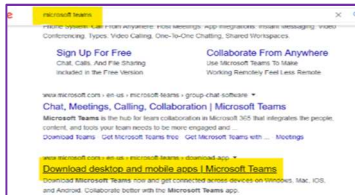


CANCER ACTION MONTH

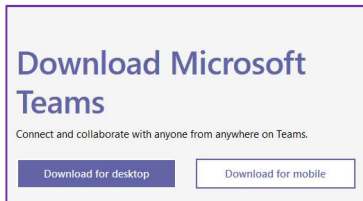
MICROSOFT TEAMS GUIDE

ACCESSING MICROSOFT TEAMS – COMPUTER (PC)

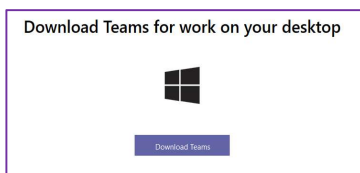
1. Go to www.google.com and search “Microsoft Teams App”
Select: “Download desktop and mobile apps”



2. Select: “Download for desktop”



3. Select “Downlaod Teams”

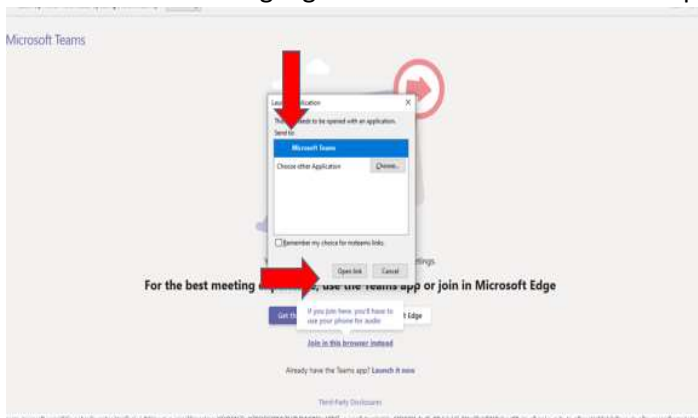


4. Once your download is complete you can access Microsoft teams by clicking this icon on your desktop.



HOW TO JOIN A TEAMS MEETING – COMPUTER

1. You will receive an email from the event coordinator, in it you will have 2 choices:
 - **Join Microsoft Teams Meeting:** Click this link to join the meeting via the apps you download. Using this method, you will be able to see video content and participate in some meetings using video/audio.
 - **Dial-in number and conference ID:** Use this if you wish to call into the meeting.
2. One you've clicked “Join Microsoft Teams Meeting” your desktop should look like the image below. Make sure Microsoft Teams is highlighted in blue and then select “open link”

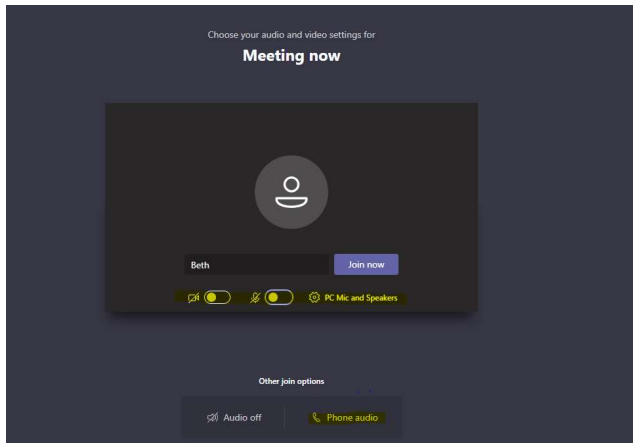


CANCER ACTION MONTH

MICROSOFT TEAMS GUIDE

3. Please type in your full name
 - a. If you would like participants to see you live, turn on your desktop camera by selecting the camera icon. **Note: it is important to check your camera and microphone settings prior to the testing session or a coordinated event/meeting**
 - b. If you would like to speak during the session you will need to turn your microphone on. You could also call in using your cell phone; however, you will need to mute the sound on your computer

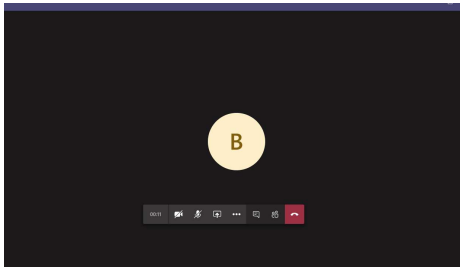
4. Once you have your preferences set, select “Join Now”



5. If you have this view, you are successfully connected to the meeting.

IMPORTANT TO NOTE:

- ✓ You can control your video and sound from the function bar as well. (click anywhere on the screen to show the function bar. (function bar shown in image below)




- ✓ You can also view the chat box and the other participants from this bar. (Chat box: click speech bubble icon)
- ✓ To leave the meeting you will need to select the red box with the phone in it.

CANCER ACTION MONTH

MICROSOFT TEAMS GUIDE

ACCESSING MICROSOFT TEAMS – MOBILE DEVICE

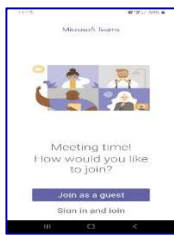
1. Download the Microsoft Teams app to your mobile device from the app store on your phone.
[iOS App Store](#) or [Google Play Store](#)
2. Once your download is complete you can access Microsoft teams by clicking this icon. 

IMPORTANT TO NOTE:

- ✓ You do not need to create a Microsoft Teams (MS Teams) account or profile to participate in MS Teams meetings/events, downloading the app is enough.

HOW TO JOIN A TEAMS MEETING – MOBILE DEVICE

6. You will receive an email from the event coordinator, in it you will have 2 choices:
 - **Join Microsoft Teams Meeting:** Click this link to join the meeting via the apps you download. Using this method, you will be able to see video content and participate in some meetings using video/audio.
 - **Dial-in number and conference ID:** Use this if you wish to call into the meeting.
7. When you click **Join Microsoft Teams Meeting** link you will see this view. Select: “Join as a guest”



8. Type in your full name and select “Join as a guest”



9. Once you've joined, familiarize yourself with the following options
 - Select the video camera if you would like to use the camera on your device and be viewed live by others
 - Select the microphone when you want to speak. **Please note:** This option will not be available during general presentations. You will use this feature in your meetings with Legislators unless you called in using your phone. *If you intend to listen only, please mute by selecting the microphone icon to avoid background noise distractions.
 - When the meeting ends, you will need to select the red phone box to disconnect from the call.

