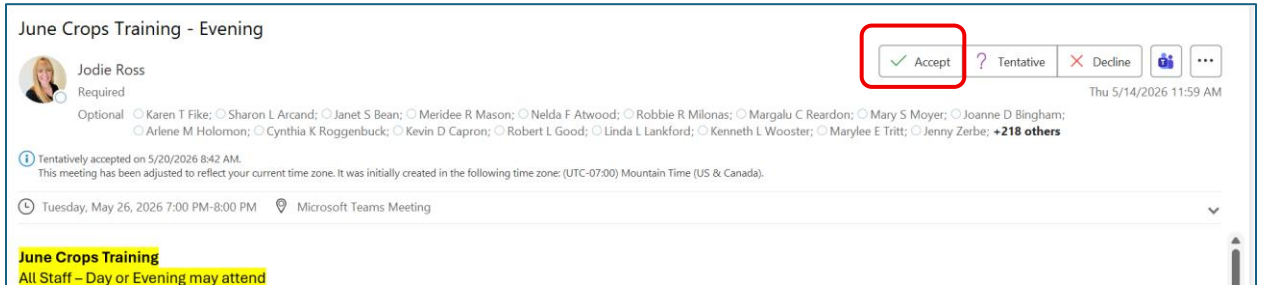


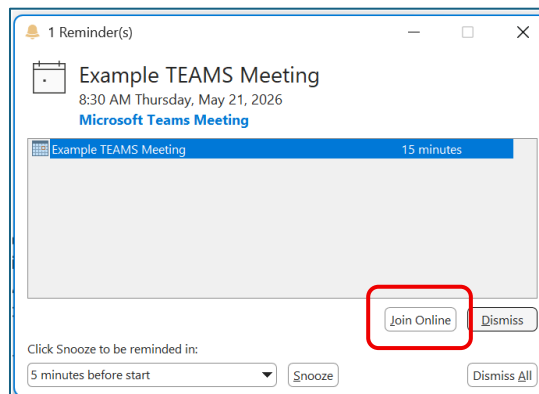


Quick Start Guide for Joining a TEAMS Meeting

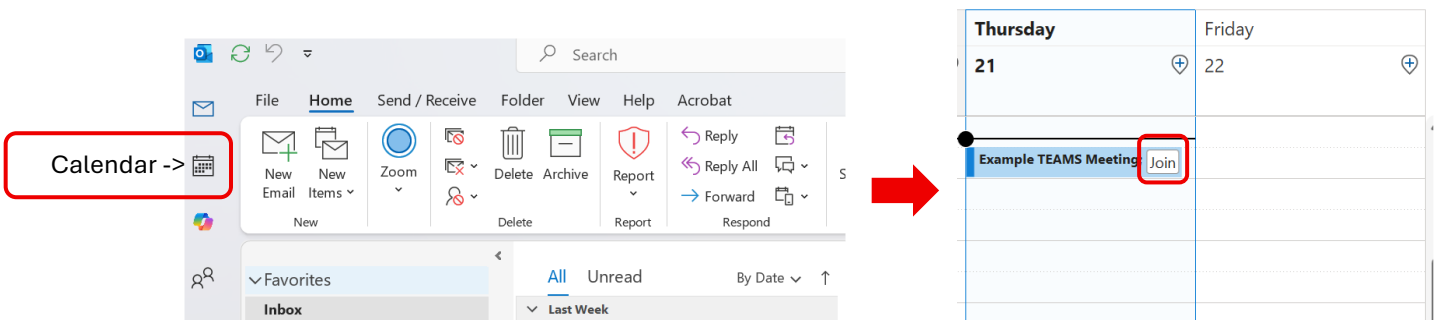
1. You will receive an Outlook email invite for the meeting. Click 'Accept'. This will add the meeting to your Outlook Calendar.



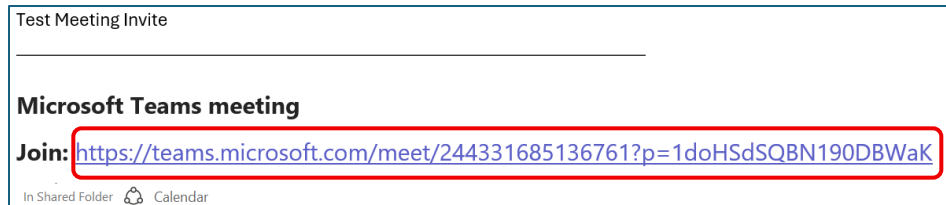
2. There are several ways to join the TEAMS meeting:
 - a. If the organizer includes a reminder, you'll get a message prior to the meeting. You can join from there using the "Join Online" button.



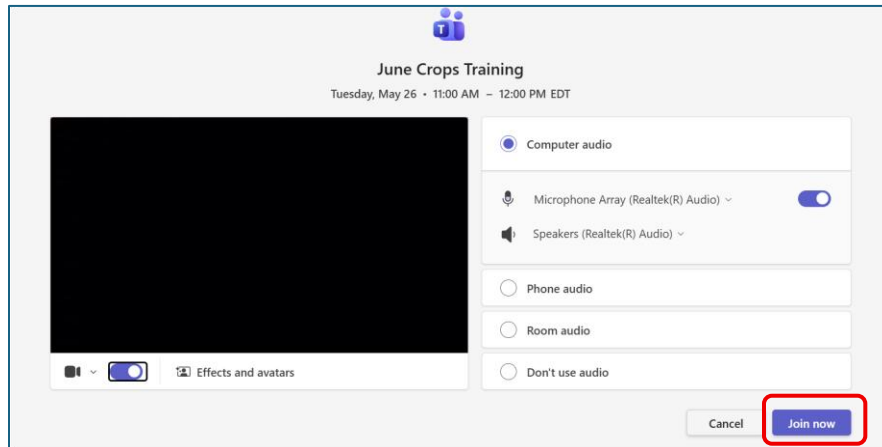
- b. You can also go into your Outlook email, open your calendar along the left side of Outlook, and click the join button in the calendar entry:



- c. Lastly, you can double click on the calendar entry which opens the meeting invite. Within the invite, click the blue URL after the word **Join**:



3. For all three options above, once you click join, the following screen will appear. Click 'Join Now'



4. **After you join a meeting**, the options available to you vary depending on how the organizer sets up the meeting. Some of the more important features are:
- Chat**- opens a side panel to allow chat messages/questions to the group. (click again to hide the chat)
 - People** – shows a list of participants on the right side of the screen. (click again to hide the list)
 - Raise** – raises your hand so the host knows you have a question. (Click again to lower your hand)
 - React**- places a temporary emoji next to your name/face for the group to see.
 - View**- gives different view options. (Gallery is the default)
 - Camera**-click to toggle your camera on/off. Click the side arrow for settings.
 - Mic**-click to toggle your microphone on/off. Click the side arrow for settings.
 - Leave**- click to exit the meeting.

