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# Virtual Meeting Guide

Microsoft Teams is Avon Community School Corporation's virtual meeting tool. A Microsoft account is not needed. Here's how to join a meeting.

## JOIN ON A MOBILE DEVICE

**1** Download the Microsoft Teams iPhone or Android mobile app. This app must be installed to join a meeting on a mobile device.



**2** Locate the Microsoft Teams meeting info sent from Avon Schools in your email or ParentSquare. There are two ways to join the meeting.

### Option 1: Join with Link

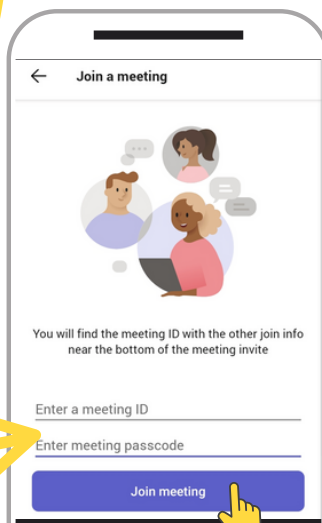
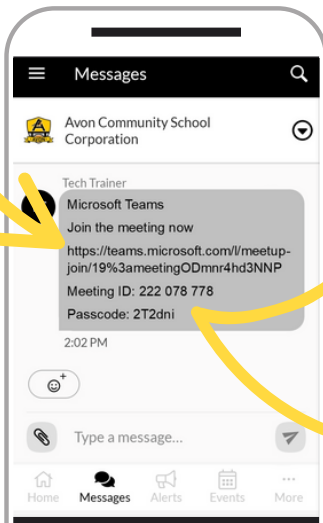
Tap the join link, which may be a long website address or simply 'Join the meeting now.'

This opens Microsoft Teams app or asks you to download if not installed.

### Option 2: Join with Meeting ID

Open the Microsoft Teams app on your phone. Tap 'Join meeting with an ID.'

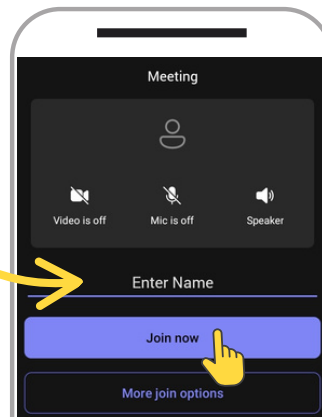
Enter the provided Meeting ID and Passcode. Tap 'Join Meeting.'



**3** Choose to 'Join as Guest' - you do not need to sign in or create an account.

Enter your name as you want it to display in the meeting.

Tap 'Join Now.'



**4** You may have to wait to be admitted to the meeting.

**5** If prompted, allow permissions for the app to use your microphone and camera.

**6** Tap the on screen buttons to turn on/off your camera and microphone, adjust volume, or leave the meeting. Tap the 3 dots '...' for chat and more options.



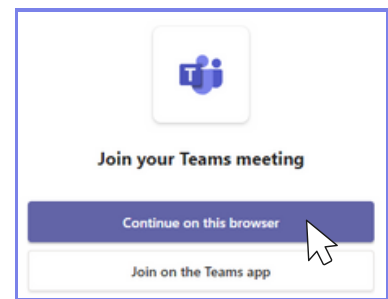
## JOIN ON A COMPUTER



On a computer, click the meeting join link you received. Google Chrome or Microsoft Edge web browsers work best.

Or enter the Meeting ID and Passcode at: [microsoft.com/microsoft-teams/join-a-meeting](https://microsoft.com/microsoft-teams/join-a-meeting)

Select 'Continue on this browser' if computer does not have Teams installed. You do not need to install the app or create an account.



Join as Guest.

Enter your name for the meeting. Allow camera and microphone permissions. Wait to be admitted to the meeting.