Microsoft Teams User Guide

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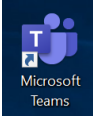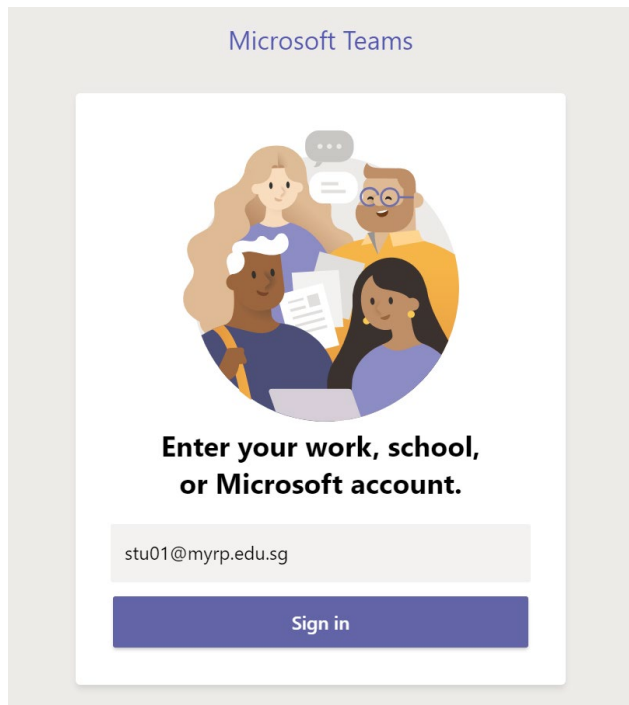- Joining MS Teams Meeting
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Installing MS Teams

- Microsoft Teams has clients available for desktop (Windows, Mac, and Linux), web, and mobile (Android and iOS). These clients all require an active internet connection.

- You can download and install MS Teams from https://teams.microsoft.com/downloads

Sign in you have an existing Microsoft account

1. Click to launch MS Teams.

2. Enter your Microsoft account and password to sign in.

3. The account should be the same email that you have used to sign up for the course.

Note: If you do not have an existing Microsoft account that has the same email used to sign up for the course, pls proceed to Slide 5
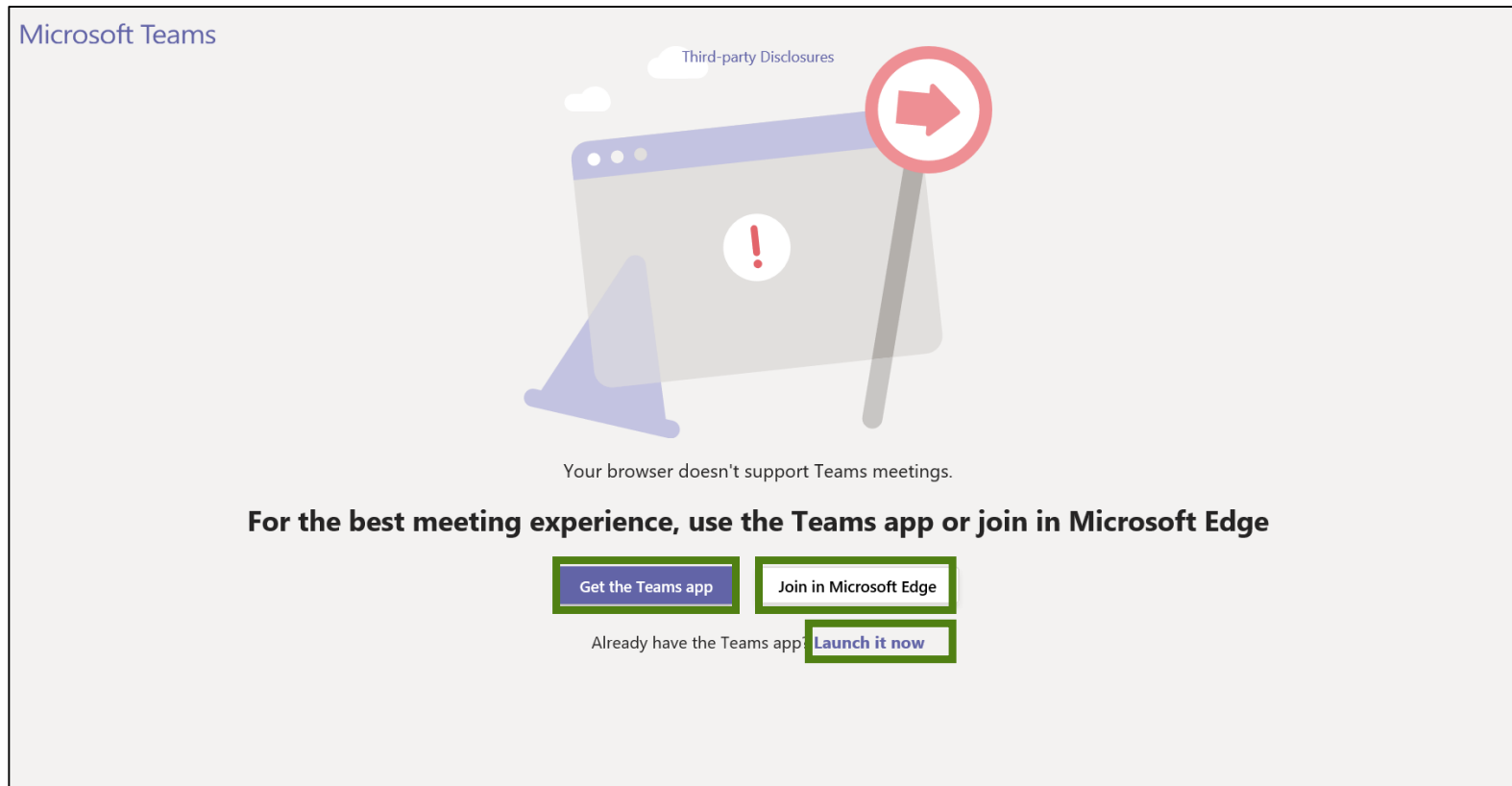
Joining MS Teams Meeting

1. Open the Microsoft Teams link in the email.

2. Click "Join Microsoft Teams Meeting" in the email meeting invite to join the meeting.
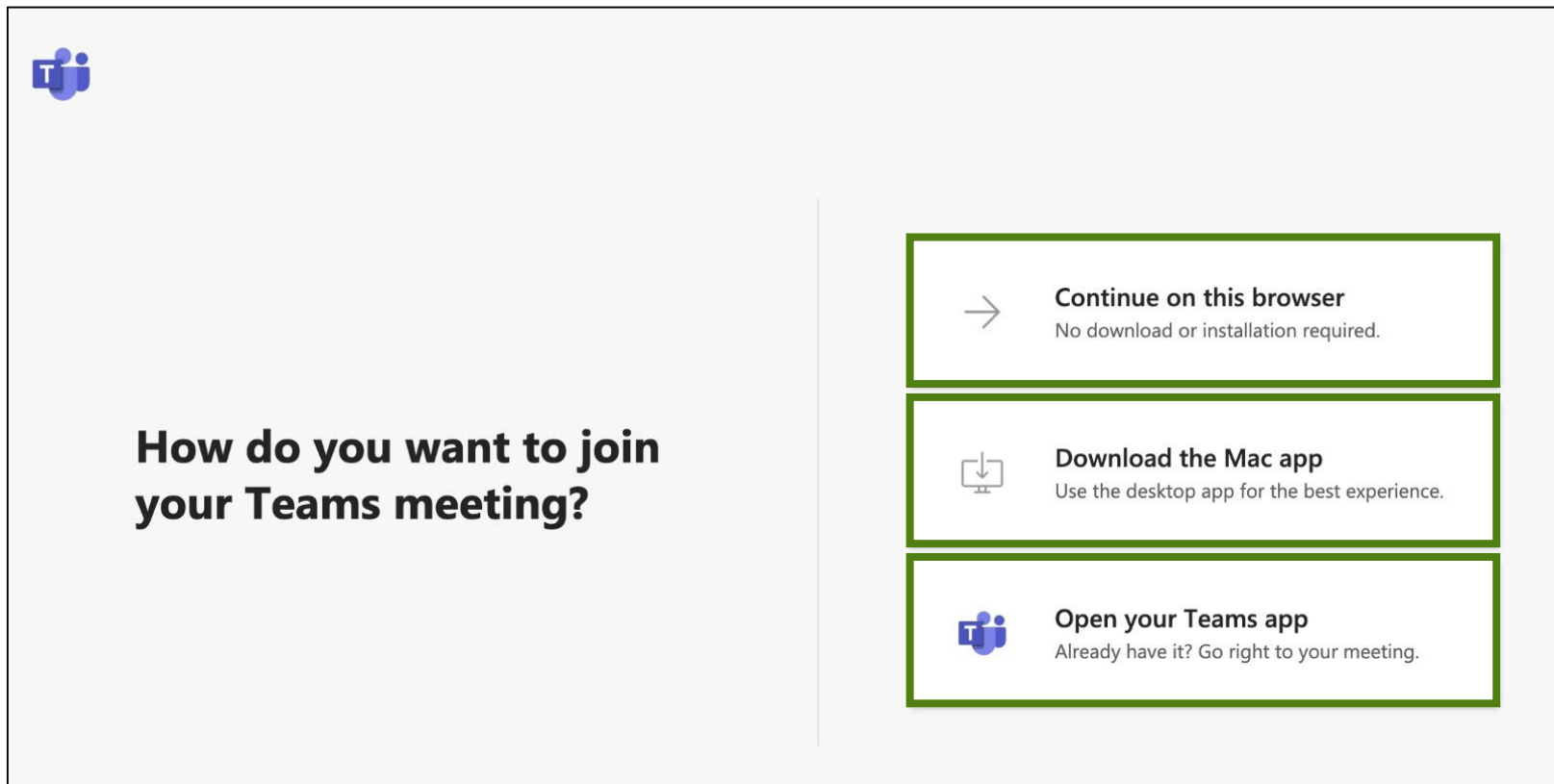
Joining MS Teams Meeting

3.   [FOR WINDOWS USERS] If you have MS Teams installed, click on "Launch it now" open it. **If you don't have the app, click on "Get the Teams App" to download and install the app**.

4.   [FOR WINDOWS USERS] Alternatively, you can click on "Join in Microsoft Edge" to join MS Teams via Microsoft Edge browser.

Joining MS Teams Meeting

3. [FOR MAC USERS] If you have MS Teams installed, click on "Open your Teams app". If you don't have the app, click on "Download the Mac app" to download and install the app.
4. [FOR MAC USERS] Alternatively, you can click on "Continue on this browser" to join MS Teams via the internet browser.

Joining MS Teams Meeting
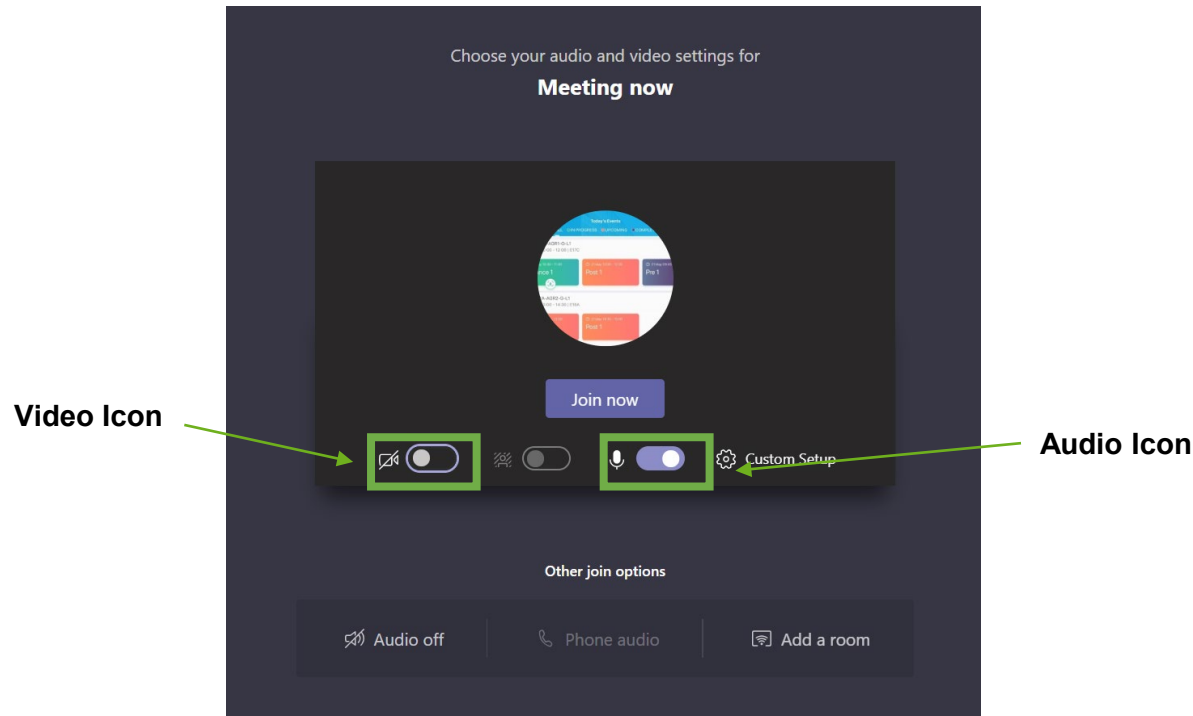
- ## Sign in as a guest

Input a display name
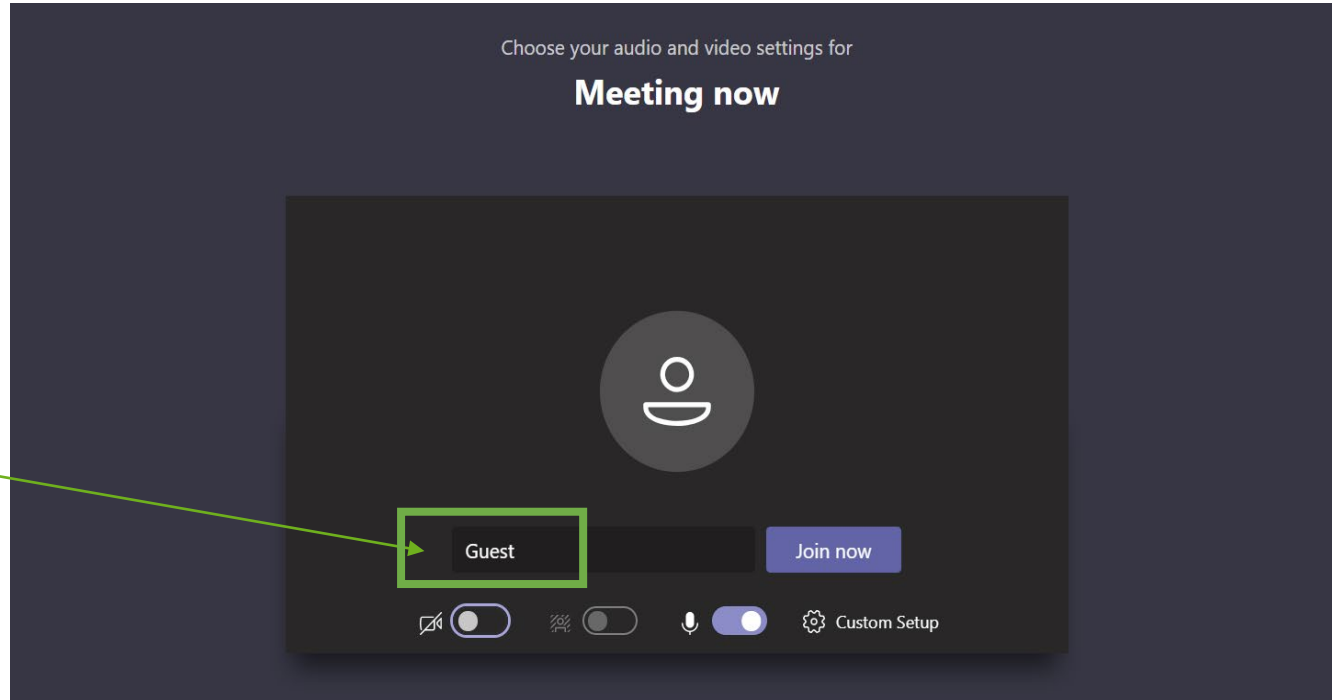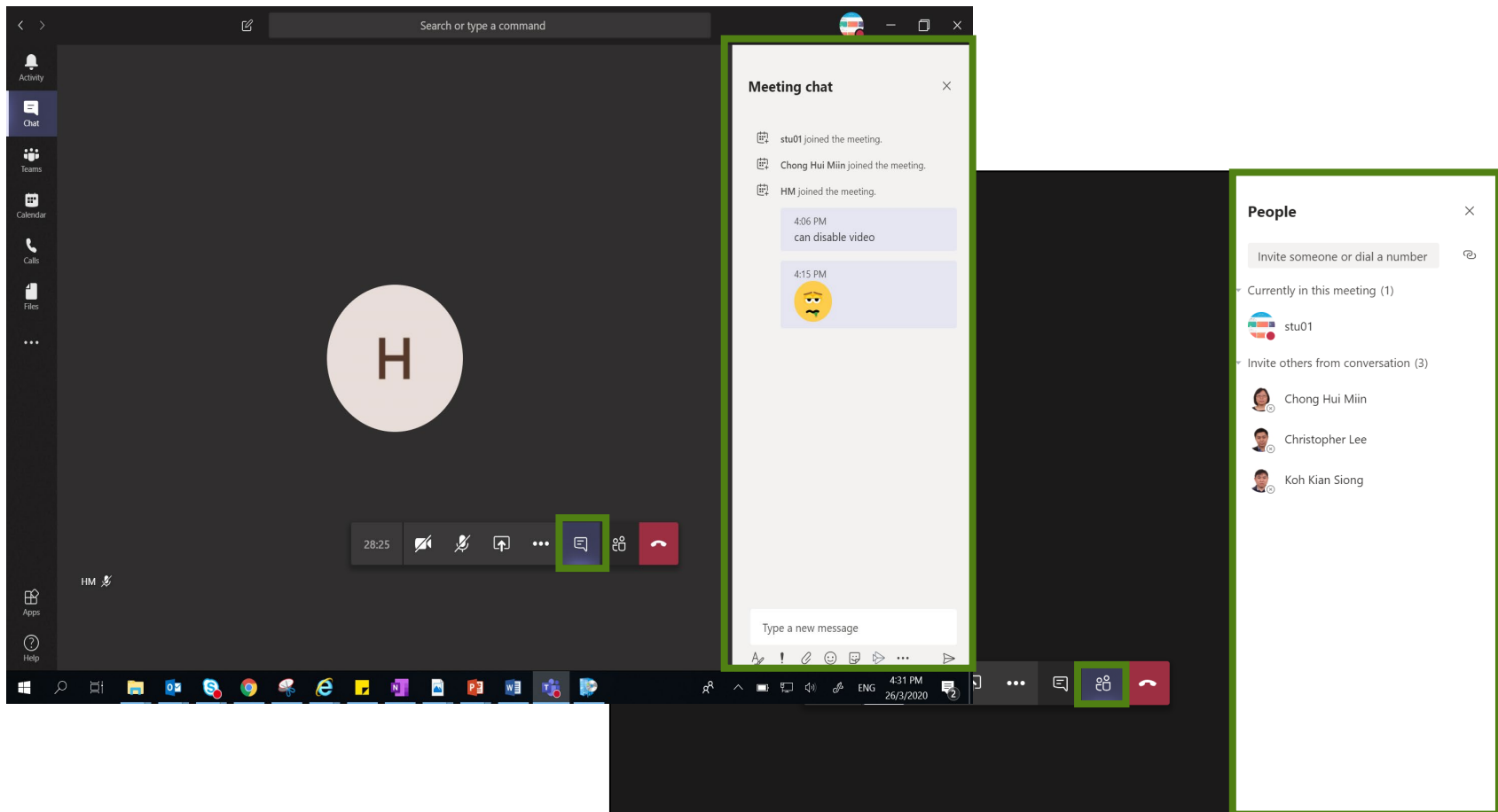
Joining MS Teams Meeting

6. Once you are in MS Teams, click the video and audio icons to enable/disable video and audio inputs.

7. Click "Join Now" to join the meeting.
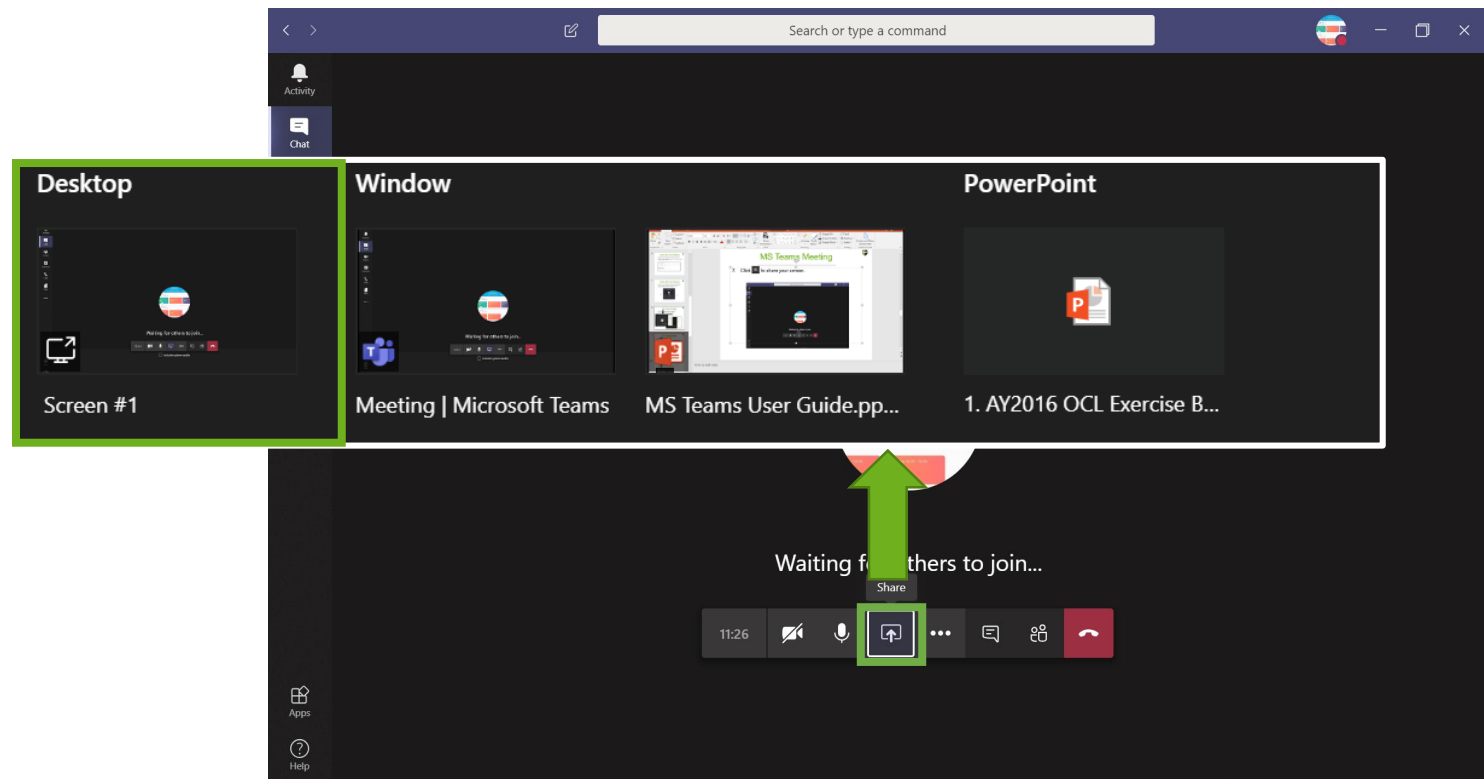
During MS Teams Meeting

1. Click on [icon] to show/hide conversation.
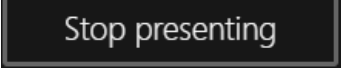
2. Click on [icon] to show/hide participants.

During MS Teams Meeting

3. Click [icon] to present your desktop screen.

During MS Teams Meeting

4. Click [icon] or [Stop presenting] to stop sharing the application on your screen.

Thank you