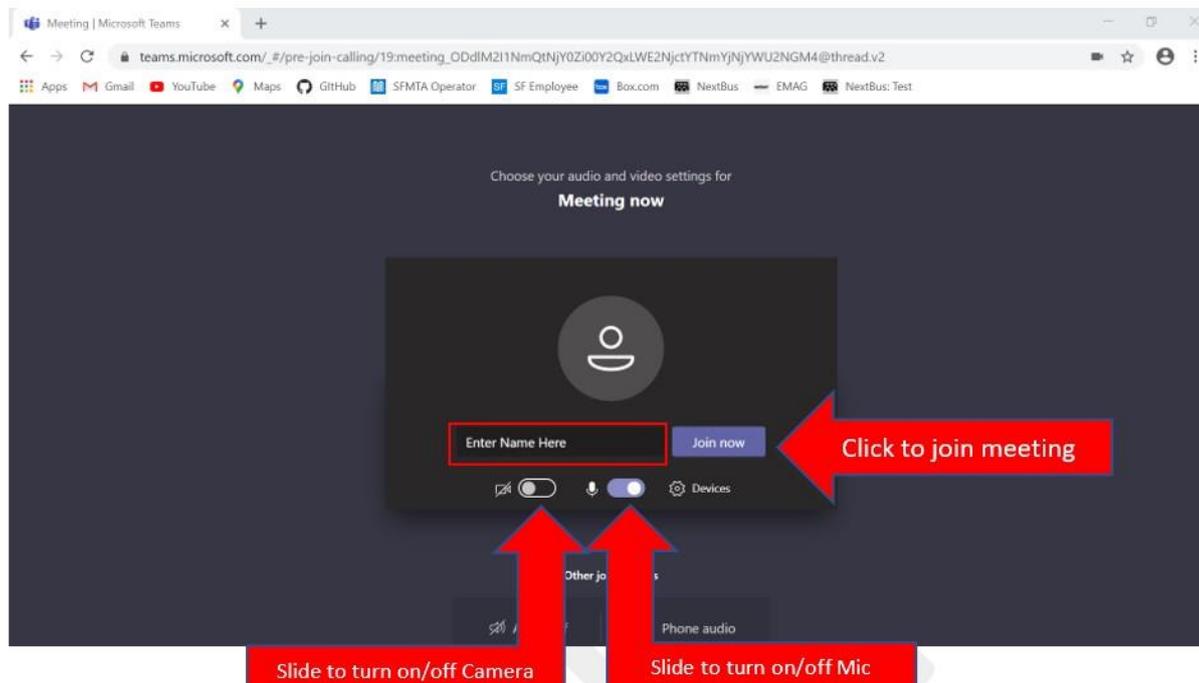
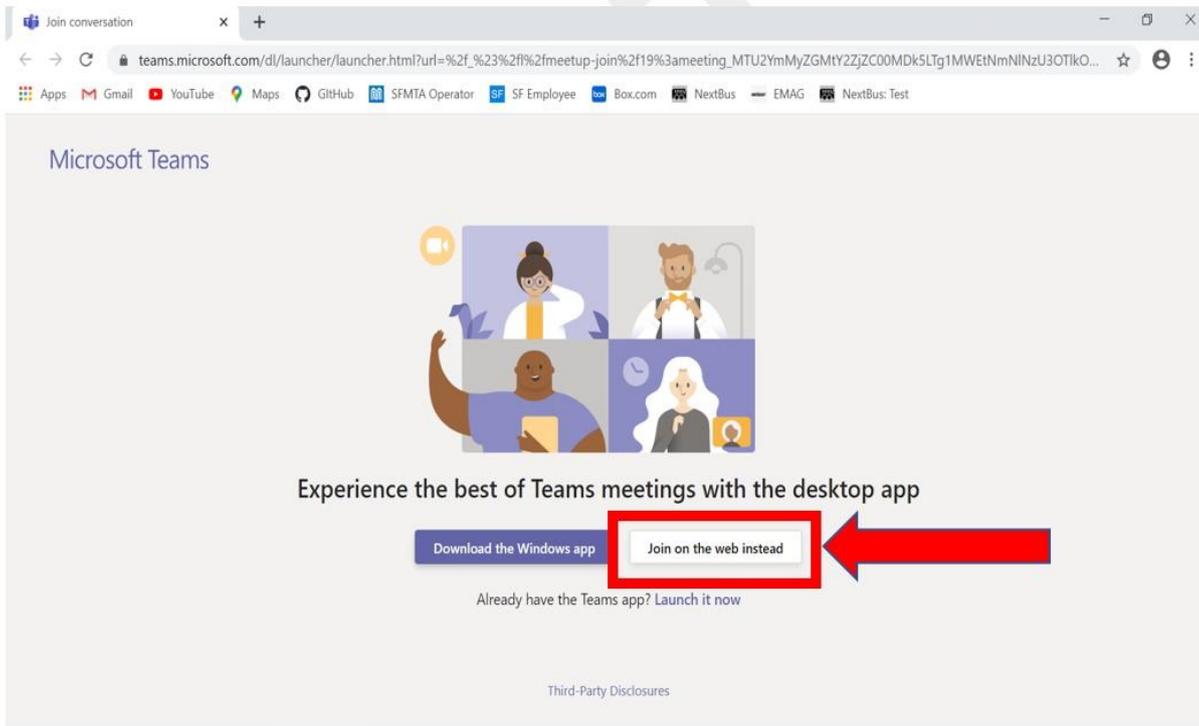


What to do after clicking on the link?

For participants using a computer that has a Microsoft Teams account, click on Sign in and join. For participants without a Microsoft Teams account, click on Join on the Web instead, then click allow use of microphone and camera. Participants will then be required to enter their name.



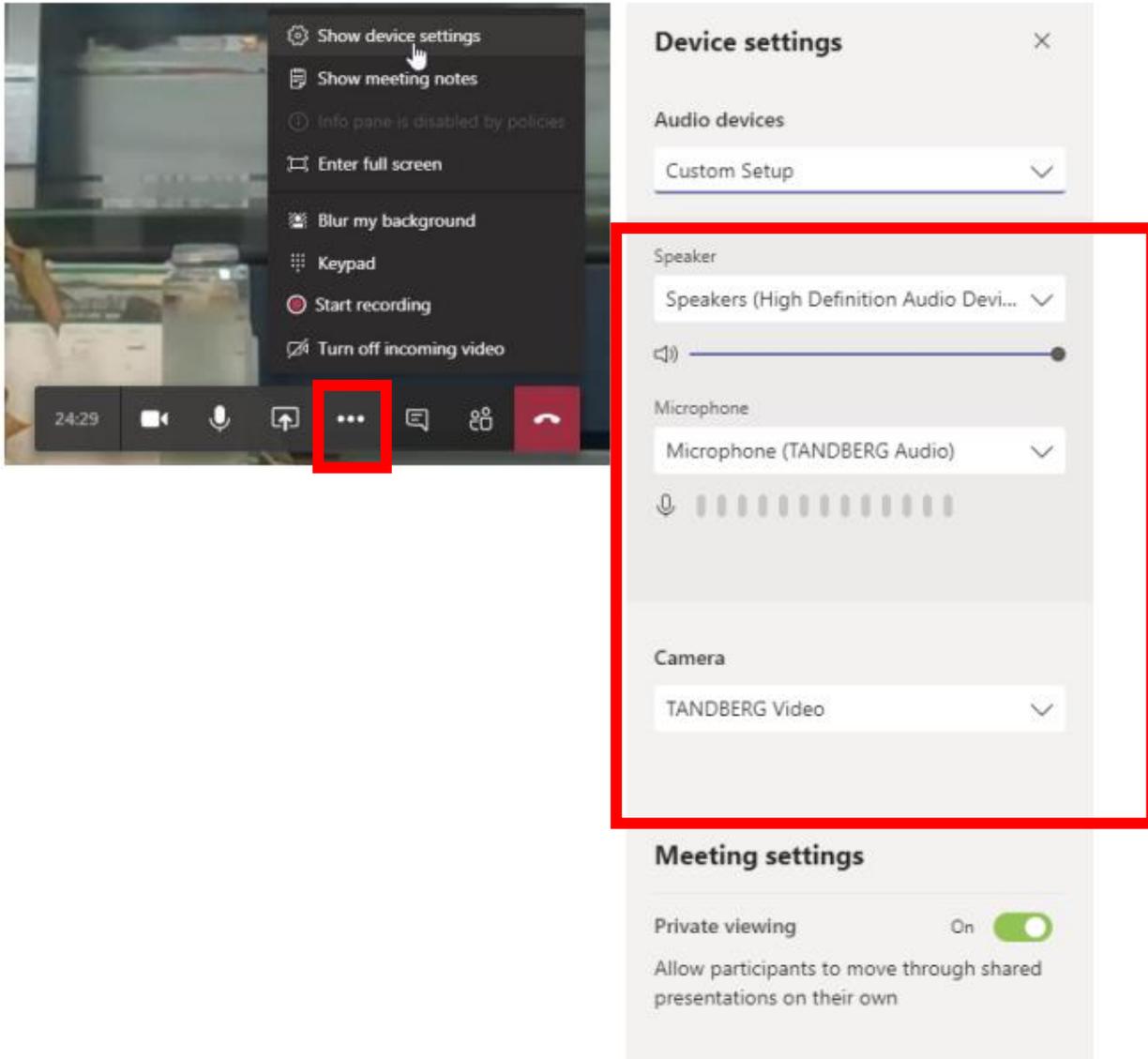
To Turn Off Video, , button should be moved to the left.

To Turn Off Mic, , button should be moved to the left.

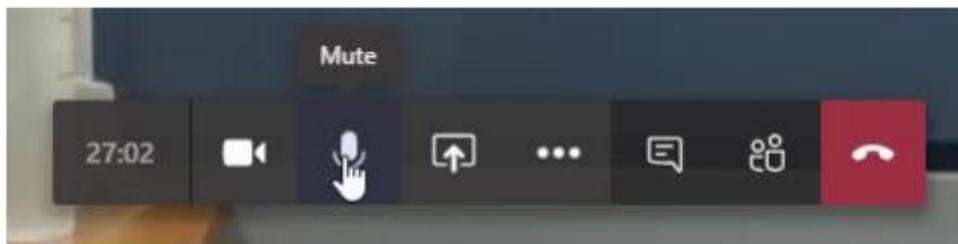
Kindly join the meeting 5-10 minutes before the meeting starts.

Manage Audio and Camera settings in a Teams meeting

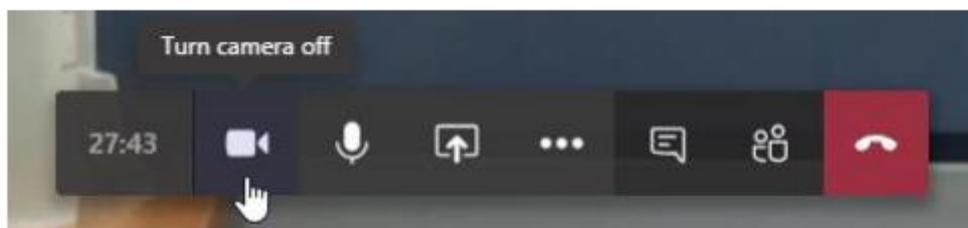
If people in a meeting can't hear you, you might be muted or you might not have configured your mic correctly. To change your speaker, microphone, or camera settings when you're on a call or in a meeting, select More options > Show device settings in your meeting controls. Then, select the speaker, microphone, and camera options you want.



Mute/Unmute

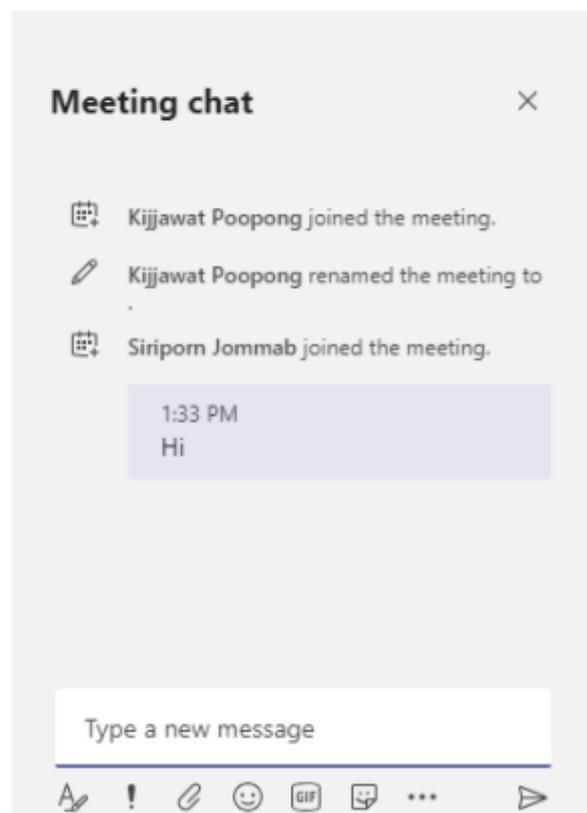
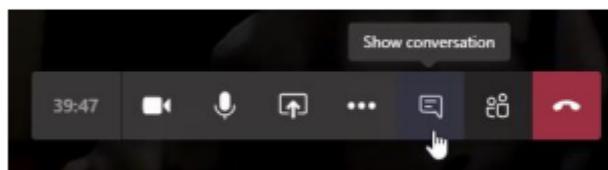


On/Off Camera

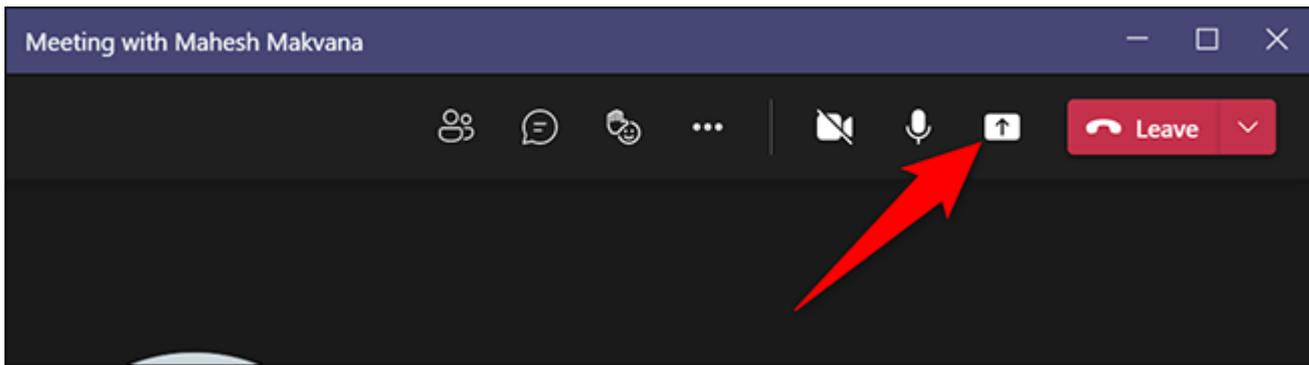


If people in a meeting would like to chat or do a presentation with you, Users can click the button as in the snapshot directly below.

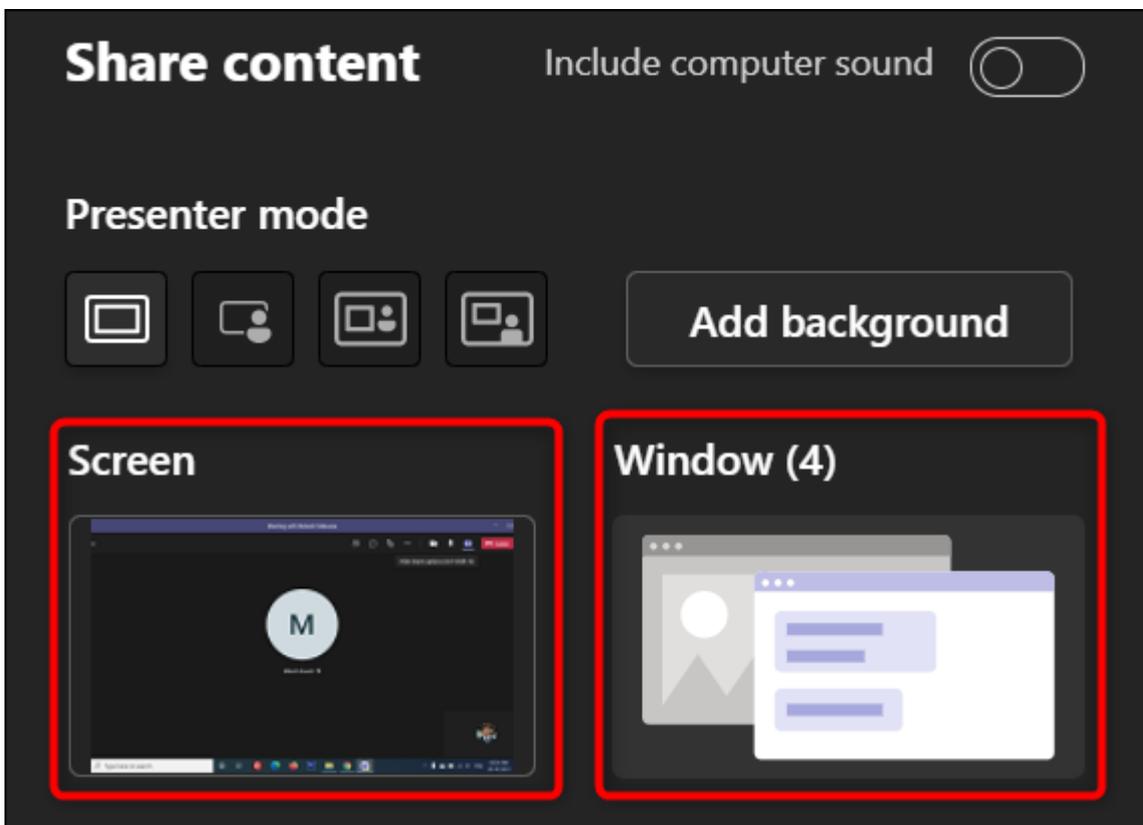
Chats



How to Screen Share in Microsoft Teams on Desktop



You will see a “Share Content” section to the right of the Teams interface. To share your computer’s entire screen, then in this section, click “Screen.” To share a specific app’s window, click the “Window” option instead.

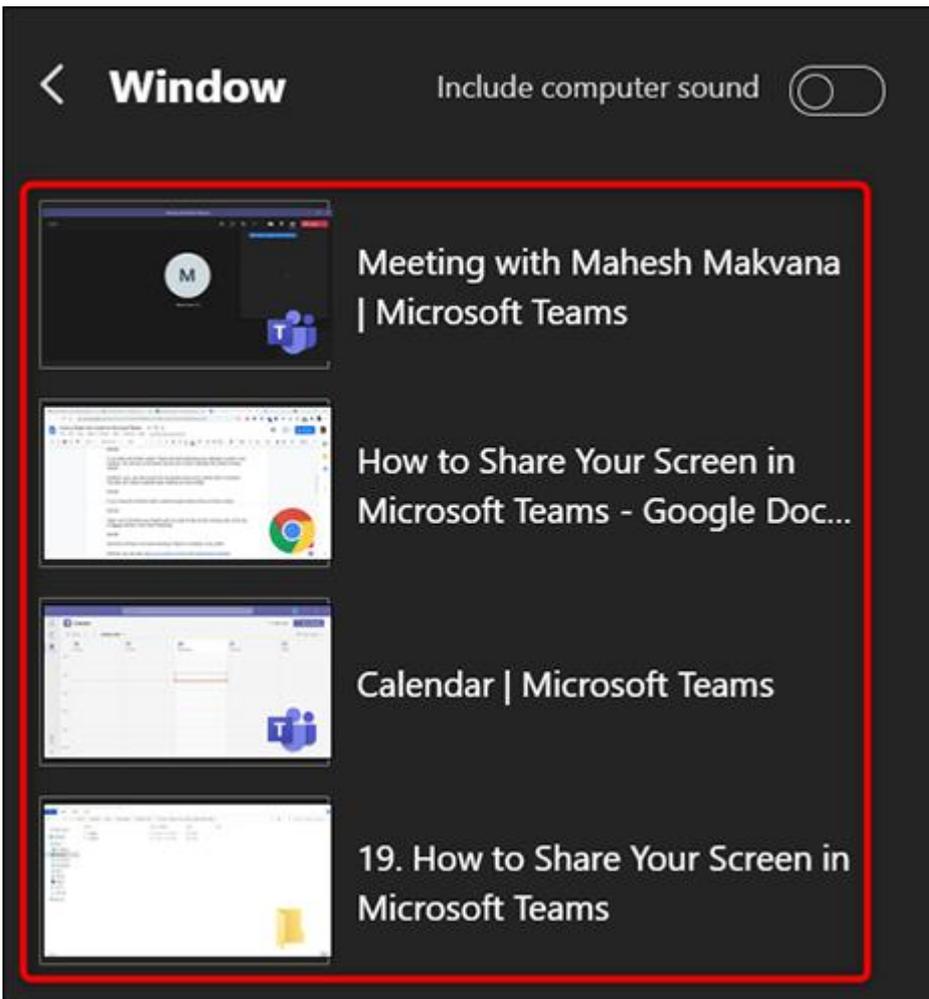


If you select the “Screen” option, Teams will start presenting your desktop’s screen in the meeting. You will see a red border around your screen indicating the screen is being shared.

Note: On Linux, you will not see the red border around your screen when it’s shared. You also can’t share a specific app’s window on Linux.



If you choose the “Window” option, select the app window that you’d like to share.



When you’ve finished your meeting and you want to stop screen sharing, then at the top of the Teams interface, click “Stop Presenting.”

