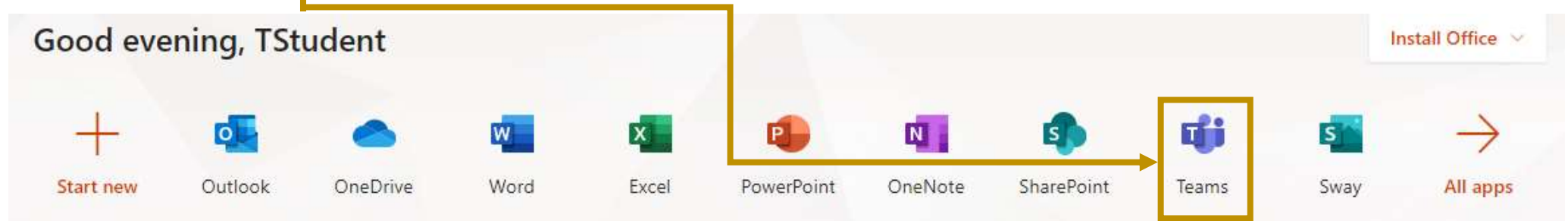


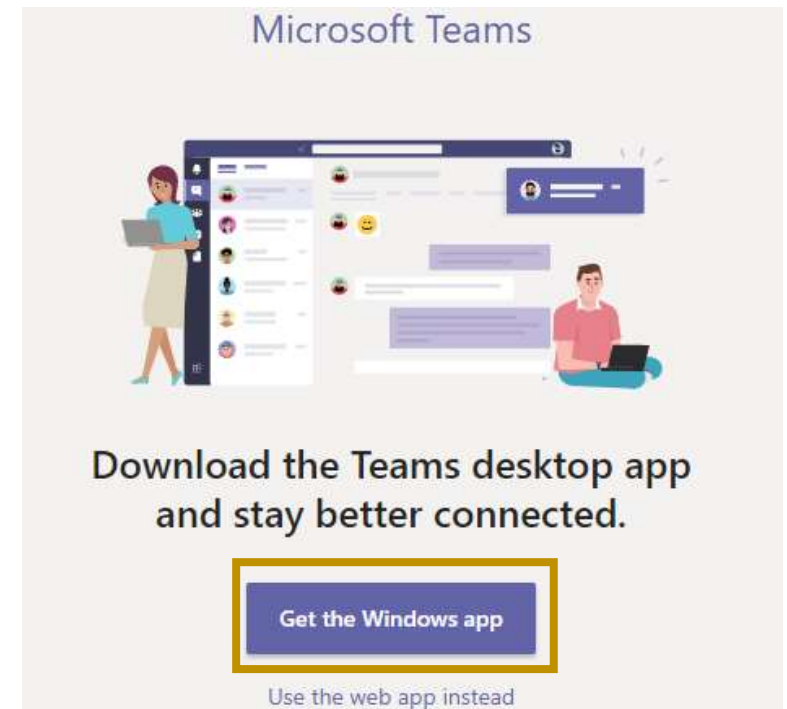
How to Join a Meeting on Teams

Step 1: Logon on to your school email account by going to www.office.com. If you do not know how to do this, please refer to the 'Accessing your Emails' guide. Or open Teams if you have already downloaded it.

Step 2: Click on the **Teams** icon:

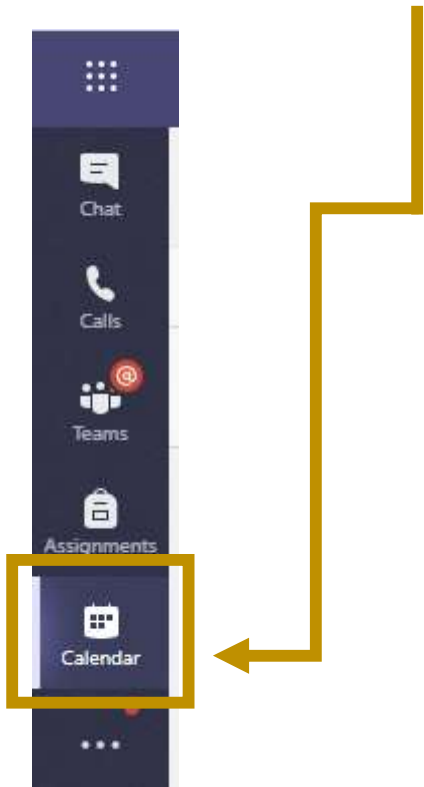


Step 3: You can use the web app or download click '**Download the Windows App**' which will give you more features (including handy reminders!):



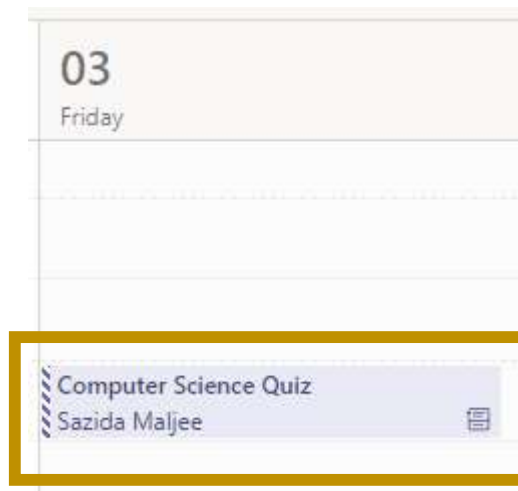
How to Join a Meeting on Teams

Step 4: Click on the 'Calendar' option:



Step 5: The meeting will appear in your calendar.

Click on the blue box.



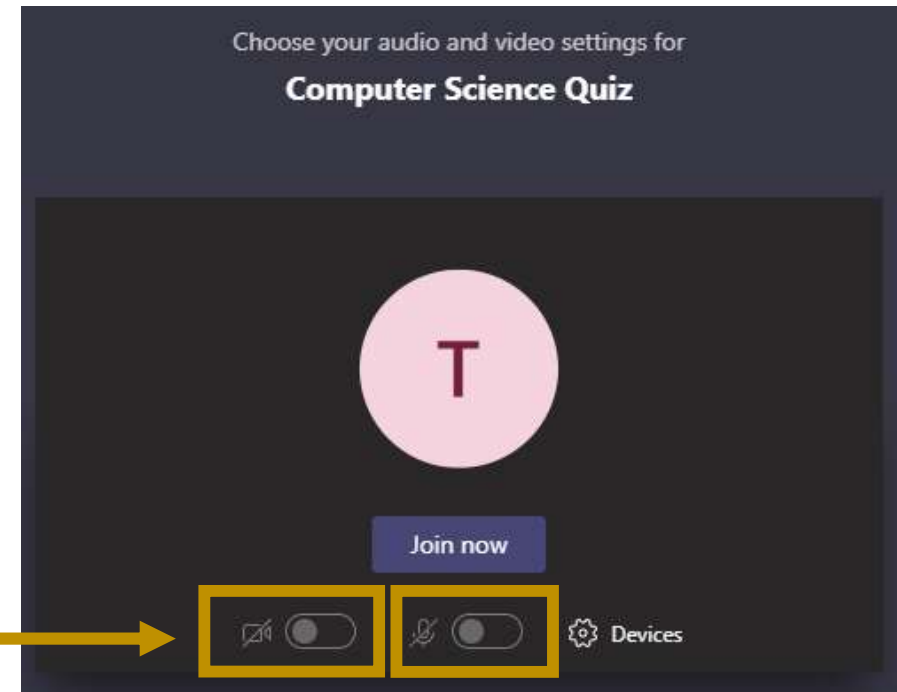
How to Join a Meeting on Teams

Step 6: Click the 'Join' button to take part in the meeting.

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a notification that says "This page needs a refresh. [Refresh now](#)". Below this, the meeting title "Computer Science Quiz" is displayed with tabs for "Chat" and "Details". A "Join" button is highlighted with a yellow box, and a "Close" button is next to it. The main content area shows the meeting details: "July 3, 2020 1:30 PM - 2:00 PM", "FHS-2019-08x-Cp3 > General", and a description: "This is a short quiz which planned for this **Friday** from **1:30 -2:00**." Below the description, there is a paragraph: "The idea is that you log on to TEAMS, join the meeting, we can talk to each other via the chat feature and take part in an interactive Quizlet, which should be fun. Please others know that this is happening, it would lovely to have most of the form online at the same time." On the right side, there is a "Tracking" section showing the organizer "Sazida Maljee" with the initials "SM". The left sidebar contains navigation icons for Chat, Calls, Teams, Assignments, Files, and Apps.

How to Join a Meeting on Teams

Step 4: Before clicking 'Join now', make sure the **camera** and **microphone** are turned off.



Step 5: Click on the **'Chat'** button to add and view comments in the group:

