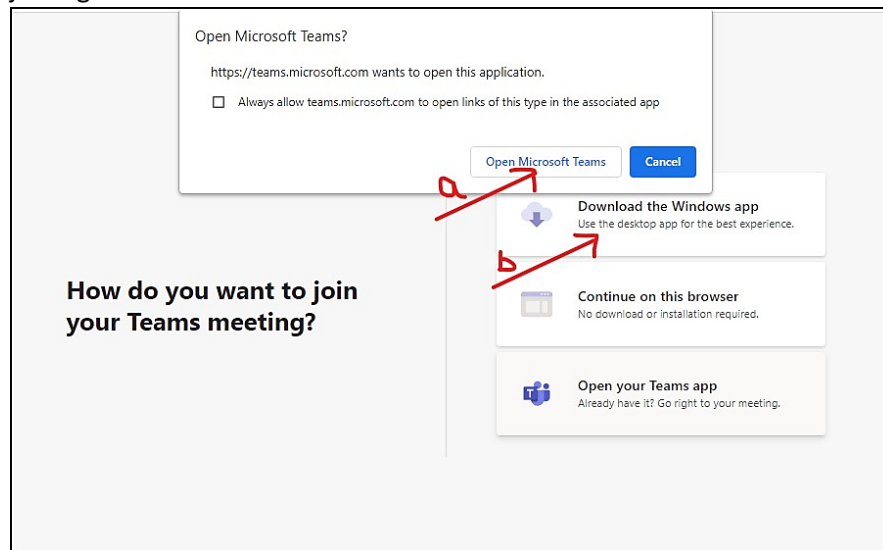


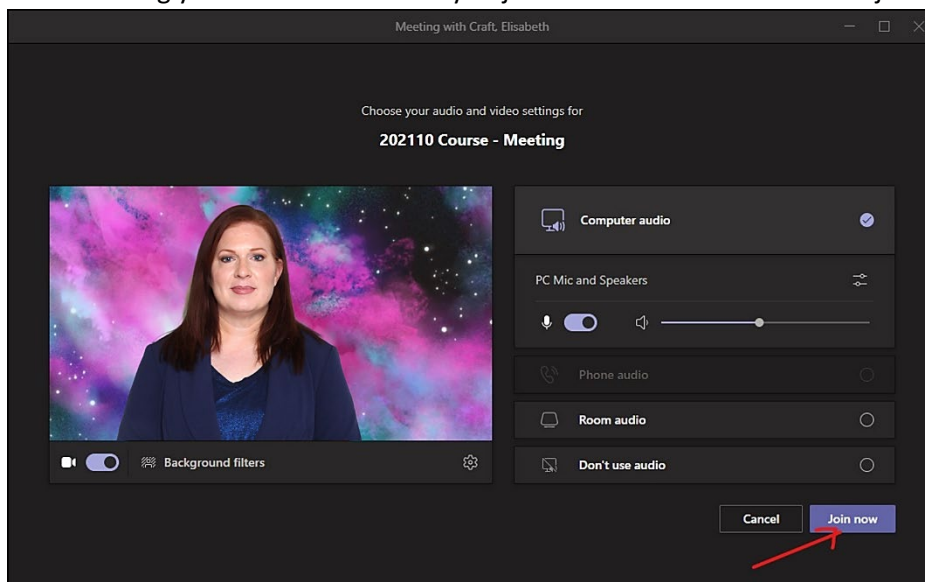
Instructions for Joining a Teams Session

Follow these four (4) steps to access a Microsoft Teams session:

- 1) Click on the session link provided to you in the Canvas course (Homepage, Announcement, Discussion, Calendar Event, etc).
- 2) This will bring you to the following screen.
 - a. If you have already downloaded the app, then just click on “Open Microsoft Teams” button or the “Launch it now” link below. You will be asked to log in with your Outlook email and password. You will only need to do this once.
 - b. If you have NOT already downloaded the app, then you will need to do this once before joining the session.



- 3) This will bring you to the session and you just have to click “Join now” to join.



- 4) Make sure that your microphone and video are working properly.
- To adjust or test your microphone or camera settings, click on the three buttons on the tool bar and select “Show device settings” for more options. You do not have to have your camera on during the meeting.
 - You may be asked to keep your microphone on mute unless you have a question. Click on the microphone icon on the tool bar.
 - If you do not have a microphone you can use the chat feature (next to the three buttons on the tool bar).

