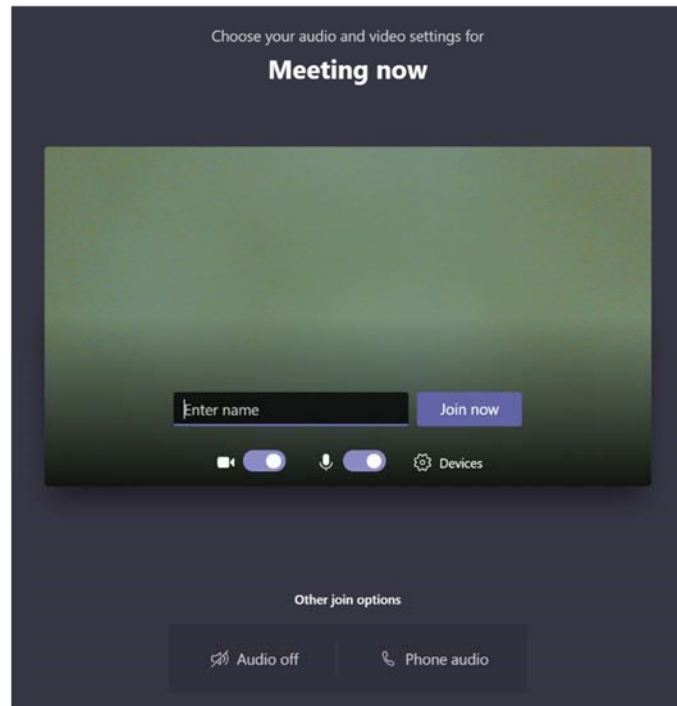
If using a PC, the following screen should appear:



2. If you do not currently have the Teams app and/or you do not want to download the Teams app, choose “Continue on this browser”
(Note: You may see “Join on the web instead”).

If joining by web, participants should use the most recent Edge  or Chrome  browser.
(Microsoft Teams is **NOT** yet compatible with Safari.)

3. Once the meeting window appears, you can choose your audio and video settings.



Please enter your name and do the following **before** you click “Join now”:

If you would like to appear in meeting’s video feed, please turn your camera to the on position.

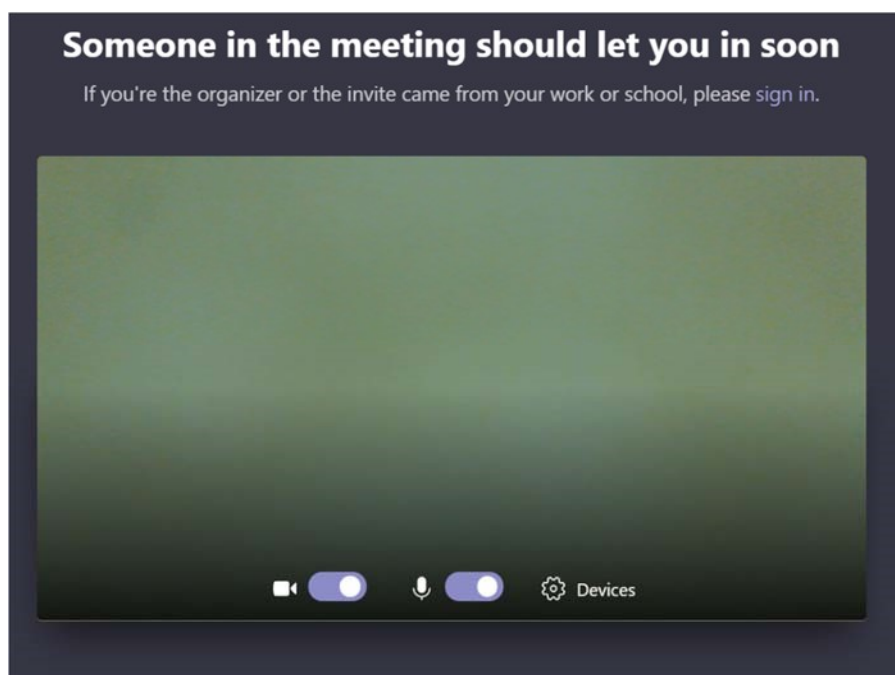


Please turn your audio to the “on” position. You will be able to mute and unmute yourself during the meeting.



Click “Join now”.

4. If the meeting has not yet started, you will then see a screen that says, “Someone in the meeting will let you in soon”. Please use this time to confirm on the screen that your video and audio settings are on.

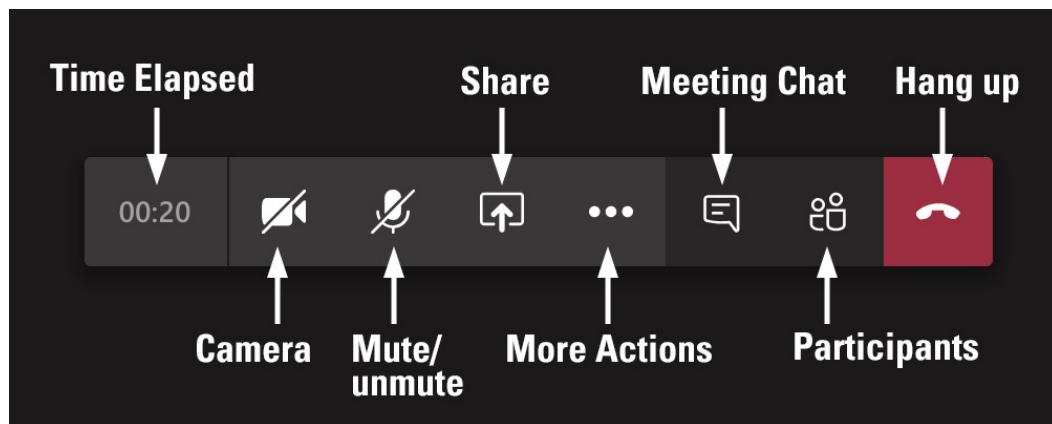


Once the meeting is started you will be admitted.

Desktop, laptop and tablet control options

You can control your video and audio by selecting the icons in the taskbar shown below.

To ask a question, select the chat bubble icon. A window will appear on your right-hand side. You can type your questions in at any time during the presentation.



You may also see a “Raise your hand” icon. Your meeting organizer will communicate if this function will be used during the meeting time.



To join by calling in with your phone (no video capabilities, sound only):

1. Dial the phone number that was sent to you in the confirmation email.
2. When prompted, enter the conference ID that was sent to you in the confirmation email.
3. You will be muted upon entry. If you would like to ask a question, you will have to press *6 before speaking.