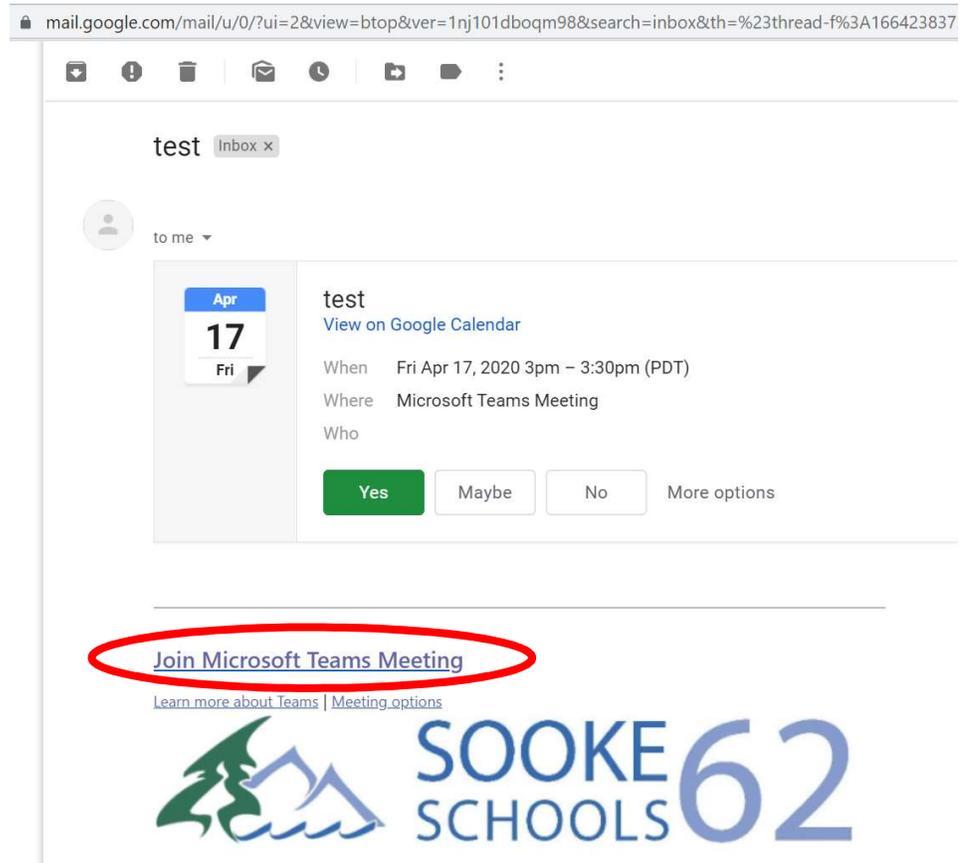




1. Click on the link in your email for the Microsoft teams meeting.



mail.google.com/mail/u/0/?ui=2&view=bt&ver=1nj101dboqm98&search=inbox&th=%23thread-f%3A166423837

test Inbox x

to me ▾

Apr 17 Fri

test
[View on Google Calendar](#)

When **Fri Apr 17, 2020 3pm – 3:30pm (PDT)**

Where **Microsoft Teams Meeting**

Who

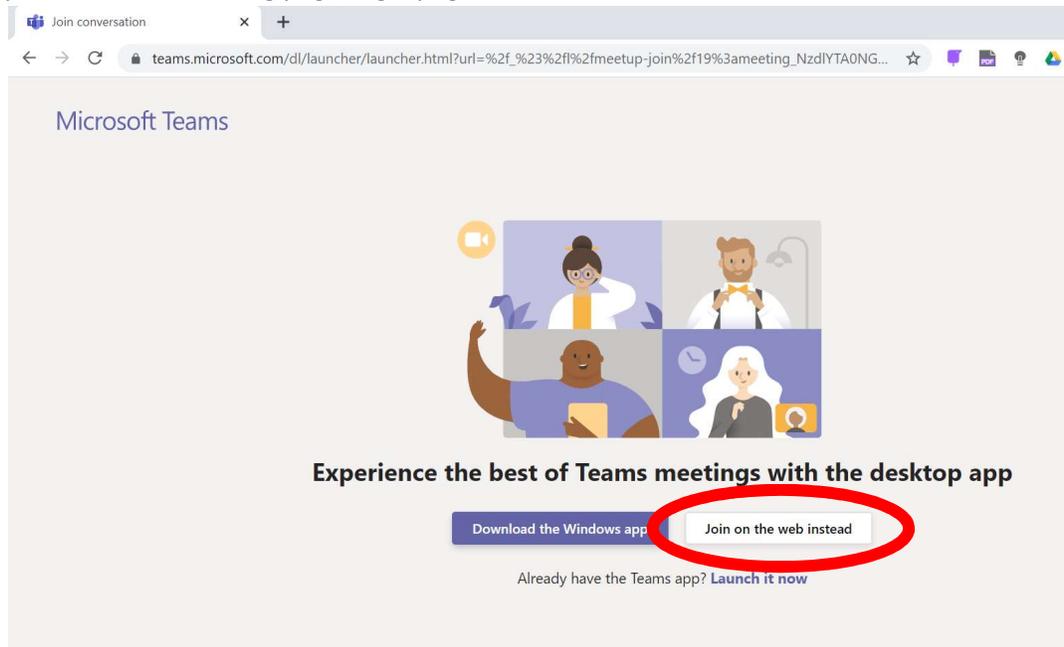
[More options](#)

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



2. It will take you to a Teams landing page/login page. Click on “Join on the web instead.”



Join conversation

teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2f%2fmeetup-join%2f19%3ameeting_NzdIYTA0NG...

Microsoft Teams

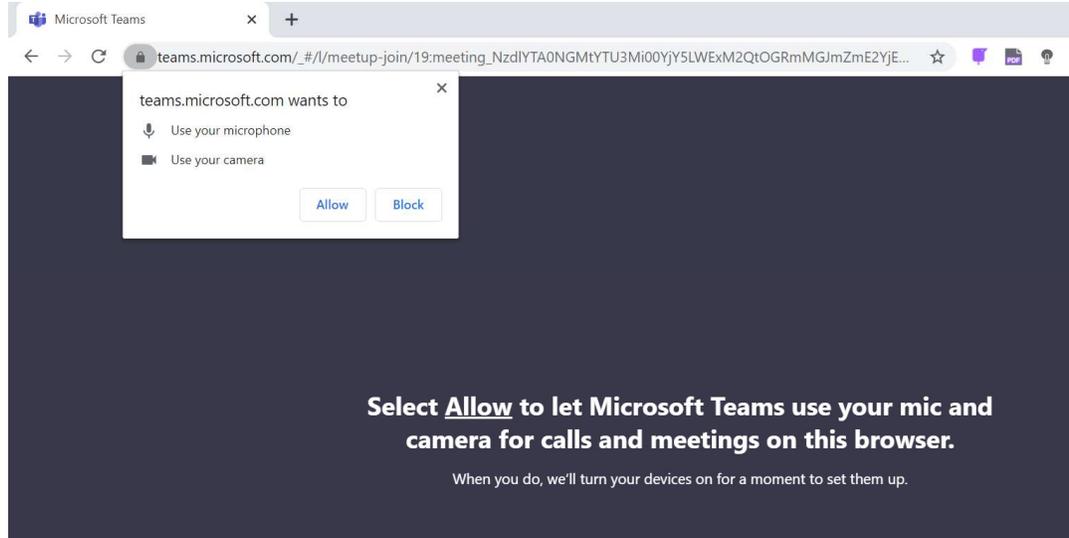


Experience the best of Teams meetings with the desktop app

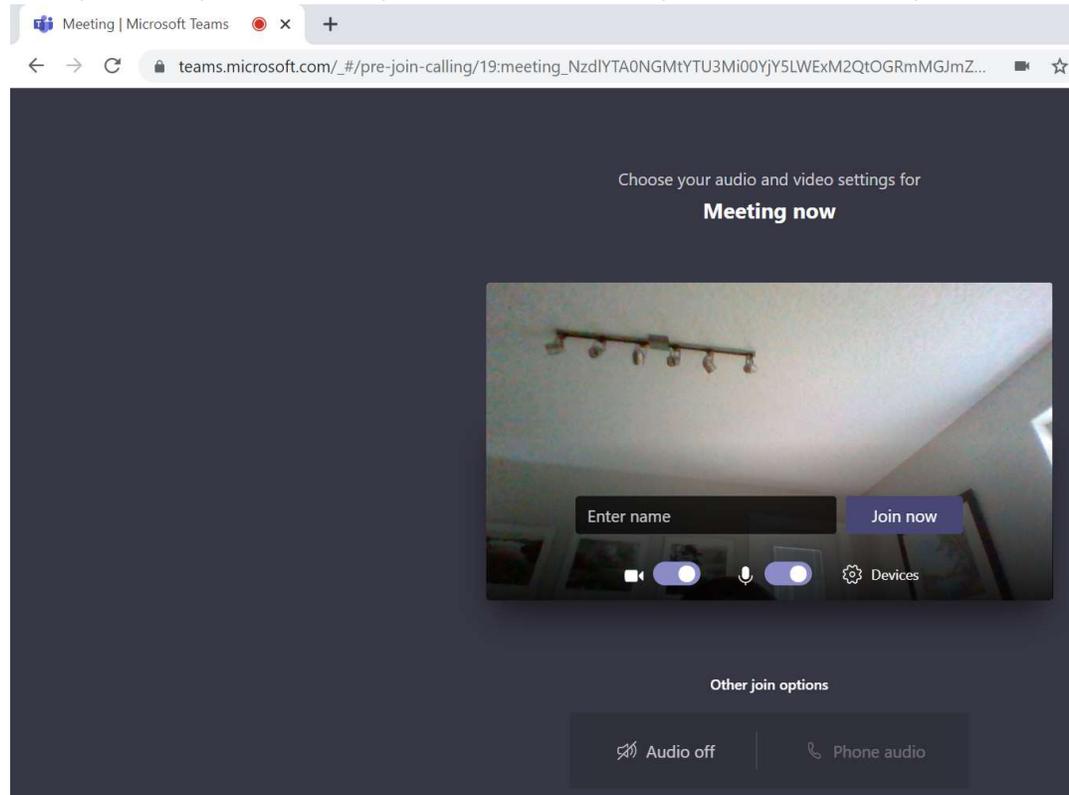
Already have the Teams app? [Launch it now](#)



3. Click allow for microphone and camera. You can toggle these on/off later at any time.

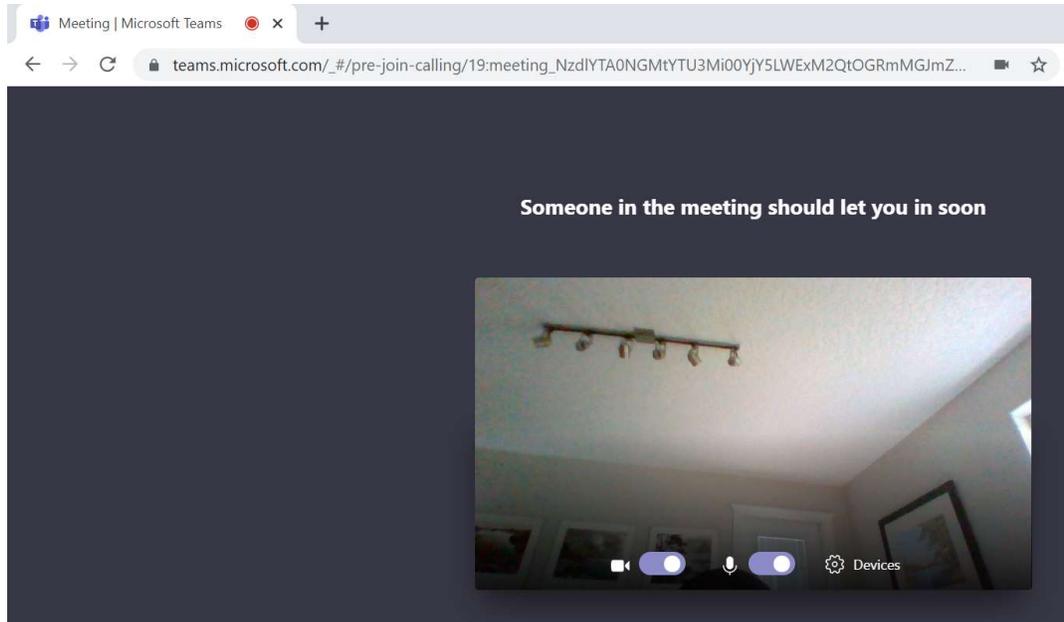


4. Mute your microphone. If you want, turn your camera off. Enter your name and click "join now"

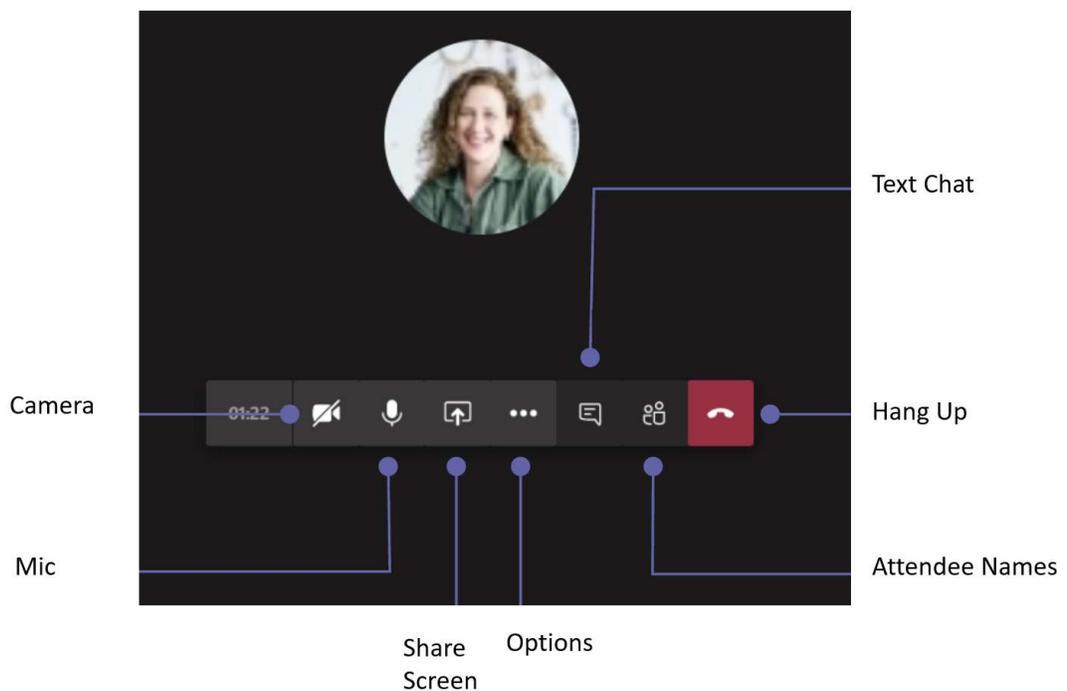




- You will be shown a “lobby” or waiting screen until the presenter joins the meeting and accepts all the waiting attendees.



- Once you join the meeting, your screen will show a floating toolbar in the middle of the screen. If it disappears, move your mouse to bring it back.





Parent Information Microsoft Teams Virtual Meetings



7. As people join the meeting, you will see their video or their initials if their camera is off. There is a limit to seeing the videos/initials of the last 4 people that talked. If you want to keep seeing a particular person, you can right click on their name/image and choose “pin”.
8. Features coming soon from Microsoft include being able to click on a “Hand up” icon when you have questions and being able to see the last 9 people that talked.
9. More information is available at: <https://bit.ly/sd62teamsvideos>