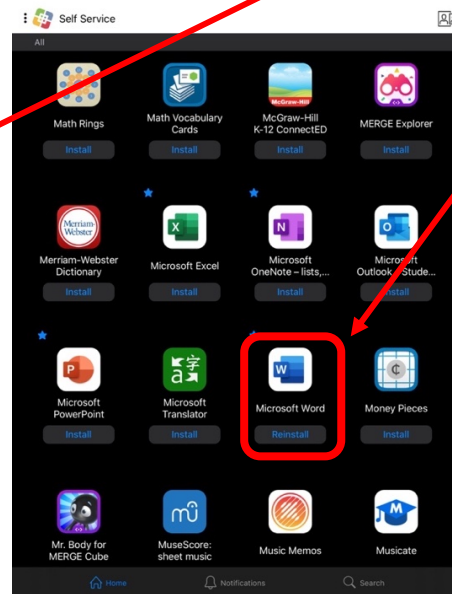
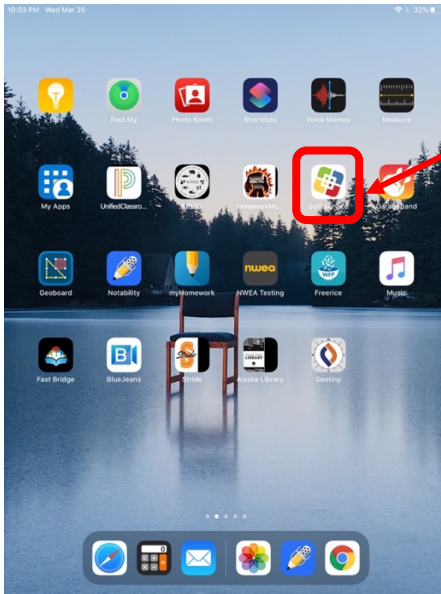
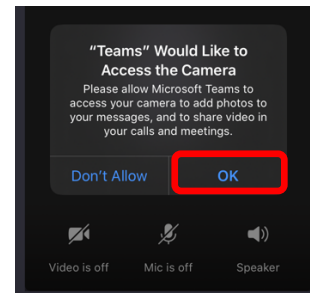
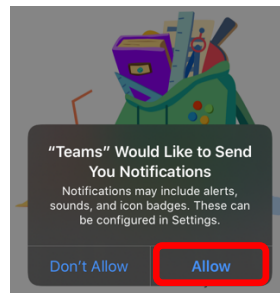
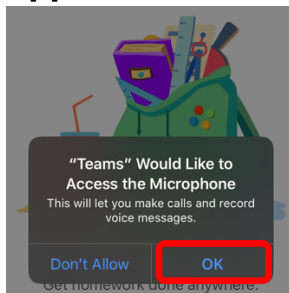


Using the Microsoft Teams App

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

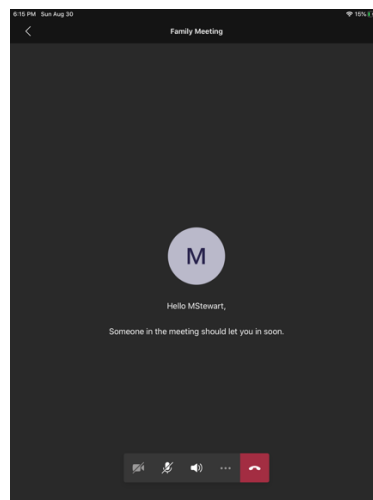
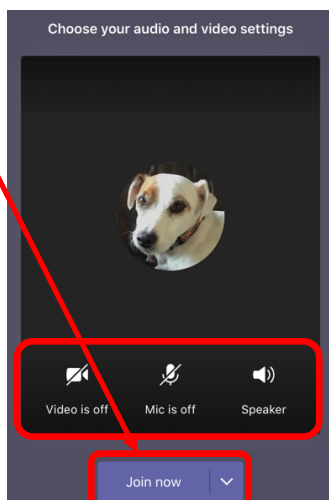


***When you install Teams, be sure to ALLOW Teams to access your microphone, camera, Bluetooth, and to send you notifications. Once installed on your iPad, tap on the Teams icon to open the app.**



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.**

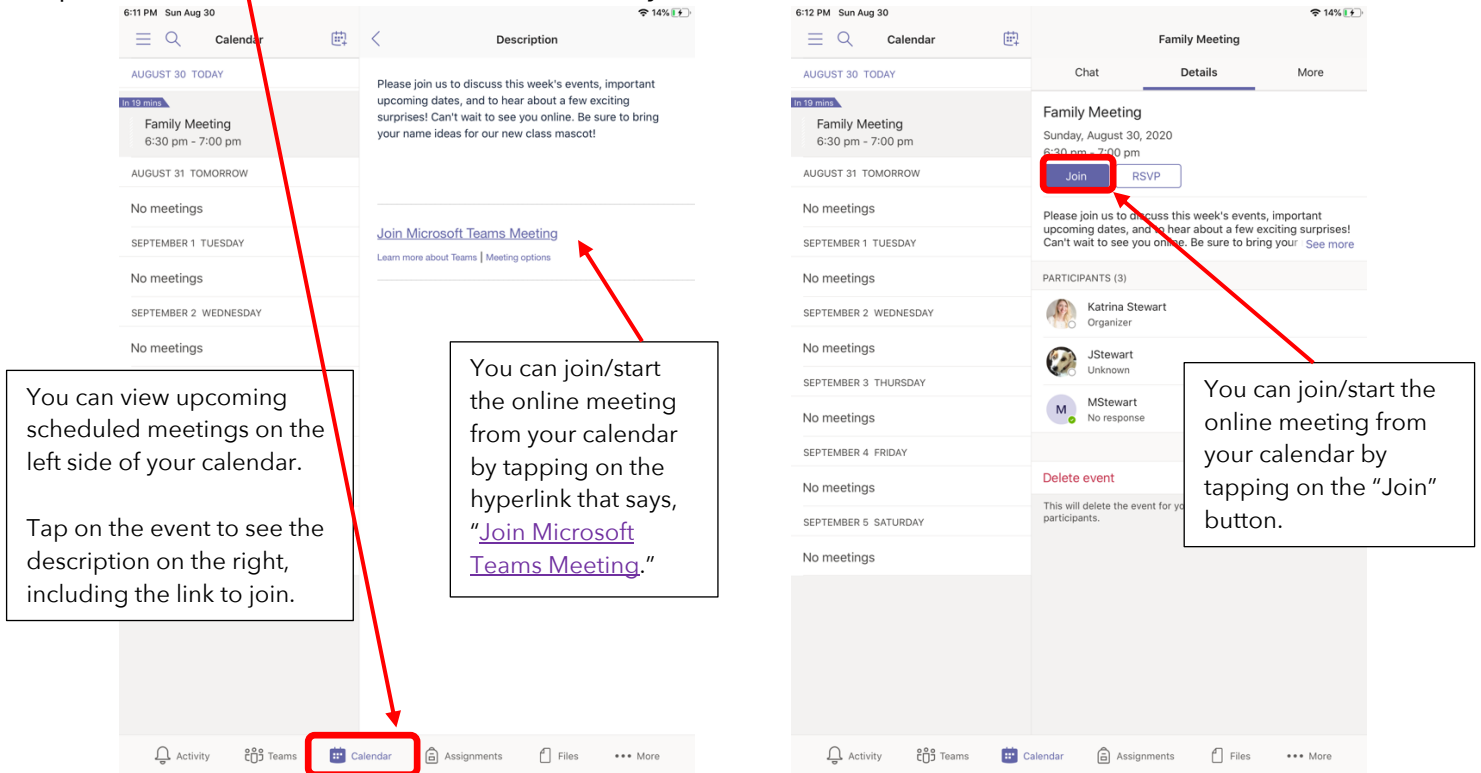


After you join, you'll have to wait for the meeting moderator to admit you to the meeting.

Don't hang up!

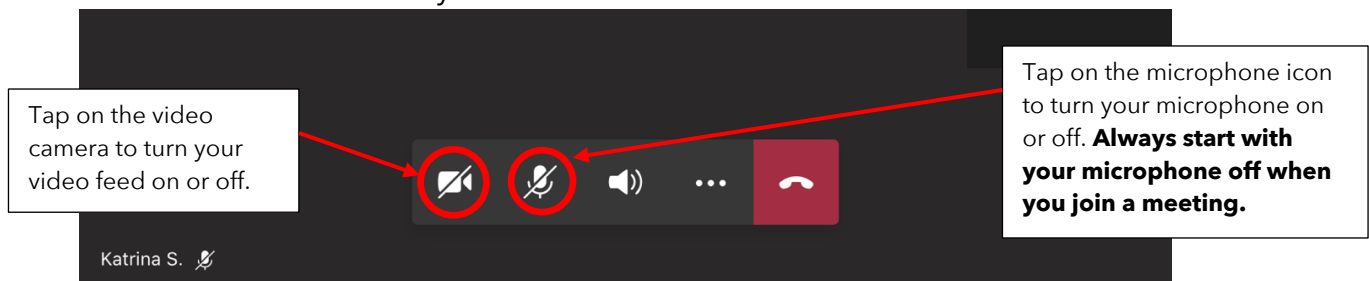
To view & join an online meeting from the Calendar

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



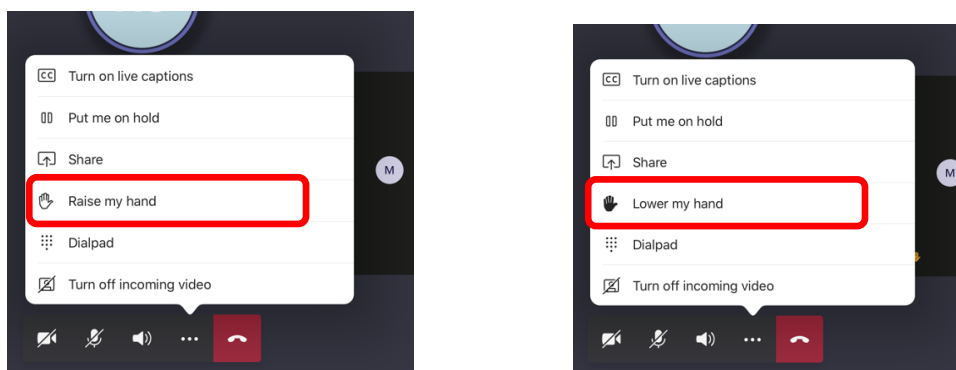
To adjust your audio/video settings during a meeting:

Use the menu at the bottom of your screen.



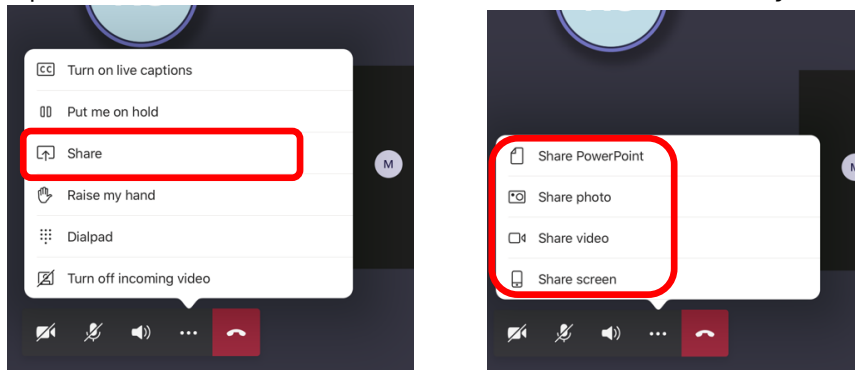
To raise & lower your hand in a class discussion:

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.



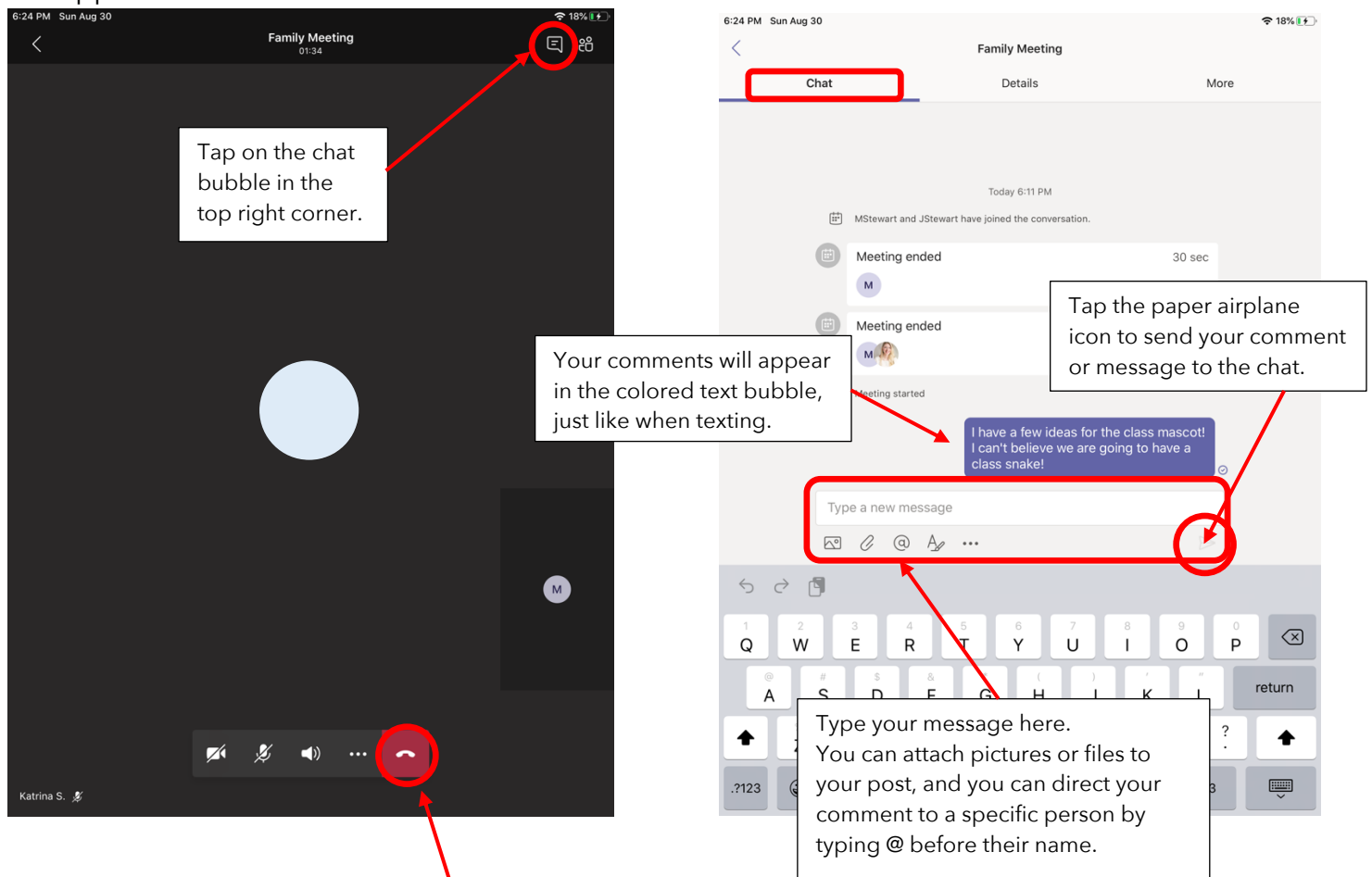
To share your screen during a meeting:

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.