

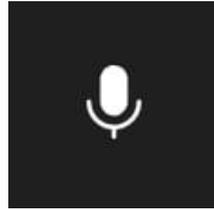


Microsoft Teams

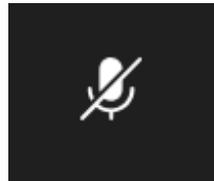
microphone, mute, video, audio, call, more features

Microphone

Microphone **on** = I *can* hear you.

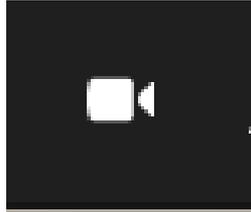


Microphone **off (Mute)** = I *cannot* hear you

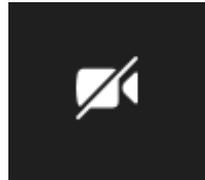


Video

Video on = I see you.



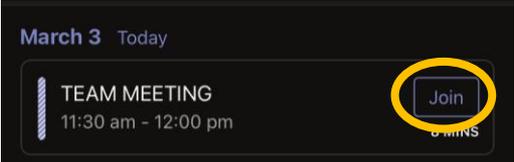
Video off = I *cannot see* you.

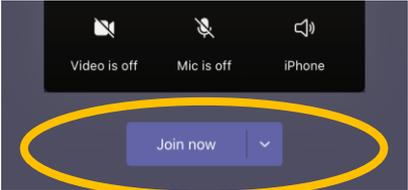


Join Meeting - Phone

1.  Open your **Teams** app on your phone

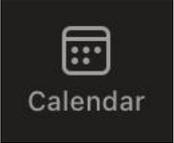
2.  Click on the **Calendar** icon

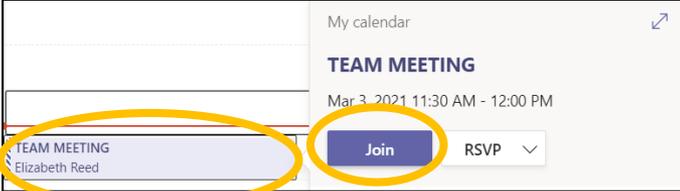
3.  Click **Join** next to your class

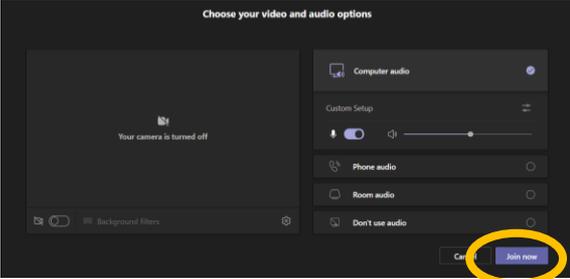
4.  Choose your audio/camera settings, then click **Join Now**

Join Meeting - Computer

1.  Open your **Teams** app on your computer

2.  Click on the **Calendar** icon

3.  Click your class in the calendar, then click **Join**

4.  Choose your audio/camera settings, then click **Join Now**

Leave Meeting

Leave the virtual meeting

Phone



Computer



Chat

Chat = send instant messages during the meeting.

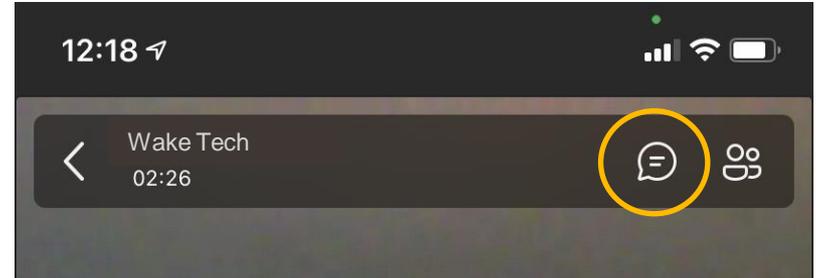
Computer

1. Click the chat icon



Phone

1. Tap on the screen until this appears at the top of your screen:



2. Click the chat icon

3. To go back to class, click the back arrow



Share your Screen

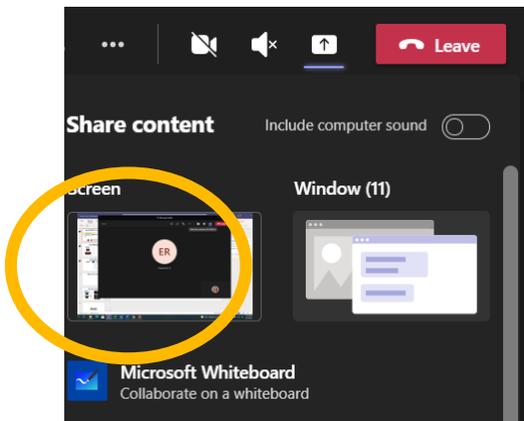
Computer

1.



Click the share screen icon

2.



Click the image under "Screen"

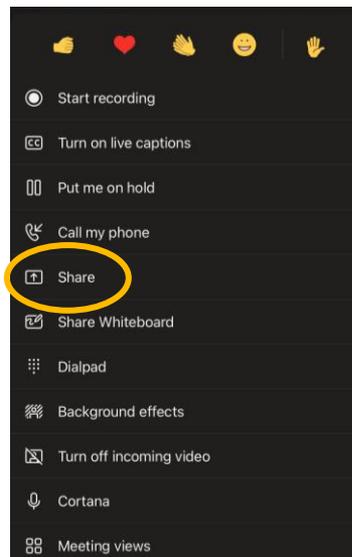
Phone

1.



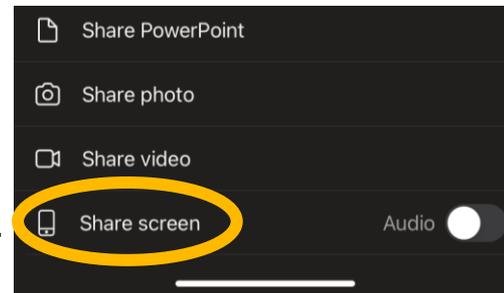
Click the three dots

2.



Click the word "Share"

3.



Click "Share screen"

Review

1. 2. 3. 4. 5. 6. 7. 8.



- 1. Participants:** This is where you'll find the students and teacher who are currently in the classroom
- 2. Chat:** join the chat discussion, pose questions, and exchange communication
- 3. Reactions:** Click to view a range of emoji reactions, such as a raised hand or a thumbs up.
- 4. Additional Settings:** Here you'll find additional settings for the meeting. If you have trouble with your audio/camera, click here to look at the "Device Settings"
- 5. Video:** start/stop your device webcam which allows other participants to see you
- 6. Microphone:** mute/unmute your microphone
- 7. Share your Screen:** Share your screen with your class
- 8. Leave the meeting:** At the end of the online class leaving the meeting