

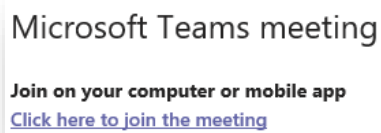
Microsoft Teams Meeting Instructions

How to Login to Microsoft Teams Meeting

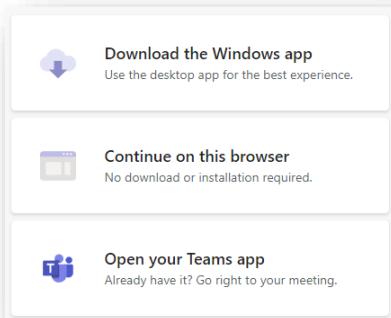
Using Laptop or Desktop Computer

It is recommended that producers join with a computer compared to cell phone, AFSC will be presenting information during the meeting that cannot be viewed while on cell phone.

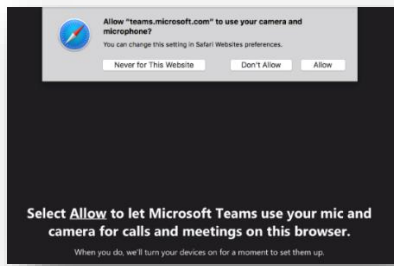
1. Locate meeting invitation from your email
2. Click on link



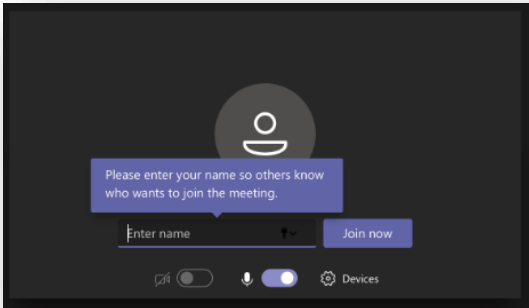
3. Click on "Continue on this browser"



4. Click "Allow" to enable your microphone and camera
 - You can control the microphone and camera once in the meeting. It is strongly recommended that cameras are on during the meeting



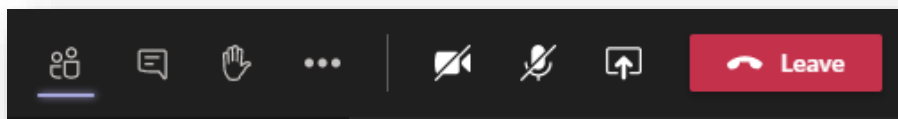
5. Type your name into the “Enter Name” field



6. Click “Join Now” button
7. The meeting organizer will then let you into the meeting, please do not exit off this screen
8. Once you are in the meeting you will be able to see the other participants on the meeting and the presentation being displayed by the meeting organizer

How to use Microsoft Teams Features

Located at the top right corn of the meeting screen you will see a menu bar of features. You will need to use these features at various times throughout the meeting.



Microphone – Mute and Unmute

While the meeting is taking place please have your microphone muted. When ready to speak, raise your hand, and unmute your microphone.



= Microphone Muted



= Microphone On

Camera – On and Off

It is strongly encouraged that your camera is on throughout the course of the meeting. If your internet connection seems to be slow, turning off your camera will help connection.



= Camera Off



= Camera On

Hand Up

If you would like to speak to the group we recommend you put your hand up, this way the meeting organizers know you would like to address the group and will call on you.

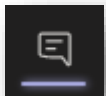
If you click on participants you can see who has their hand up.



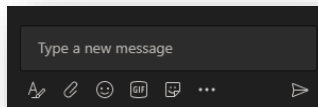
= Hand Up

Chat – Conversation

If you click on the conversation or chat button you can type a message to the group, and see what others have said.



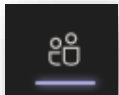
= See Meeting Chat



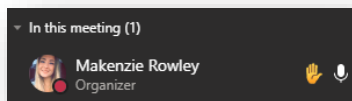
= Type message in chat

Show Participants

If you click into show participants a list of individuals in the meeting will display on the right hand side of the meeting screen. You will also be able to see if anyone has their hand up.



= Show Participants



= List of participants with example of hand up

If you have any questions or issues during the meeting, please let the meeting organizer know right away by speaking up, or typing a message into chat.