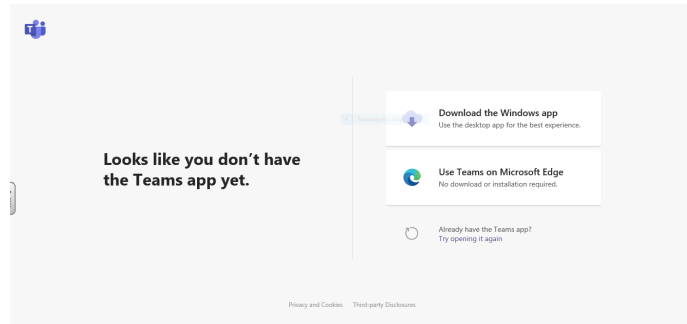


How to join a Microsoft Teams meeting

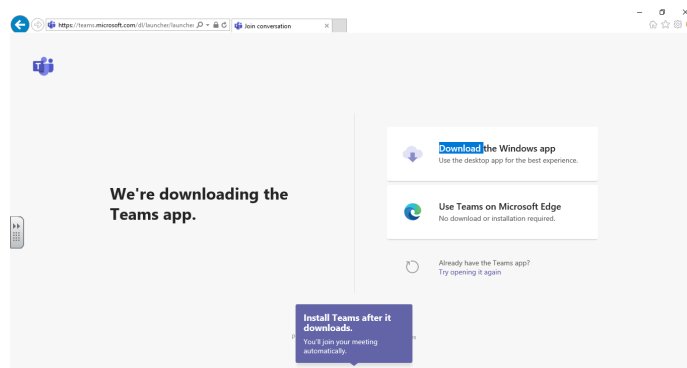
You will receive an email from the teacher inviting you to join a Teams lesson. Click on the link.

That will open a web page, where you'll see two choices: Download the Windows app and Join on the web instead.

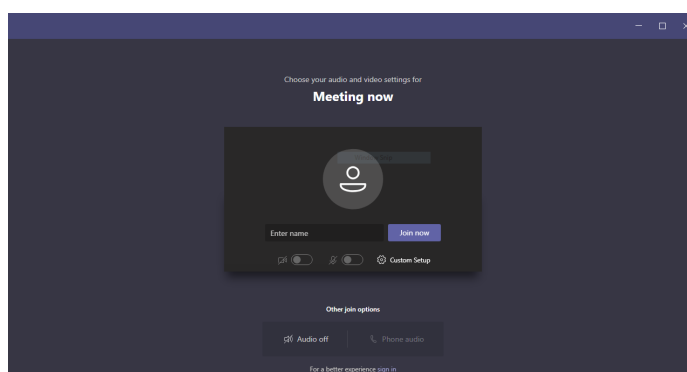


If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's Ok for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

If you download the app, you'll see this page:



Once connected:



Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.

When you're ready, click **Join now**.

Please mute your microphone as you join.

This will bring you into the meeting lobby. We'll notify the meeting organiser that you're there, and someone in the meeting can then admit you.