

# DIRECTIONS for USING MS TEAMS

To join the webinar, click on the link in the e-mail you received with the webinar details 5 minutes before the scheduled start time.

## CURRENT OFFICE 365 USERS

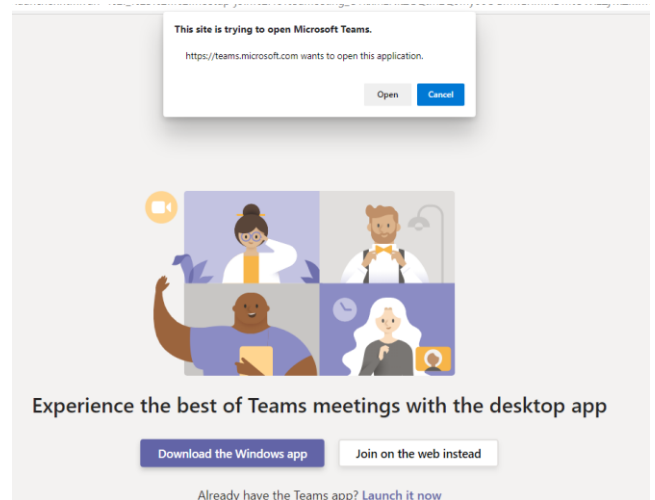
If you are a Microsoft 365 user and are signing-in from a work-related device, you will be prompted for your credentials (your sign-in information for your e-mail account) and taken to MS Teams.

## SIGNING-IN WITH YOUR PERSONAL DEVICES

If you are signing in from a personal device, you may be asked to download the Teams app or given the option to join via your web browser depending on the type of device you are using. Choose **“join on the web instead”** if it is an option.

In either case, you will be taken to the meeting space and asked to provide your name

Once in the meeting waiting room, click on the “Join Meeting” button to join the webinar. Enter your full First and Last name if you are prompted to enter a name



## NAVIGATING IN TEAMS

Once in the webinar space you will see a control box with eight small boxes:



- The first box on your left tells you the elapsed meeting time
- Second box is your camera control and should be set to off- **DO NOT CHANGE**
- Third box is your microphone control and has been set to mute – **DO NOT CHANGE**
- Fourth box is the screen share control and is turned off – **DO NOT CHANGE**
- Fifth box contains miscellaneous device settings and should not be changed
- Sixth box is the Conversation button, if you have a question, click on this and enter your question. Your question will be asked by the moderator and answered by the presenter
- Seventh box will show the webinar participant names
- Eighth box (in red) ends your call: **DO NOT PRESS**

## **USING CONVERSATION**

If you have a question:

- Click on the Conversation Button (sixth box in the control box)
- A side panel will open
- Enter your question
- Click on the > Send arrow

Depending on the presentation, your question may not immediately be answered but will be read for all participants to hear by the moderator when time allows.