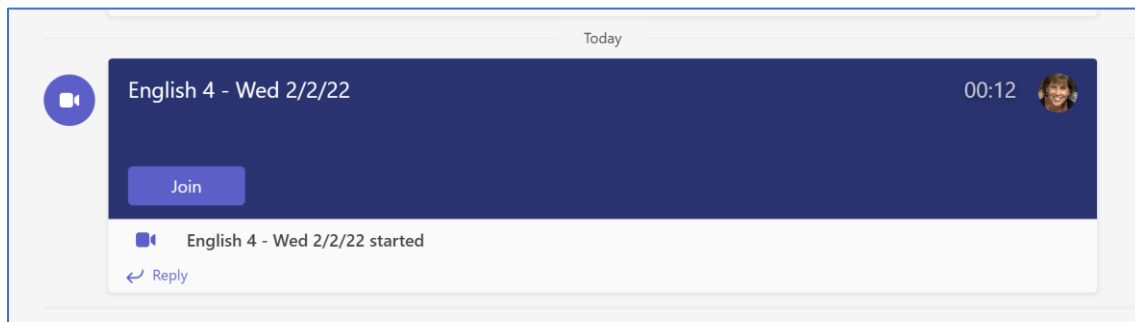


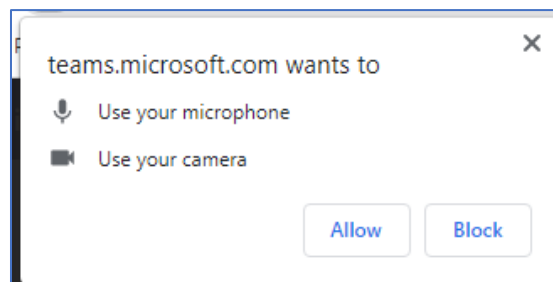
## Joining a Teams Meeting for Class

There are two primary ways to join a Teams meeting that your teacher has started:

1. If you have Teams open, once your teacher begins the meeting, you'll see a pop-up notification at the bottom right corner of your screen announcing the start of the meeting. Select **Join** to join the meeting.
2. In the **General** channel of your class Team, go to **Posts**. If the meeting has started, you should see something like this below. Click the **Join** button.



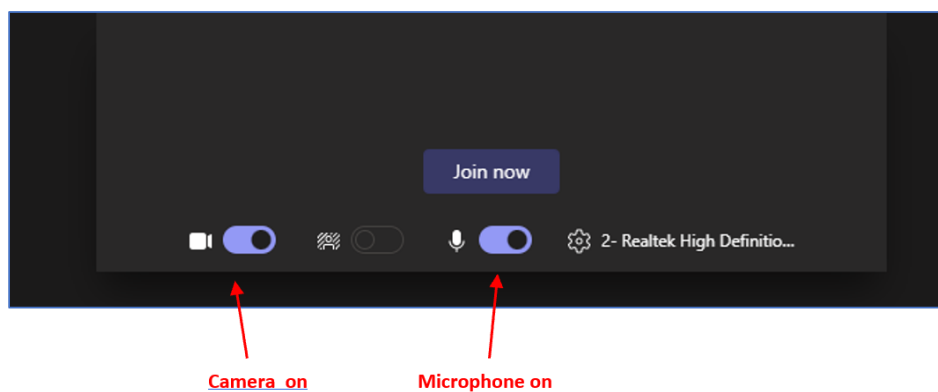
You may get a popup asking you to allow mic and camera. Be sure to click **Allow**.



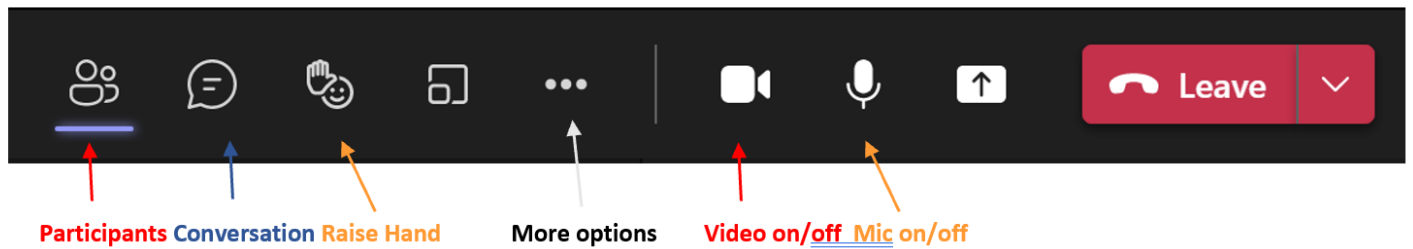
At the next screen, you will see a preview of yourself via the camera. Adjust as necessary so your teacher can see your face (and not just the top of your head or the ceiling fan!).

**Be sure that your camera is on and your microphone is on.** (During the meeting, your teacher will give you instructions on when you may turn either of those off.)

Click the **Join Now** button.

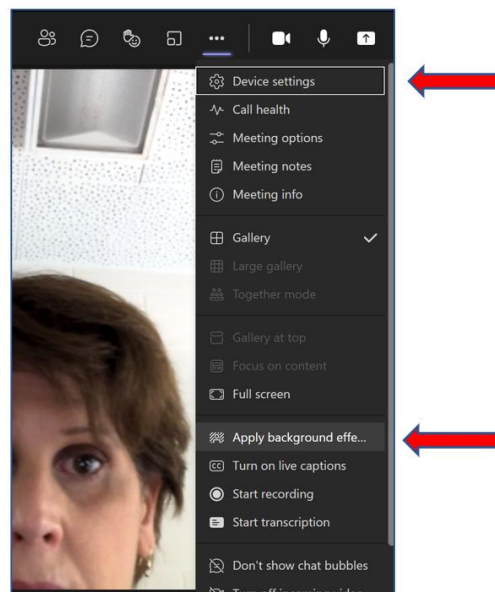


The menu bar has tools that will help you participate in the meeting. Your teacher will give you directions for when to use them as well.



Click on **More Options** (the ...) for a few other handy features:

- **Device Settings:** manage your audio and video
- **Apply Background effects** – you can blur or change your background if you are uncomfortable showing your environment.



### TIPS for Meetings:

- **Pin the Teacher:** During the meeting, if you want to only view the teacher – and not all the people in class – you can hover over the teacher's image/ name to display the ... and then choose **Pin**.
- More helpful tips for meetings can be found [here online](#). It's very short, so take the 2 minutes to watch!

