

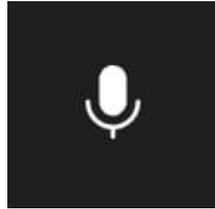


Microsoft Teams

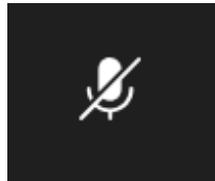
**microphone, mute, video, audio, call, more features**

# Microphone

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

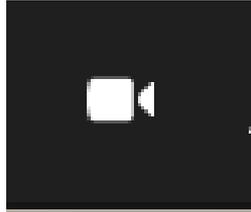


Microphone **off (Mute)** = I *cannot* hear you

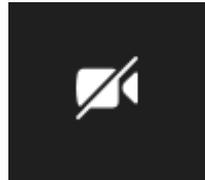


# Video

Video on = I see you.

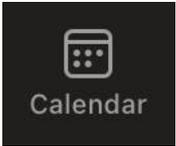


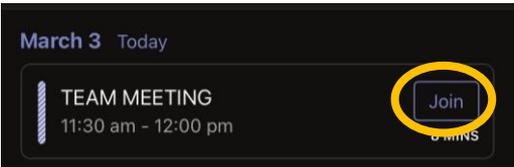
Video off = I *cannot see* you.

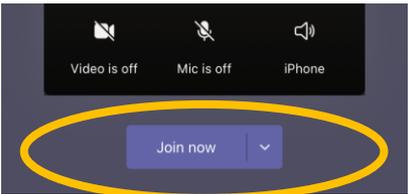


# Join Meeting - Phone

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

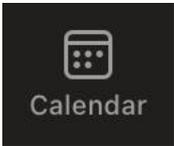
2.  Click on the **Calendar** icon

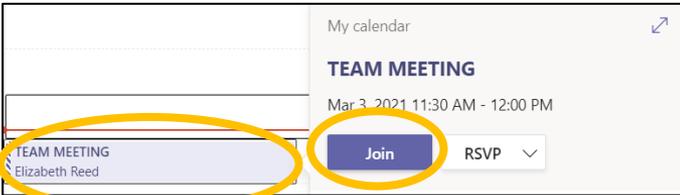
3.  Click **Join** next to your class

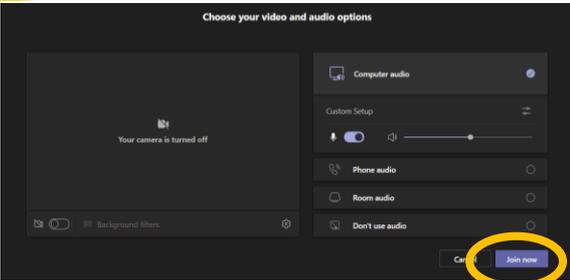
4.  Choose your audio/camera settings, then click **Join Now**

# 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.

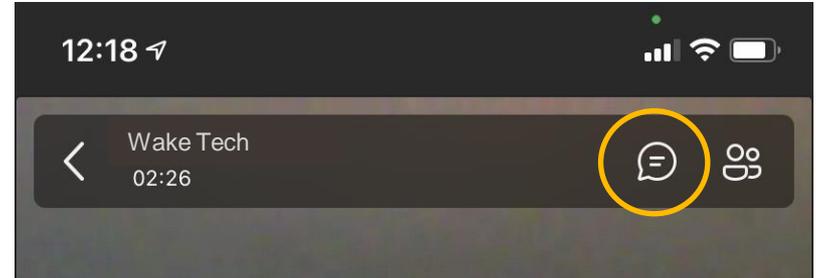
## Computer

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

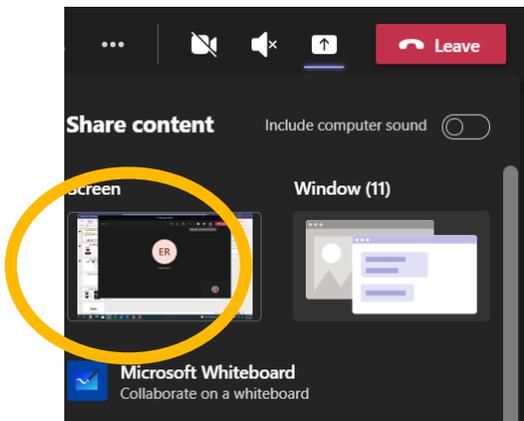
## Computer

1.



Click the share screen icon

2.



Click the image under "Screen"

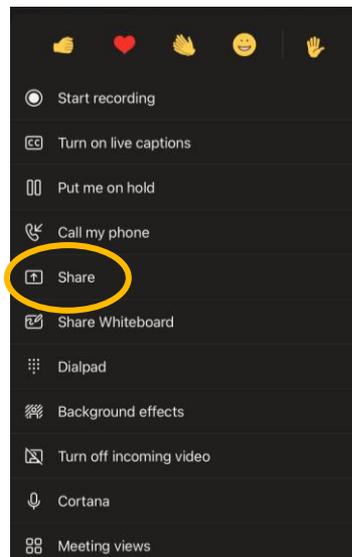
## Phone

1.



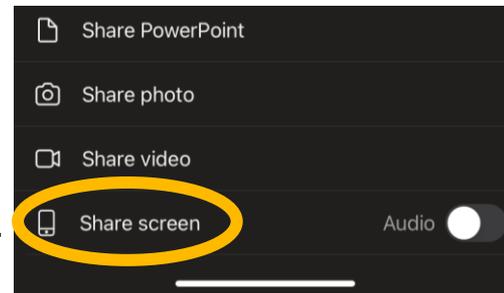
Click the three dots

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