

# A QUICK GUIDE TO MICROSOFT TEAMS

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For Students

# FIRST STEP: DOWNLOAD MS TEAMS APP

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You can use Teams in-browser when following the links, but it works better if you download the app (which works on laptops, phones and other devices).

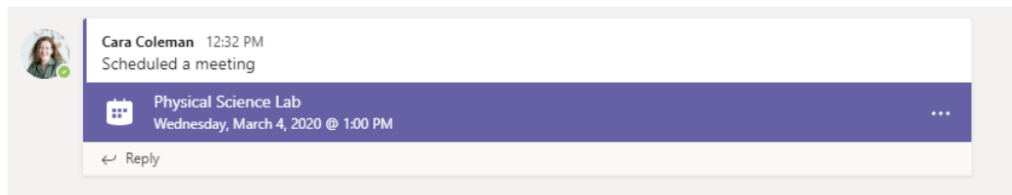
Click [here](#) to download



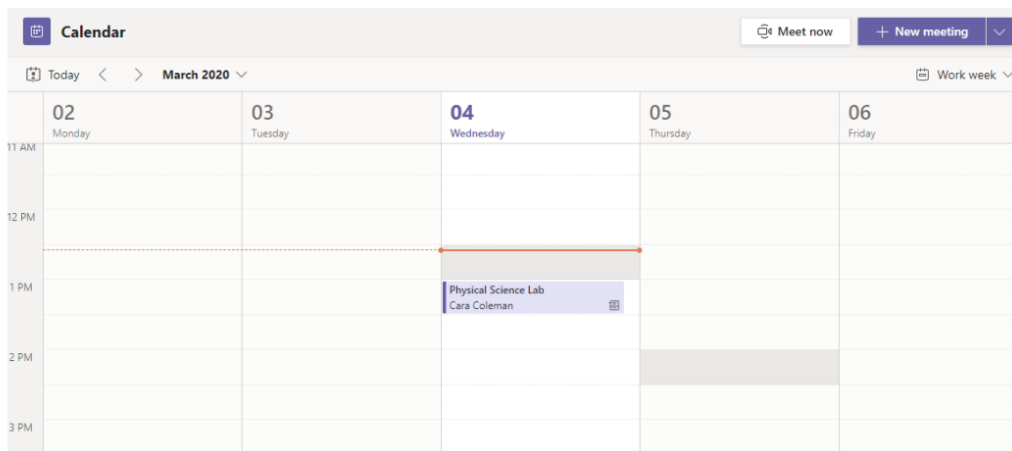
# JOIN A MEETING USING YOUR CALENDAR (PART 1) - VIDEO GUIDE [HERE](#)

## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings

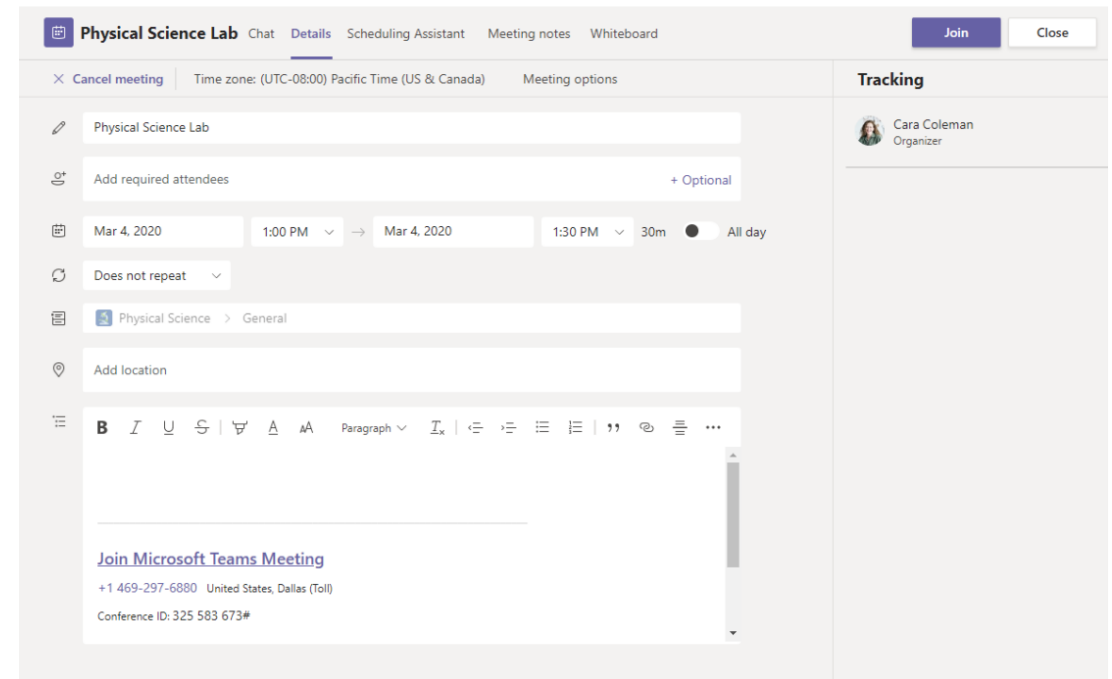


A screenshot of a Microsoft Teams chat message. The message is from Cara Coleman, sent at 12:32 PM. The text says "Scheduled a meeting". Below the text is a meeting card for "Physical Science Lab" on Wednesday, March 4, 2020, at 1:00 PM. There is a "Reply" button at the bottom left of the message.



A screenshot of the Microsoft Teams calendar interface. The calendar is for March 2020, showing the week from Monday (02) to Friday (06). A meeting titled "Physical Science Lab" by Cara Coleman is scheduled for Wednesday, March 4, from 1:00 PM to 1:30 PM. The calendar interface includes a "Meet now" button and a "New meeting" dropdown menu.

Find the meeting invitation in the channel of your team or on your Teams calendar.



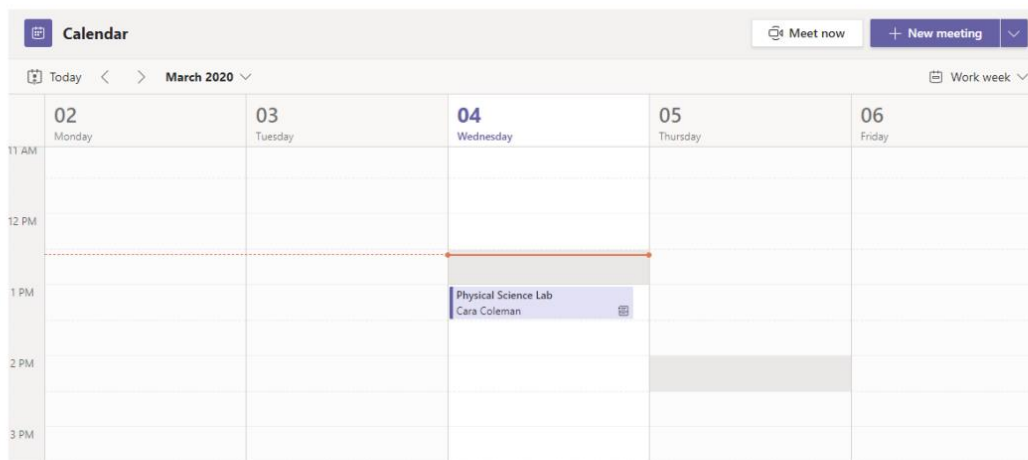
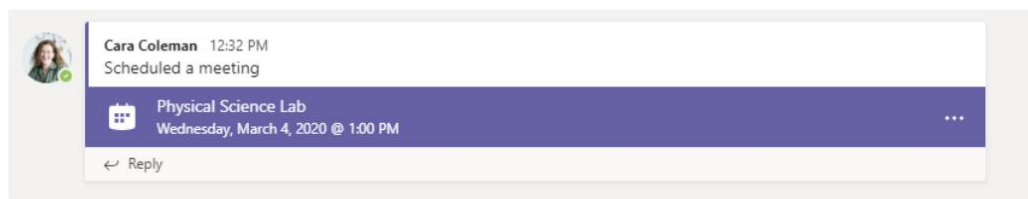
A screenshot of the Microsoft Teams meeting details page for "Physical Science Lab". The page includes tabs for "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". There is a "Join" button and a "Close" button. The meeting details include: "Cancel meeting" link, "Time zone: (UTC-08:00) Pacific Time (US & Canada)", "Meeting options", "Add required attendees" field, "Date and time" (Mar 4, 2020, 1:00 PM to 1:30 PM, 30m, All day), "Does not repeat" dropdown, "Physical Science > General" category, "Add location" field, a rich text editor, and a "Join Microsoft Teams Meeting" link with a phone number (+1 469-297-6880) and a conference ID (325 583 673#). A "Tracking" sidebar on the right shows the organizer as Cara Coleman.

Open the meeting and click **Join** to join the meeting.

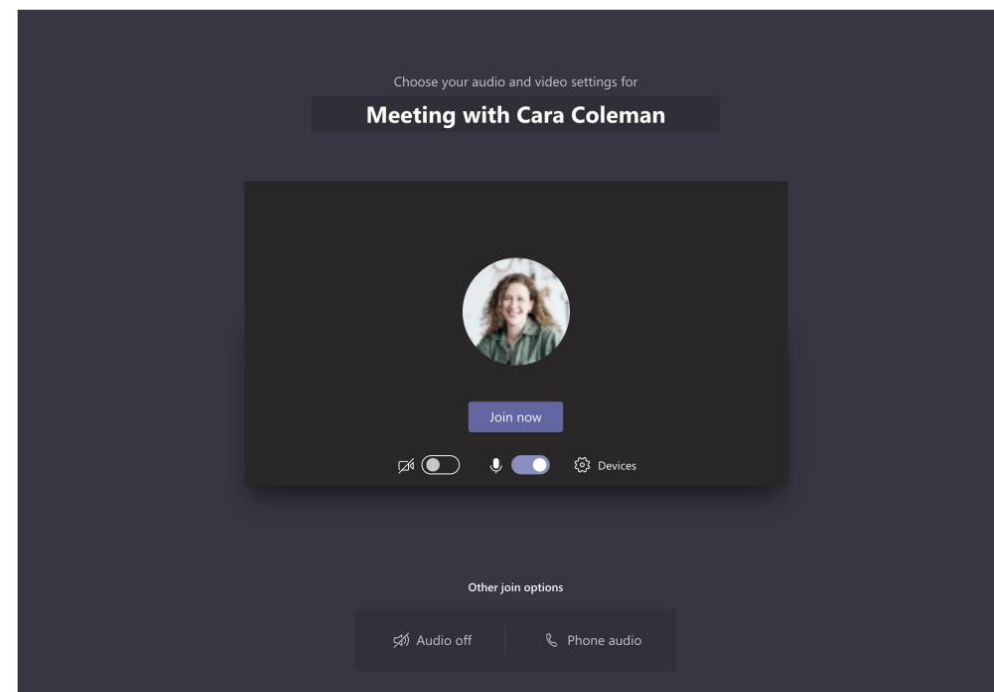
# JOIN A MEETING USING YOUR CALENDAR (PART 2) - VIDEO GUIDE [HERE](#)

## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

# JOIN A MEETING USING A LINK - VIDEO GUIDE [HERE](#)

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Select [Join Microsoft Teams Meeting](#) in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select [Sign in](#) to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

## Join Microsoft Teams Meeting

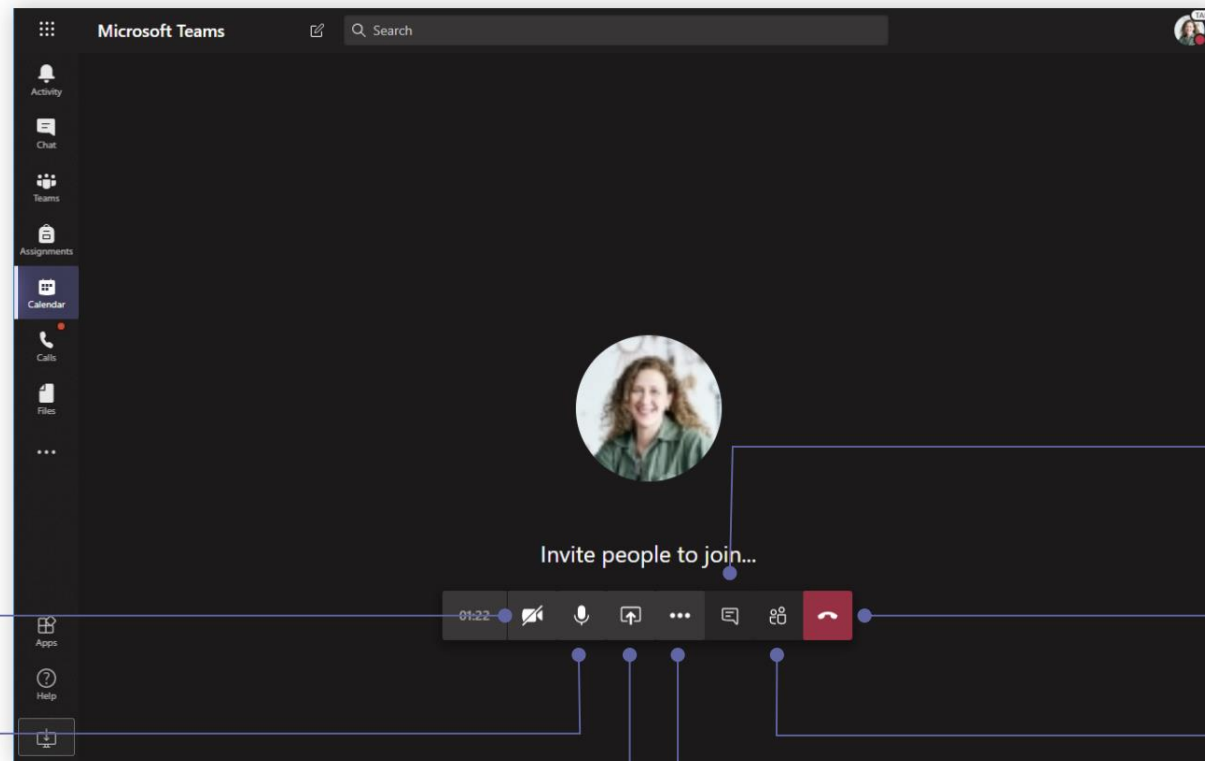


All you need to join a Teams meeting is a link (looks like the picture)

# HOW TO PARTICIPATE IN A MEETING

## Participate in a meeting

Share video, voice, or your screen during the online call.



**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Share your screen and sounds from your computer.**

**Access additional call controls**  
Start a recording of the meeting, change your device settings, and more.

**Send chat messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

**Leave the meeting**  
The meeting will continue even after you have left.

**Add participants to the meeting.**

# THINGS TO NOTE:

- If you feel comfortable enough, we'd love for you to keep your camera turned on so that your teachers can see and engage with you!
- Please keep your mics on mute for the entirety of the session unless specified by your teachers or if you need to ask any questions.
- Make sure you use the chat function to communicate with your fellow peers and teachers. It can be great fun!

IF YOU OR YOUR PARENTS/GUARDIANS NEED ANY MORE INFORMATION, PLEASE CLICK [HERE](#) FOR FURTHER GUIDANCE ON DISTANCE LEARNING WITH MICROSOFT 365.

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FEEL FREE TO ALSO EMAIL US AT [ARK.MUSIC@ARKONLINE.ORG](mailto:ARK.MUSIC@ARKONLINE.ORG)