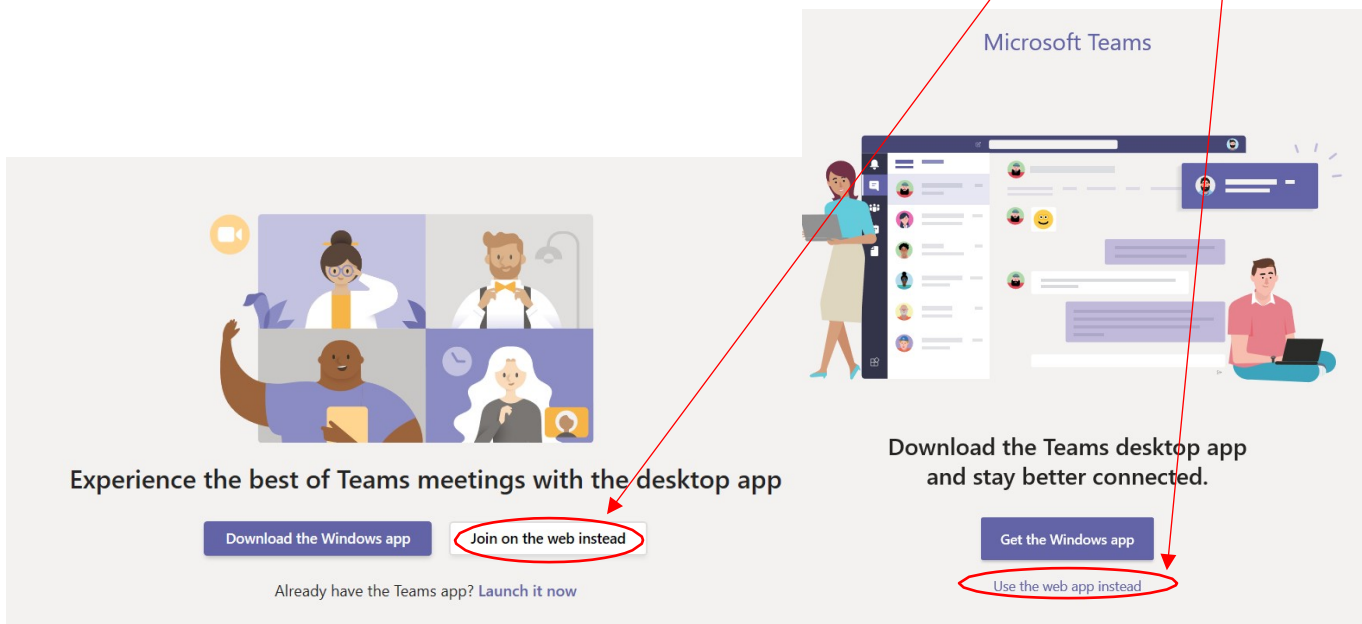Instructions on how to login into a "Teams" meeting from your desktop
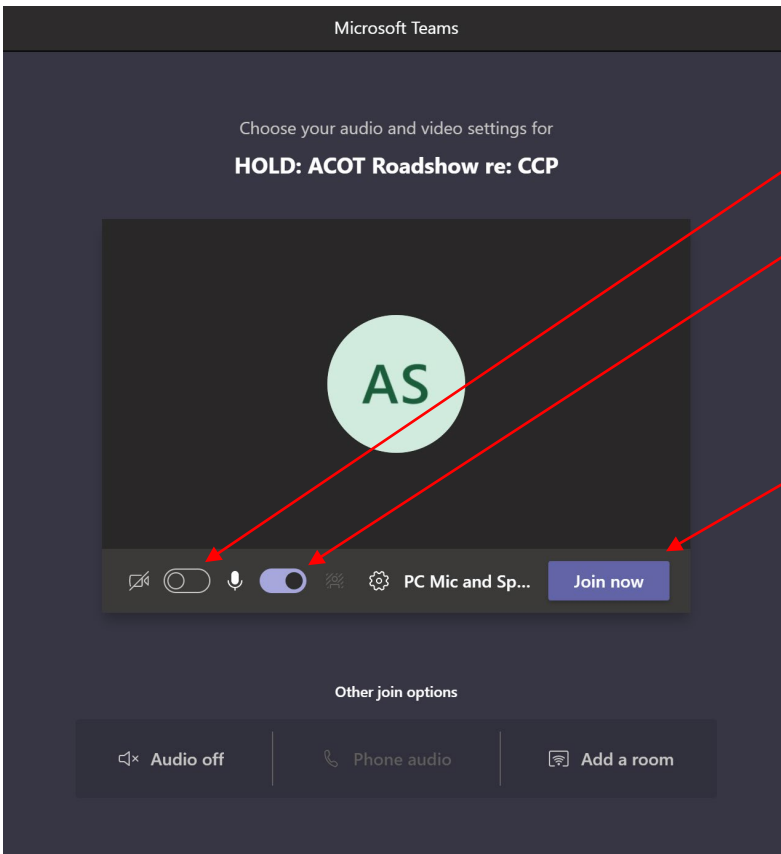
When you click on the link of the date/time of the session you want to attend, you will be brought to one or the other of these screens. You can either download the free app (will require you to include your email and set-up a password) or join on the web instead (this is the quickest and easiest option).

(Note: if you are logging in using an apple device you will have to download the app as the link cannot be opened in Apple's Safari browser).

You will be taken to the "Join now" screen (see screenshot on next page). Make sure the Mic and Speaker button is clicked to the "ON" position. If you have any difficulties with audio check in your computer "Settings" section (typically indicated by a gear icon) to adjust your input and output devices.

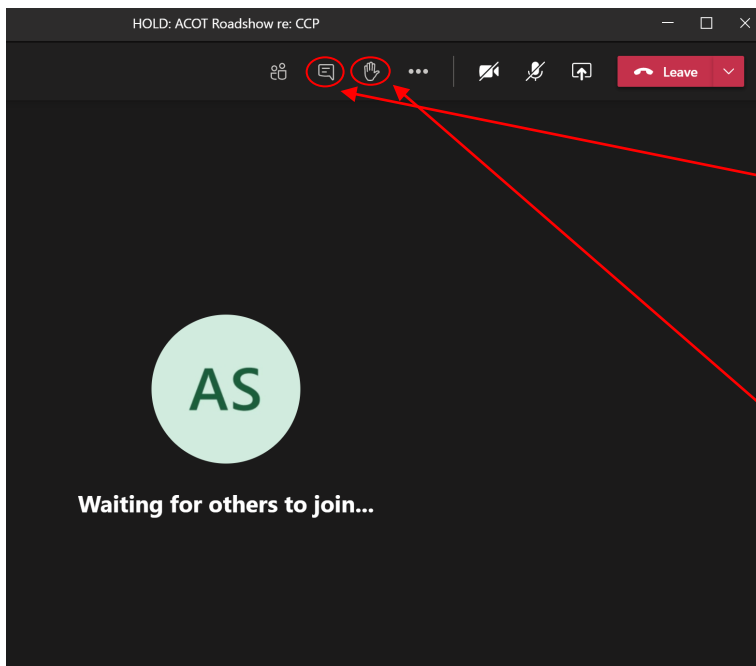Leave your video off to preserve bandwidth.

Your video is automatically set to the off position – leave it off to preserve bandwidth.

Your audio defaults to the on position – make sure to mute your line when you aren't speaking.

To enter the session click "Join now"

You will then see this screen

Introduce yourself by sending a message to the moderators in the *chat box*

The moderators will present the slide deck for you to see. There will be time for Q&A's at the end of the session but feel free to post questions in the chat or *raise your hand* to ask a question while you think of them and the moderators will decide to address the question right away or hold until after the presentation is done.