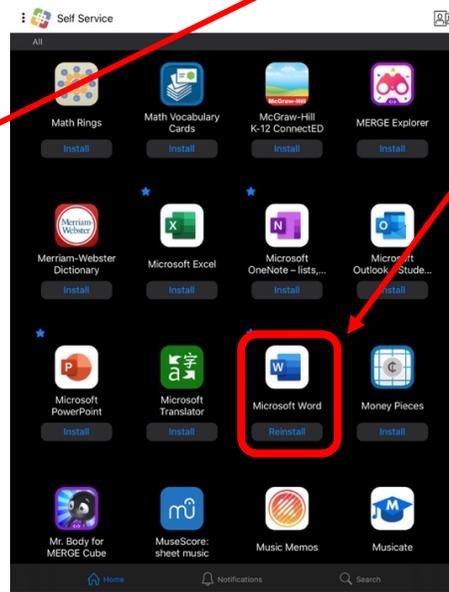
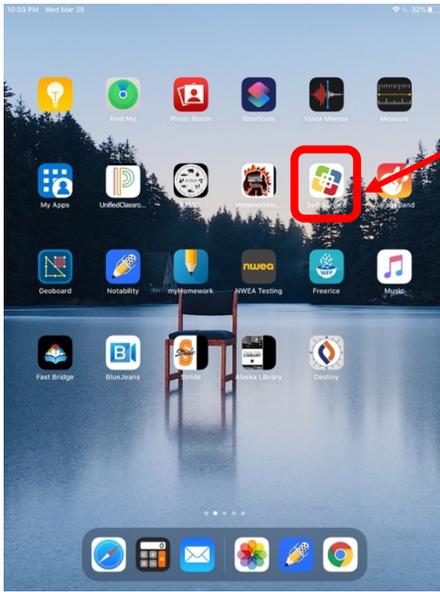
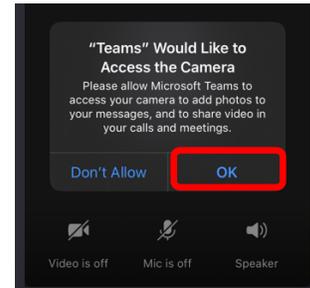
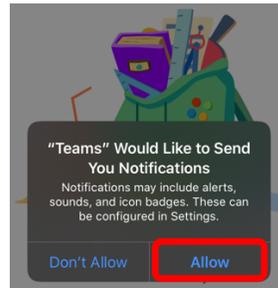
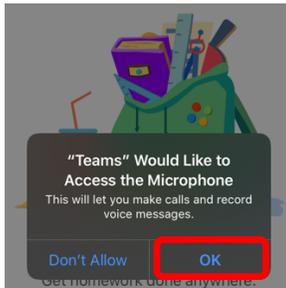


# Using the Microsoft Teams App

First, ensure the app is downloaded on your device. Go to Self Service & install Teams.

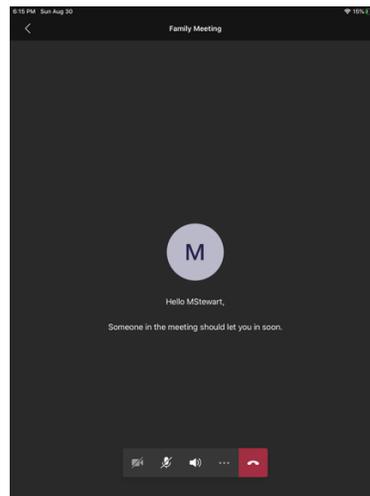
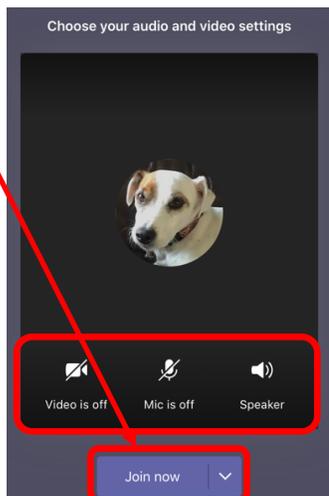


**\*When you install Teams, be sure to ALLOW Teams to access to your microphone, camera, Bluetooth, and to send you notifications. Once installed on your iPad, tap on the Teams icon to open the app.**



## To join a meeting:

Tap **Join** from a pop-up notification, your calendar events, or an incoming call. Choose your microphone and camera settings before confirming that you want to **Join Now.**

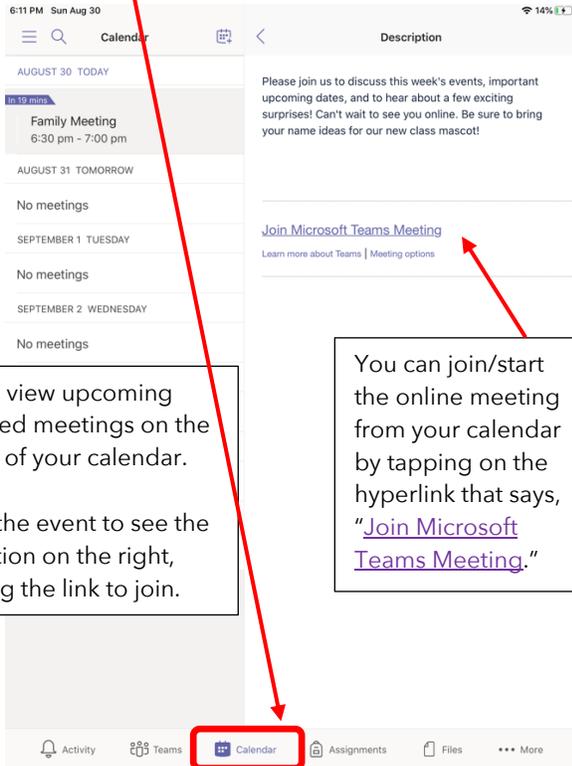


After you join, you'll have to wait for the meeting moderator to admit you to the meeting.

Don't hang up!

## To view & join an online meeting from the Calendar

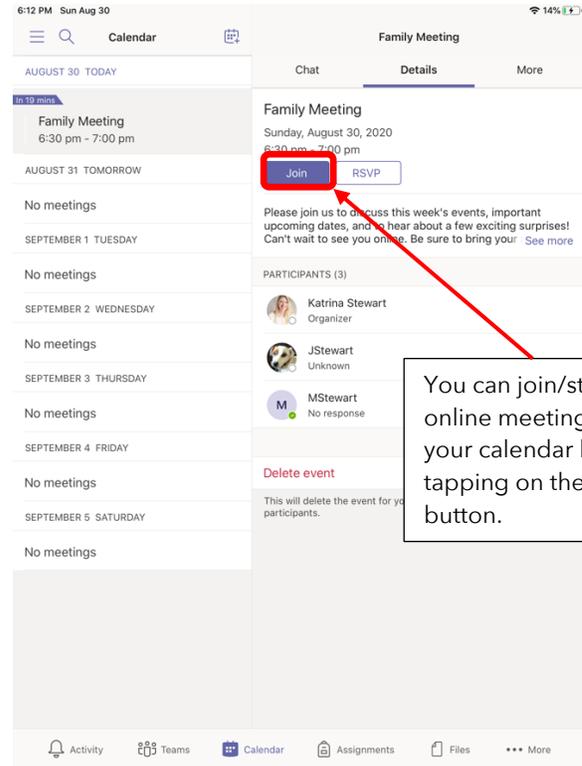
Tap on the **calendar icon** at the bottom of your Teams screen to see scheduled events.



You can view upcoming scheduled meetings on the left side of your calendar.

Tap on the event to see the description on the right, including the link to join.

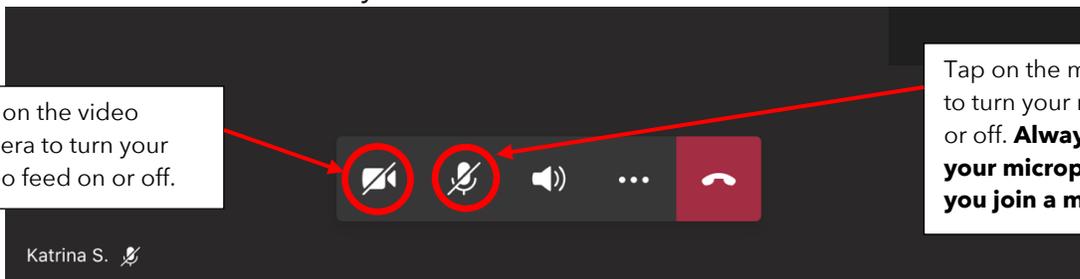
You can join/start the online meeting from your calendar by tapping on the hyperlink that says, "[Join Microsoft Teams Meeting](#)."



You can join/start the online meeting from your calendar by tapping on the "Join" button.

## To adjust your audio/video settings during a meeting:

Use the menu at the bottom of your screen.

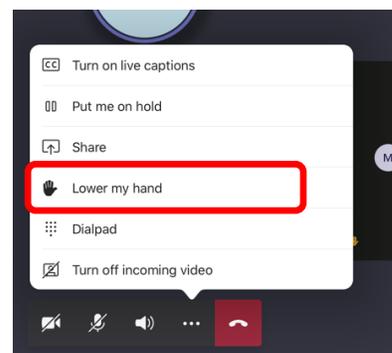
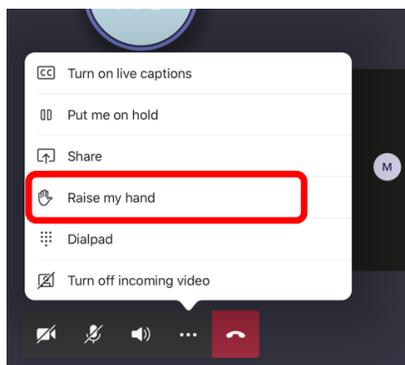


Tap on the video camera to turn your video feed on or off.

Tap on the microphone icon to turn your microphone on or off. **Always start with your microphone off when you join a meeting.**

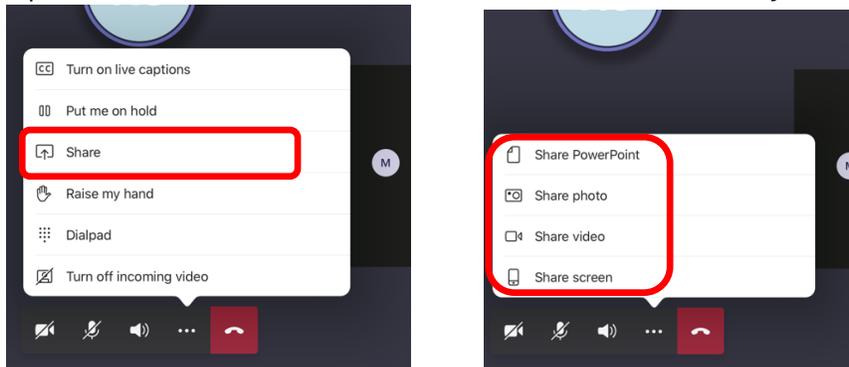
## To raise & lower your hand in a class discussion:

On the menu at the bottom of your screen, tap on the three dots to see the additional options, including hand raising. When your hand is raised, you'll see a small yellow hand icon next to your avatar/initial.



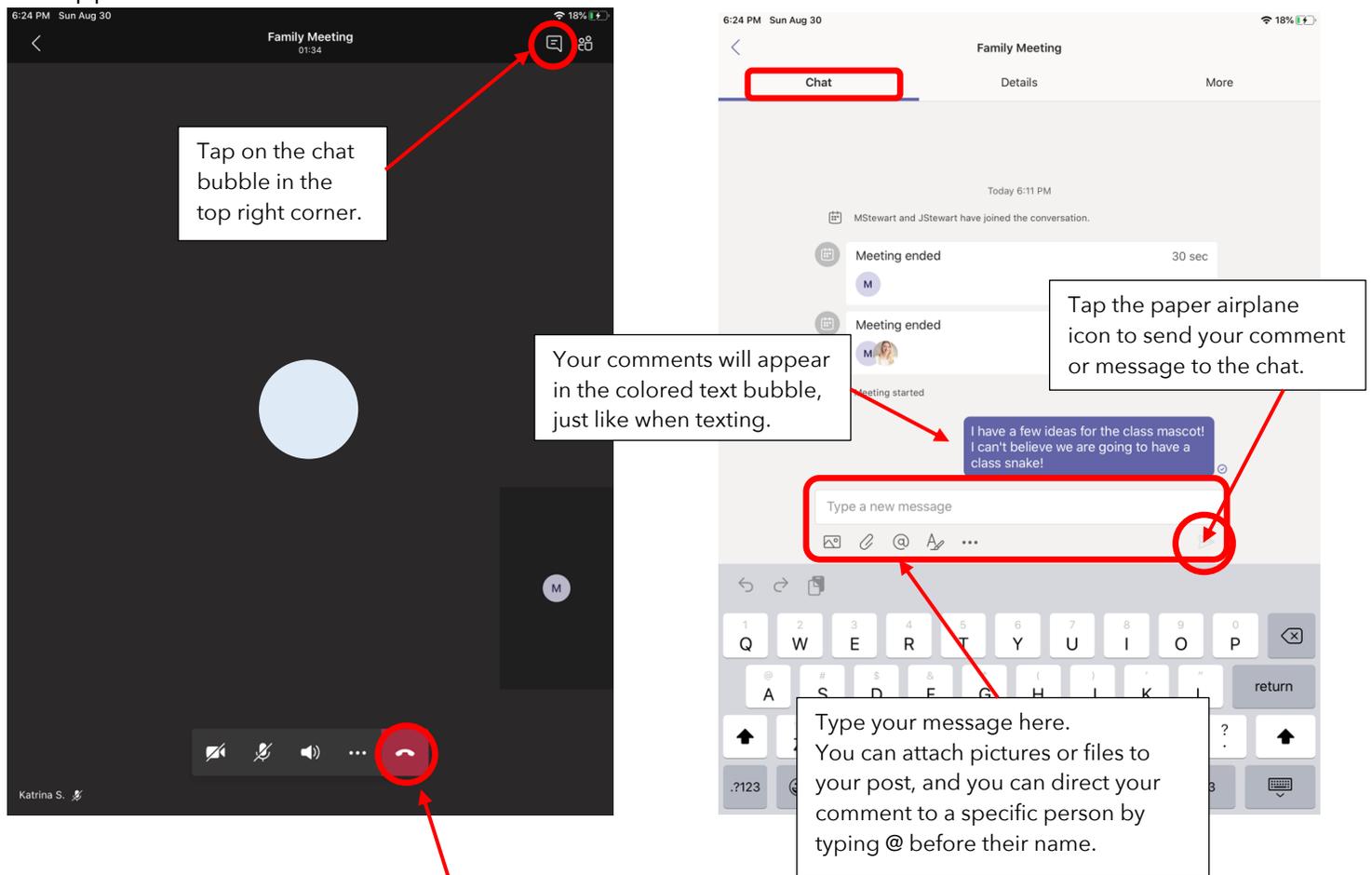
## To share your screen during a meeting:

The meeting moderator must first add you as a presenter, so you have the ability to screen share. Then, tap the three dots on the menu bar and choose what you want to share from your iPad.



## To use the group chat during a class meeting:

Access the group chat in the top right corner. The next window will show the group conversation. Keep in mind that everyone in the conversation can see posts. Any files attached in the chat will also appear in the "Files" for the conversation.



## To leave a meeting:

Tap on the red phone icon to hang up or leave the meeting. Alternatively, when your teacher/moderator ends the meeting, it will end for everyone.