

## How to connect to a Microsoft Teams meeting

Microsoft Teams is a platform that allows you to join video calls to meet with other people online, similar to using Zoom or Facetime. You can participate in our online programs using Microsoft Teams with any device of your choice – computer (recommended) or tablet.

### What you will need prior to joining your meeting:

- ✓ You will need a device of your choice – computer or tablet.
- ✓ The device must have a microphone/speaker and a webcam. Most devices have these features built in.
- ✓ Download the free Teams app from the Apple store or Google Play store. By downloading the app, you can share your microphone and camera when you join a Teams meeting.
- ✓ Make sure your device is charged or connected to a power source and that your device is connected to the internet.

### How to download Microsoft Teams and join a meeting

**\*Please note:** Your screen might look different depending on the device you are joining from. If you have any trouble joining a meeting, you may contact us for support.

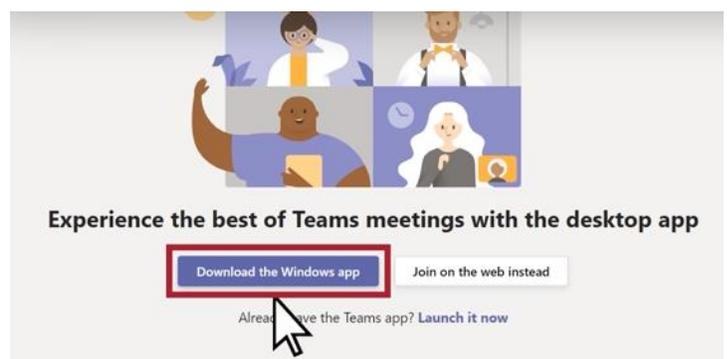
#### Step 1: Select “Join Microsoft Teams Meeting”

Find the email you received with the meeting link and click on “**Click here to join the meeting**” within the message.

#### Step 2: Download the Windows app

After clicking “Click here to join the meeting,” a page will open. When prompted, select the option to “**Download the Windows app.**” Follow the prompts to install the free app.

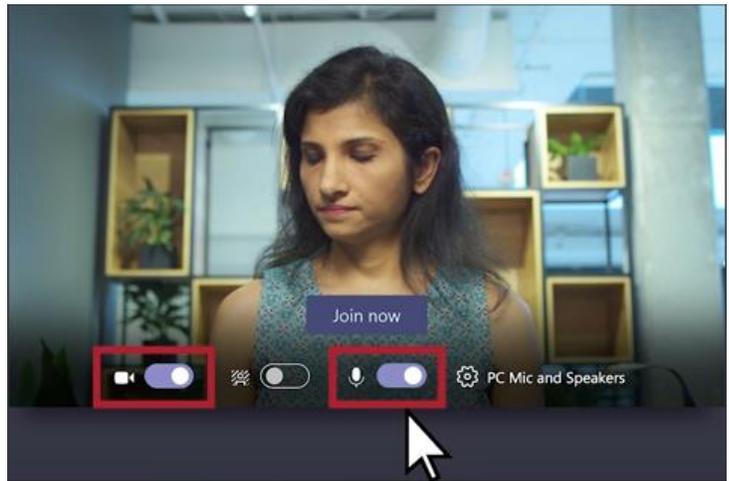
**Note:** If you are using a tablet, you will need to install the app from the Google Play Store or Apple App Store. Search for “Microsoft Teams.”



### Step 3: Verify your audio and video settings

Once you join the meeting, you may be asked for permission to access your microphone and camera. Click **“Allow”**.

Click the toggle buttons next to the video camera and microphone to turn them both on. If they are off, they will have a line through them.

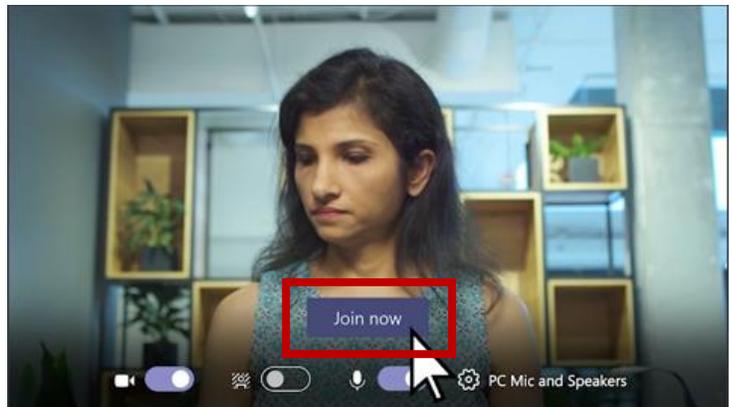


### Step 4: Join the meeting

Click the **“Join now”** link to enter the meeting.

#### Complete:

You have now joined the meeting. Enjoy your online program!



## How to improve your experience

### Your PC or tablet:

- To ensure the meeting runs well, close any unused applications on your device during the meeting.
- Built-in microphones often pick up a lot of background noise. Consider putting your microphone on mute when you're not talking. The Teams meeting will have the option on your screen to mute and unmute your microphone.

### Network:

- For the best connection, connect your device to a wired network.
- If your device is connected to WiFi, be as close to the router as possible. The farther you are from the router, the more your WiFi signal strength will weaken.
- Think about your network's bandwidth: Are other members in your household using your WiFi? The more others are using the WiFi at the same time, the slower you may find your connection.