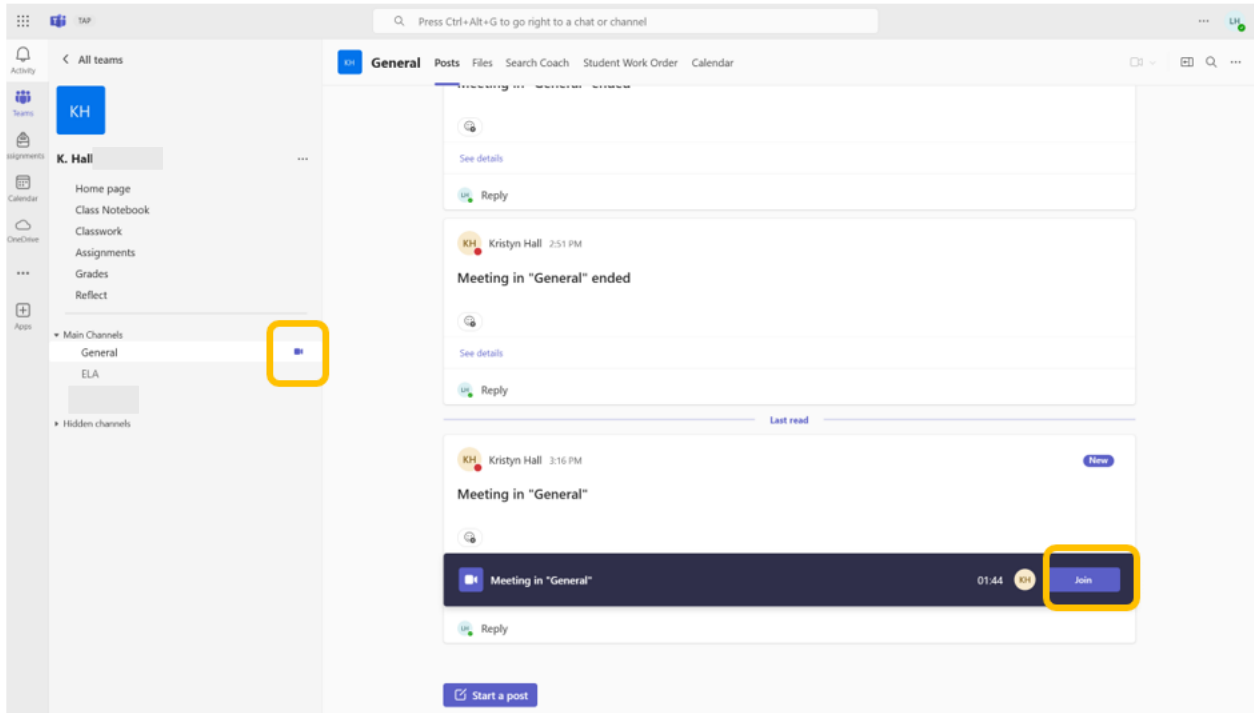
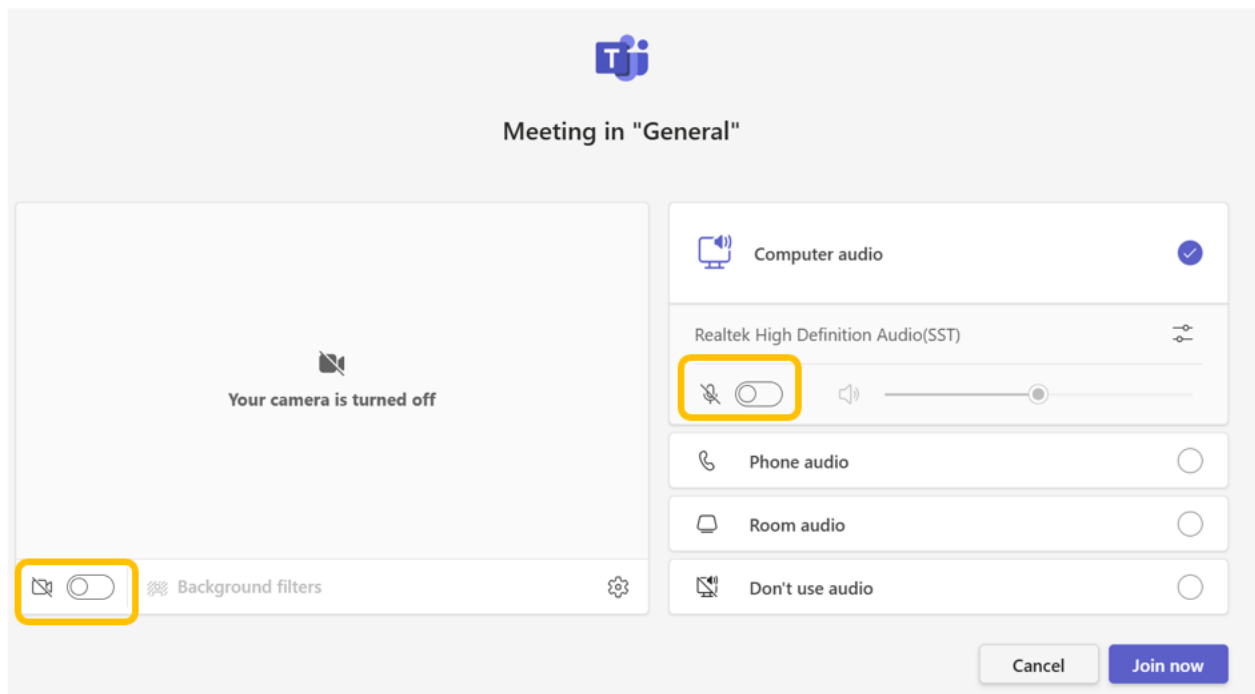


Joining a Teams Meeting with Your Class

1. Open Teams! It's best if you're using the desktop app. Search for it in your bottom tool bar if you don't have it pinned.
2. Open your Class Team
3. **JOIN MEETING**...Look for the channel that has a video icon. Click "Join." If Teams asks to allow your microphone and camera, select **YES!**



4. **MICROPHONE & CAMERA**...Make sure your microphone is **MUTED** and camera is **OFF** when joining the call! If your teacher wants your camera on, you can turn it on within the live meeting.



03:31



5. **MIC**...If you need to respond or ask a question, unmute your microphone to speak. Then mute it back when you are finished.
6. **CHAT**...The chat icon is **ONLY** to be used if your teacher asks you to respond to a question. This is **NOT** a place to be chatting with each other.
7. **RAISE HAND**...If you need to ask or answer a question, press the “Raise” icon. This will signal your teacher that you’d like to speak. Press the “Raise” icon again to turn it off.
8. **REACT**...Do **NOT** be playing around with the reactions! This is **ONLY** to be used if your teacher instructs you to do so.
9. **LEAVE**...When your live meeting is over, simply press the “Leave” icon. 😊