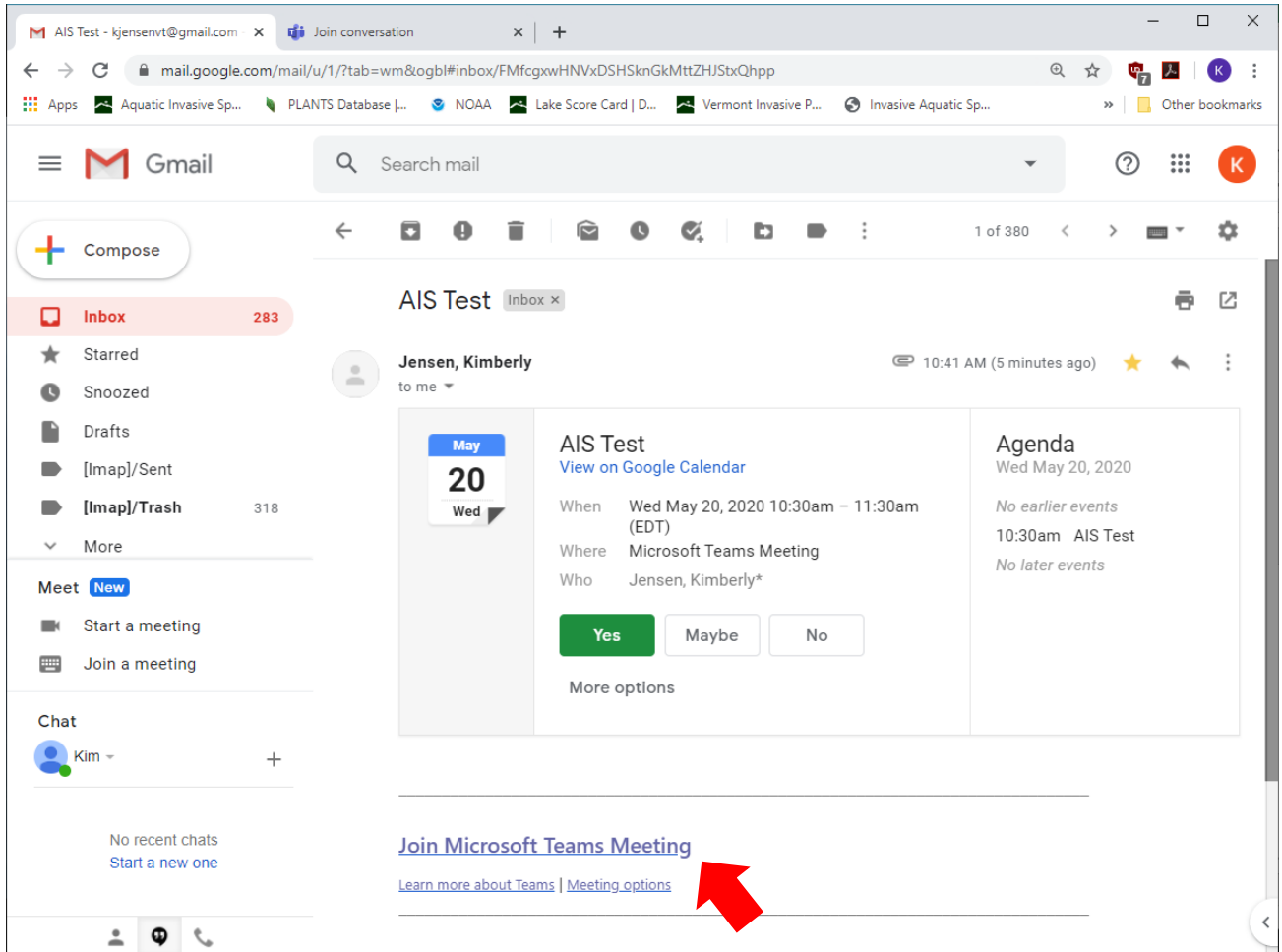



Microsoft Teams Meeting Directions

1. An invitation will sent to your e-mail. Open the e-mail. It's best to use a browser platform, like Google Chrome to access e-mails and open the link. Browsers like Microsoft Edge, Firefox, Internet explorer may not be as compatible with the program. Google Chrome can be downloaded for free.



Click> Microsoft Teams Meeting

Microsoft Teams



Experience the best of Teams meetings with the desktop app

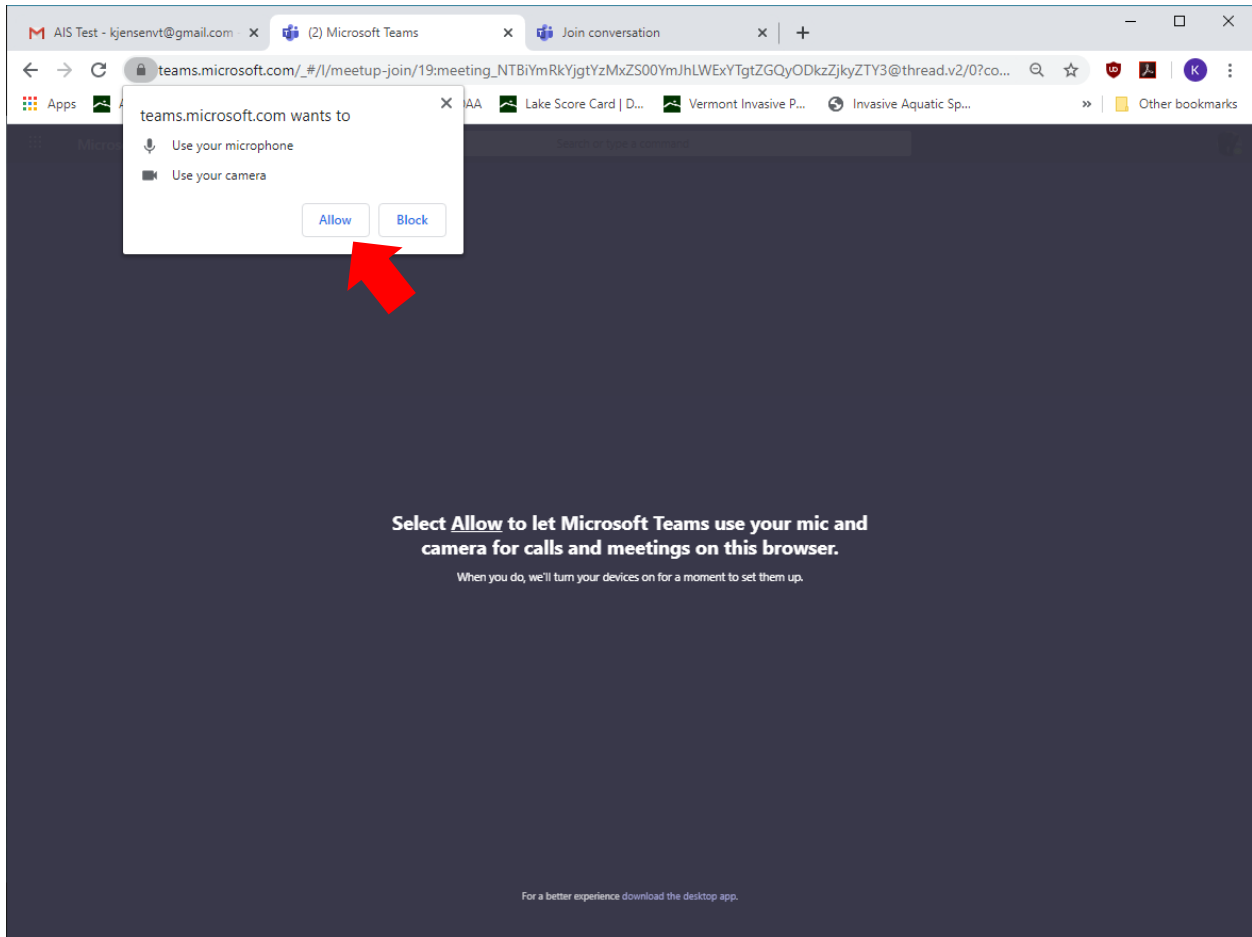
[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

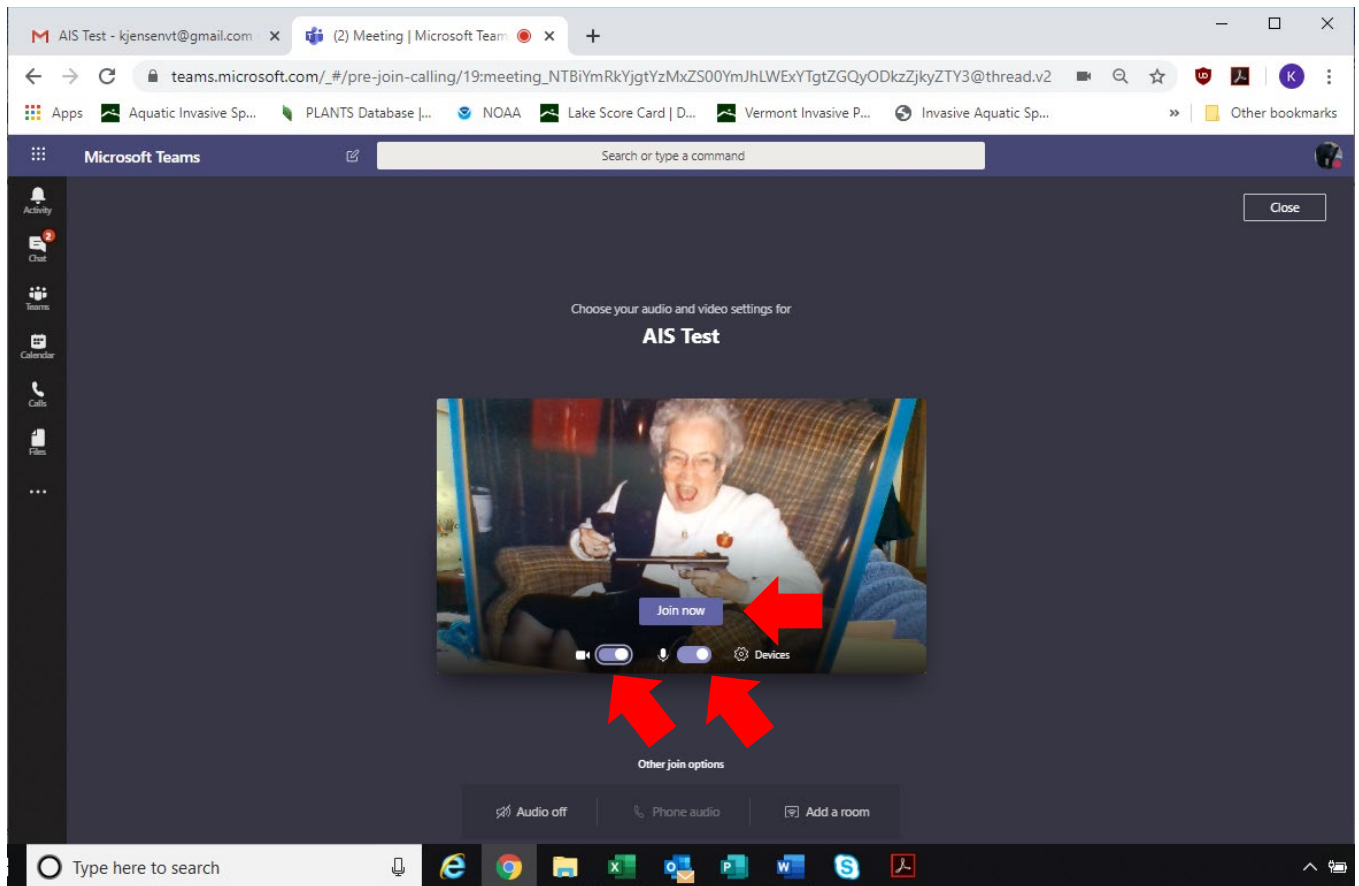
[Third-Party Disclosures](#)

A red arrow points to the "Join on the web instead" button.

Click> Join on the web instead (unless you have the Microsoft Windows Team application)



Click> Allow in the box: team.microsoft.com wants to
Use your microphone
Use your camera

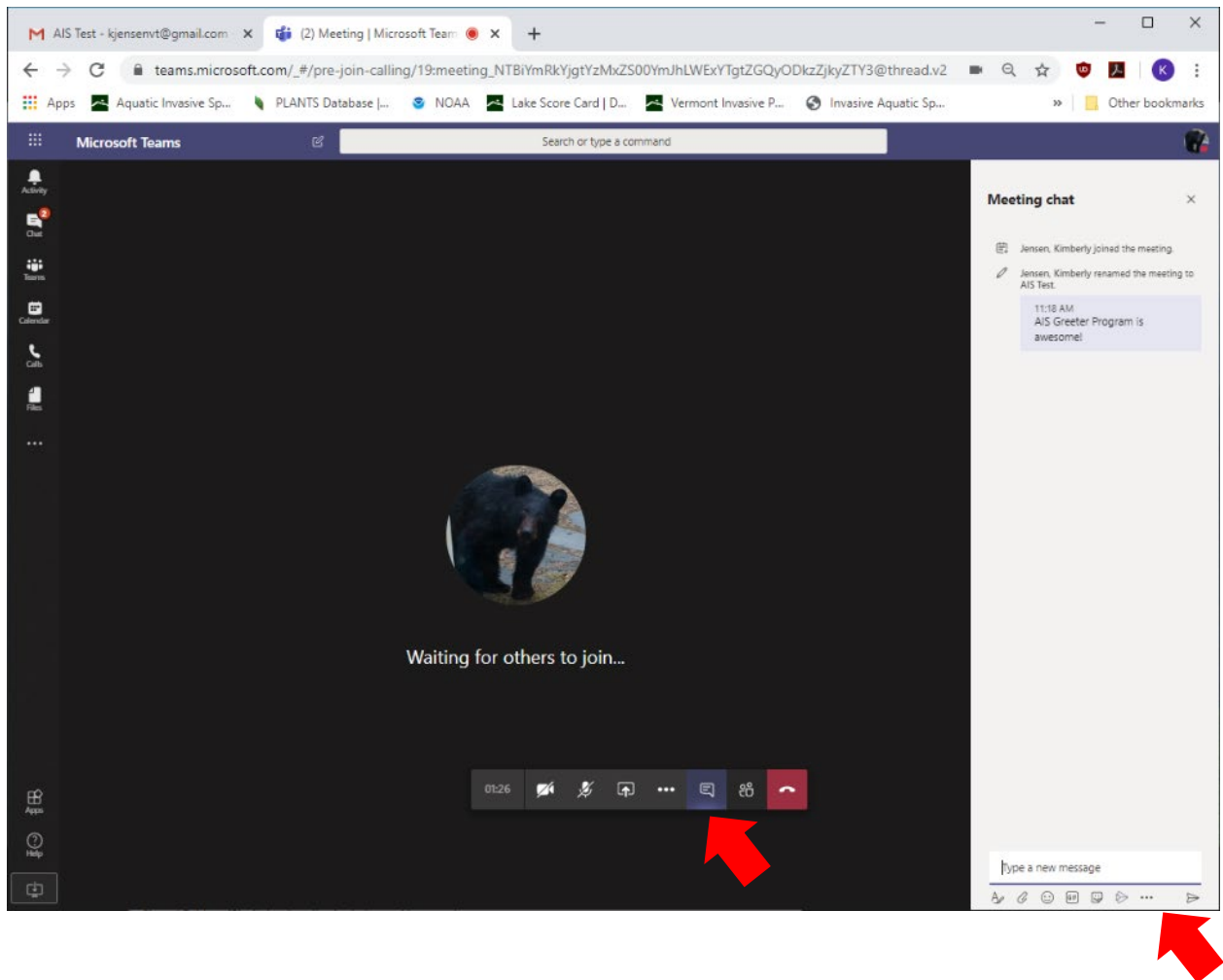


Click> Join now You will be invited in by the Host

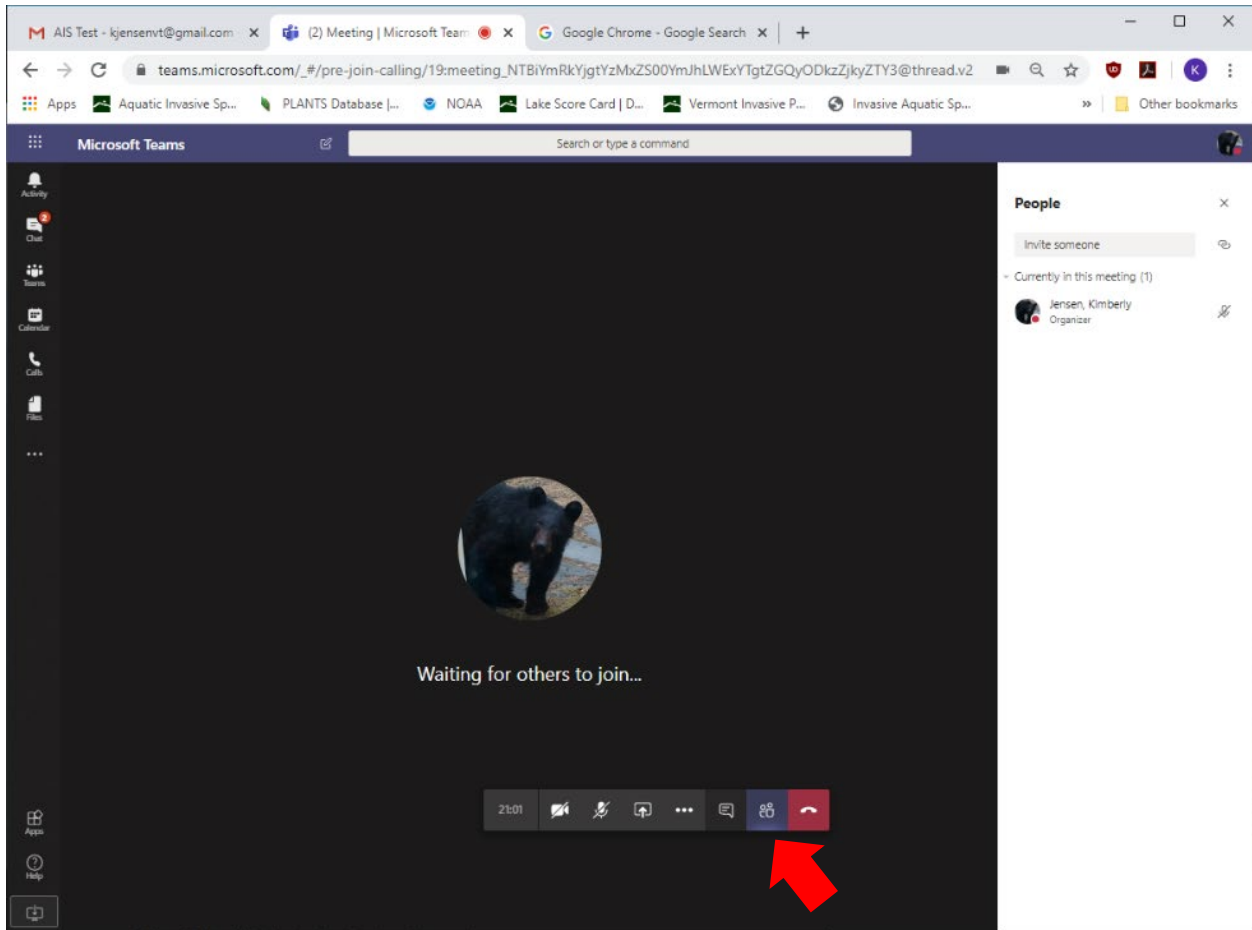
Once in

Click> Video Icon Audio to turn camera on or off (smile! 😊 – Gun optional)

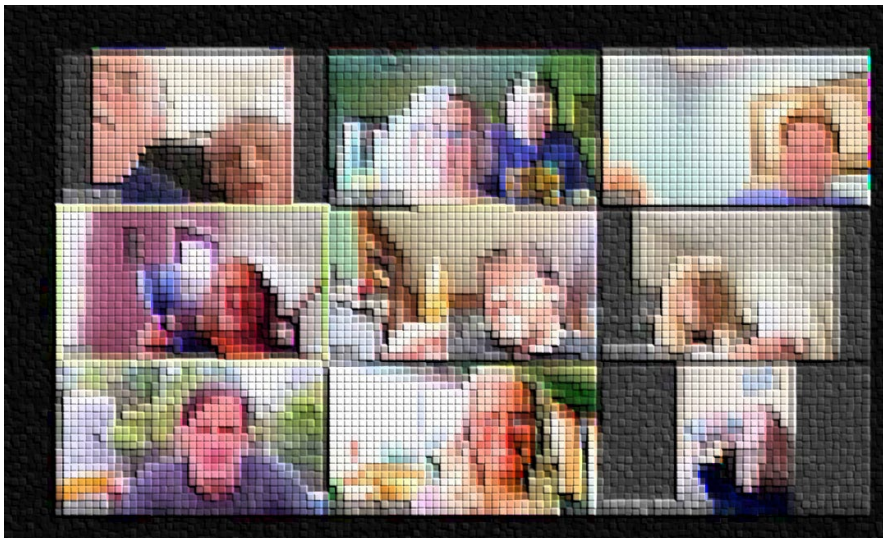
Click > Microphone Icon to speak or mute (mute phone when not in use)



Click> Conversation bubble icon for Meeting chat box. From here you can see or send text messages to the group.



Click> People icon to get a “Brady Bunch” view of the people who are on the call. (Image as been pixilated)



When the meeting is done, you simply hang up by clicking on the phone icon.