

Microsoft Teams – How to join a meeting already scheduled. (sorry for all the ugly mug shots below)

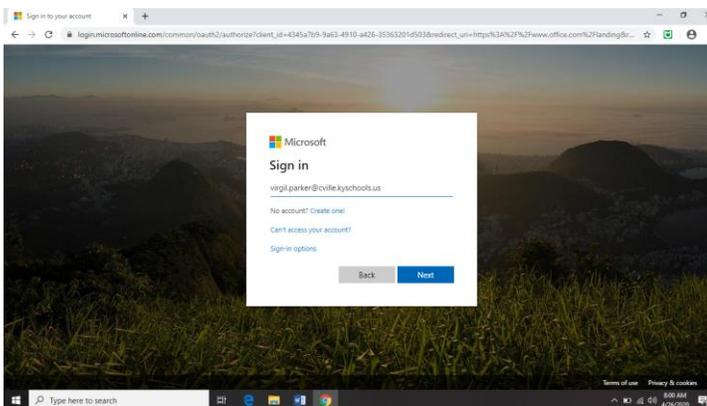
You can use Microsoft Teams on any device. If you are on a desktop or laptop, you can sign into our School Web Mail and choose the Teams icon. If you are on a mobile device, you need to download the Microsoft Teams app from your app store.

On a desktop computer.

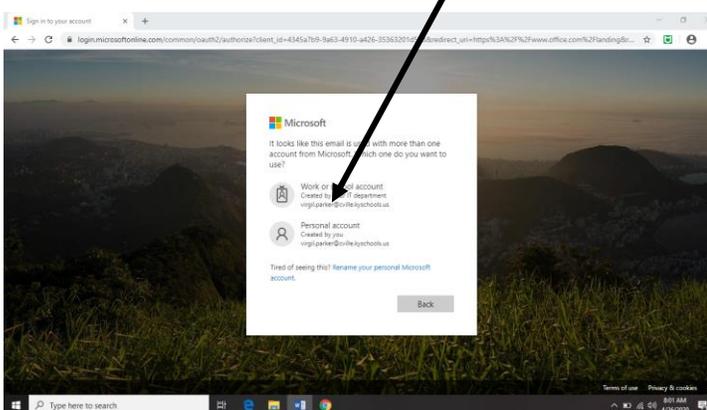
-first go to Cville Home page and click on the School Web Mail link



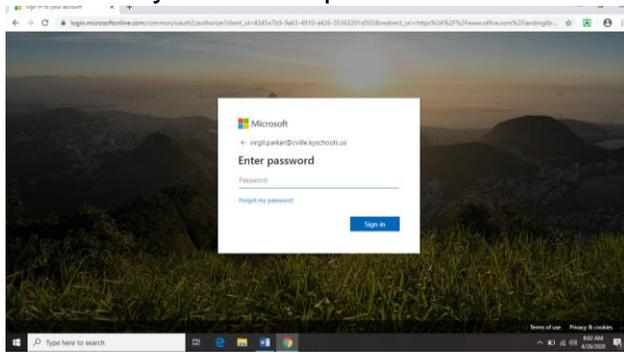
Login with your school credentials. Make sure to use your full email address, not just your username



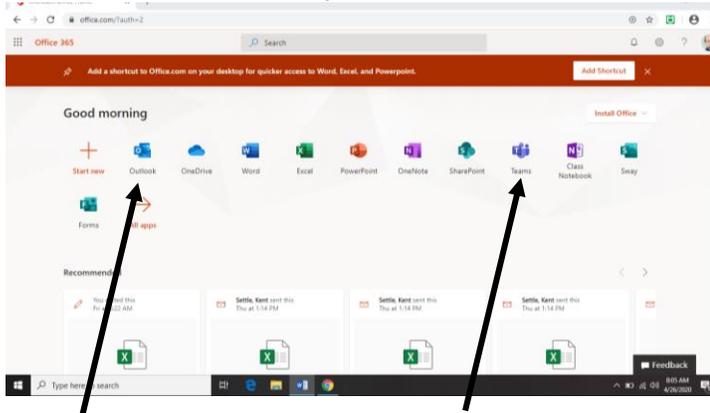
If prompted, select Work or school account



And enter your school password

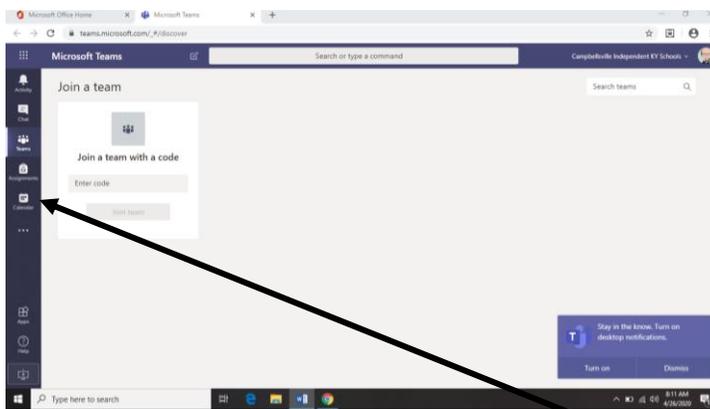


This is the first screen you see.

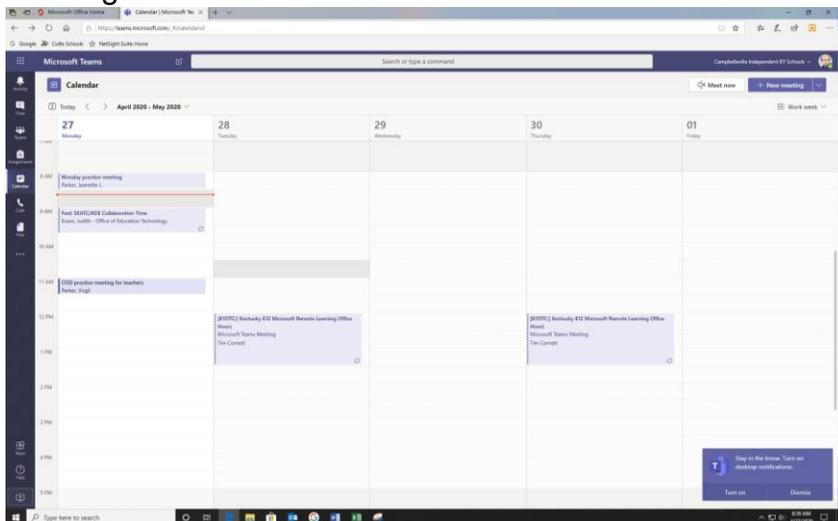


Outlook is for your email and Teams is for Microsoft Teams

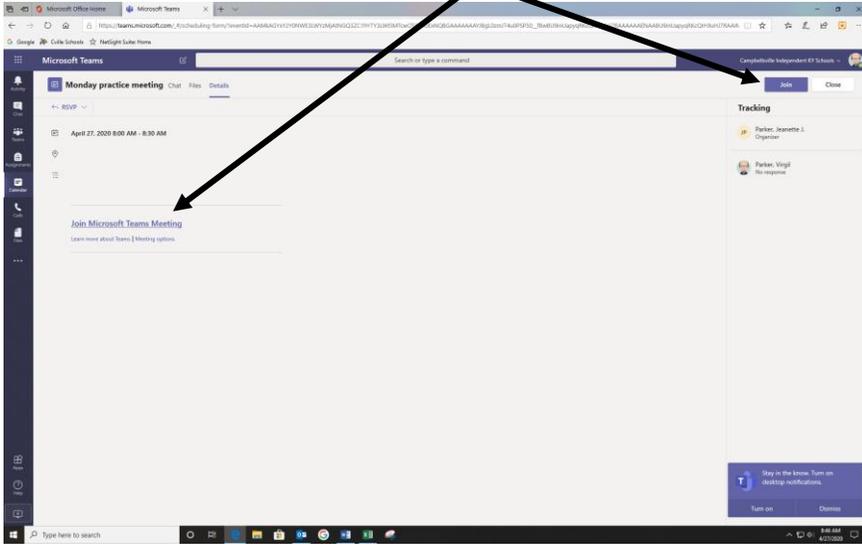
Below is the first screen you see when Teams opens



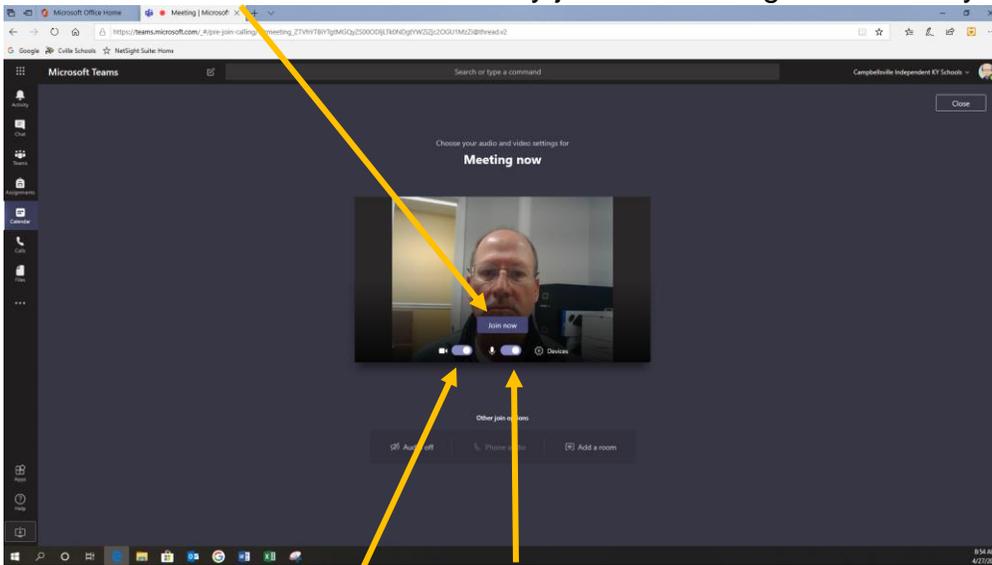
on the left side of the screen there is an icon for Calendar. This is one place where you can join a meeting. Below is what it looks like. Notice I have a meeting at 8AM, 9AM and 11AM Monday.



The 8AM and 9AM someone else scheduled and the 11AM I scheduled. The 2 will look a little different when you open them, but the basics are the same. Below I opened the 8AM meeting that someone else set up. You can join the meeting at any time and wait for others to join. Notice there are 2 places to join the meeting. Both of those do the exact same thing.

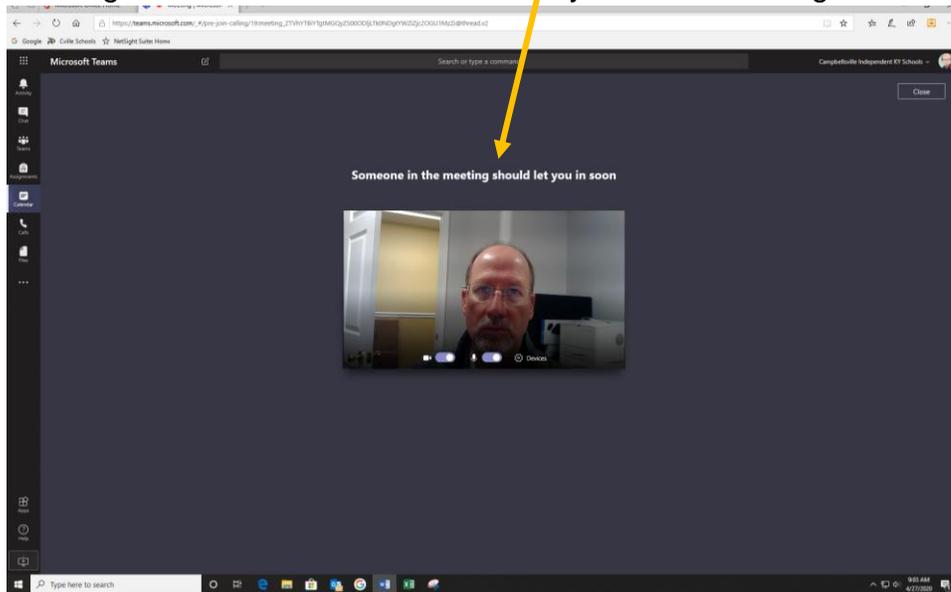


Below is what you will see when you click one of those (you have not joined the meeting yet). You click on the Join now button to actually join the meeting. But before you do notice a couple of things.

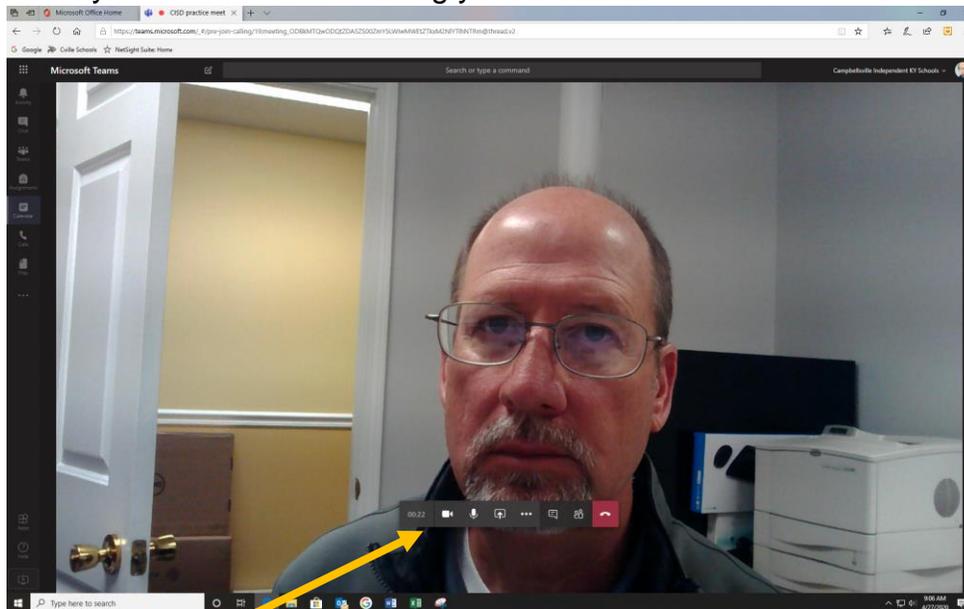


First you see that your video and audio is live. If you were to click Join now everyone will be able to see and hear all you are doing. It may be fine to join with them on, just know that is what will happen. You can turn one or both of them off before you join if you want, or leave them like they are. When you are in the meeting, you can turn the video and audio on and off as often as you need to. I usually have them off as I am listening to the meeting and turn them on when I need to share, you may ask you participants to turn off their audio and leave on their video to make sure they are present and participating.

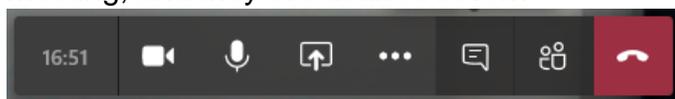
Once you join, your screen will look like this. You see by the message, that whoever set up the meeting will need to click a button to let you in the meeting.



Once you are let in the meeting your screen will look like this.



There is a Teams Control Task Bar that has buttons that will let you navigate during a meeting. The Task Bar will time out and go away after a minute or so, but just move your mouse on that window and it will come back. You will notice that there is only one picture. As others join, they will start showing up on the screen. For now (Microsoft is working to change this) there will only be 4 pictures on the screen at a time, it will be the last 4 who actually spoke. The other participants will be in a row at the bottom. Again, the Teams Control Task Bar has buttons that will let you navigate during the meeting, and they are defined below.



The first button is the video mute/unmute

The second button is the audio mute/unmute

The third button is share your screen. Once you click on that button you will see a list of the files you have open and you'll have to choose what you want to share.

The fourth button is a menu of other options one of which is the ability to record your meeting.

The fifth button will turn on the chat window and you can see and participate in chat while the meeting is going on.

The sixth button will show a full participants list on screen.

And the last button is the Hang Up button to end the meeting.

Mobile Devices (phones or tablets)

If users want to use mobile devices to join meetings, the first thing they will need to do is to download the Microsoft Teams app from their app store. During install it will ask what their school email and password is. Once the app is installed, they can open it and there will be a calendar button they can click on and they will be able to see all meetings they have been invited to on the corresponding date and time. They can click the meeting and join. The mobile app will also have a Teams Control Task Bar where they can mute their video and/or audio.

Also, another way to join meetings, users always get an email invitation to meetings. They can open the email invitation and click on the link within the email and join meeting.

All of the above instructions have been online without any additional installs, just logging into your school web mail.

Sometimes I have found that if you actually install Microsoft Teams on your computer, things seem to work more smoothly and you will have more options during a meeting. I will send out another document with instructions on how to install it.