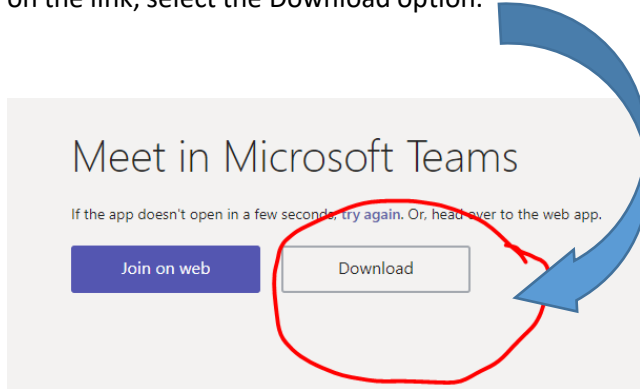


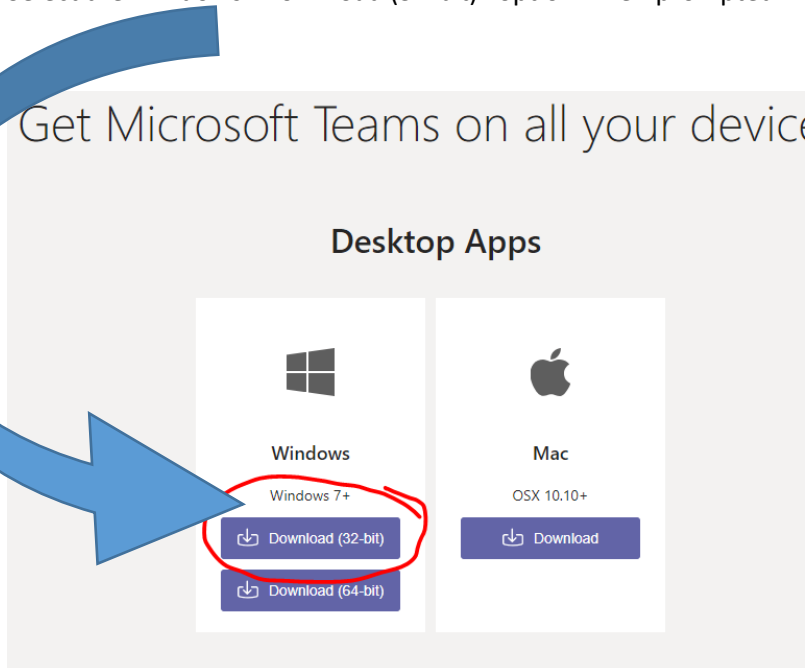
How to Download Microsoft Teams: TO DO BEFORE MEETING:

To download Teams for the computer you will be using (must download to see the screen):

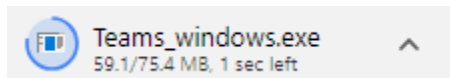
- 1 Click on the link to the meeting provided via your e-mail and/or found in your calendar. When clicking on the link, select the Download option.



- 2 Select the Windows "Download (32-bit)" option when prompted.



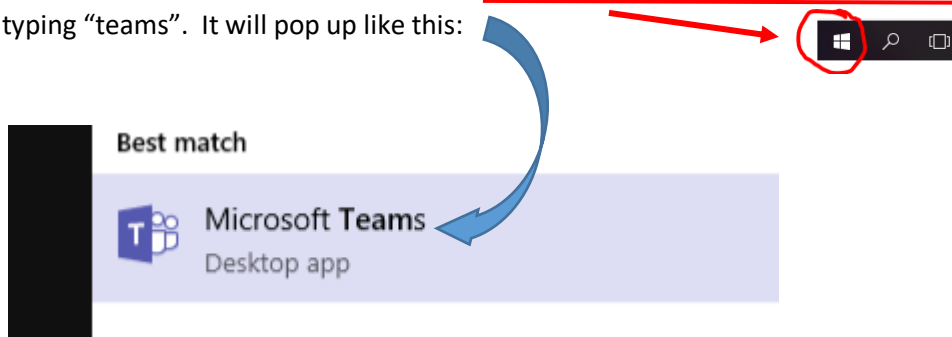
- 3 Allow for software to download, then open.



How to Join the Meeting: The day of...

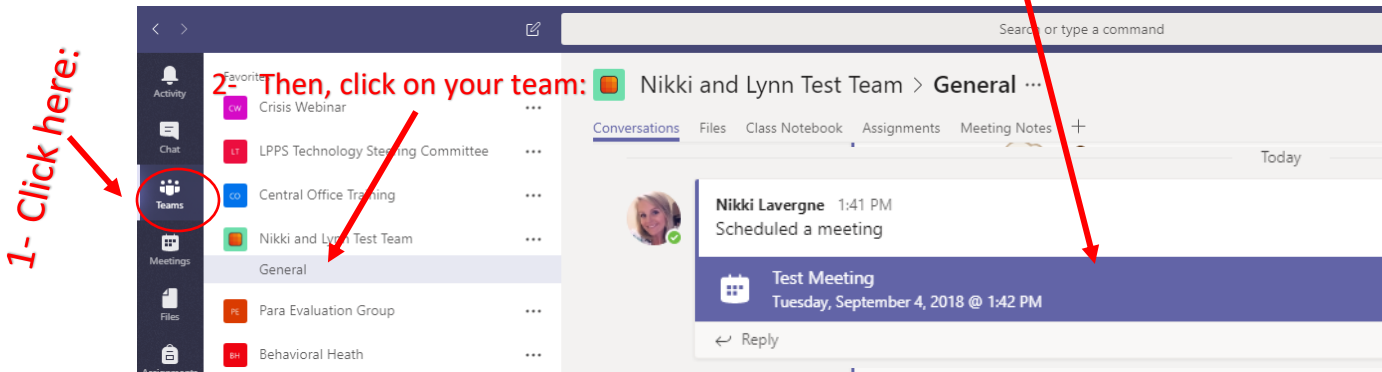
Open the TEAMS app on your computer.

- 1** Having a hard time finding it? Click the window icon at the bottom left of your screen, then just start typing "teams". It will pop up like this:

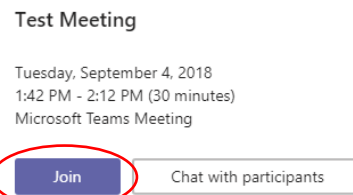


Once the App is opened, click on **"Teams"** located on the left, then click on the corresponding team name (you may also need to select a channel- the default channel for each team is "General"). The meeting will be listed under conversations. Just click on the meeting to join. (You can also join the meeting through a link in the meeting invite IF one was sent)

2



The meeting information box will pop up. Click "Join":



3

All that's left is to choose your audio and video settings, then **"Join now"**. We recommend joining with your microphone off. Most prefer to join with their camera off as well. It is okay if you do not have a working camera and your picture does not pop up. All that is necessary is that you can view and interact with the presentation.

