

Participant's Guide to Microsoft Teams Meetings

How to join a meeting:

Join the meeting on the date and time indicated by clicking the meeting link. All meeting links for the virtual summer book study can be found on the [Resources for English Language Arts](#) webpage.

What to do after clicking on the meeting link:

For a laptop / desktop: For participating without a Microsoft Teams account, click on **Join on the Web instead** when it appears, then **click allow use of microphone and camera**. Participants should then enter their name.

If you have a Microsoft Teams account, click on *Sign in and join*.

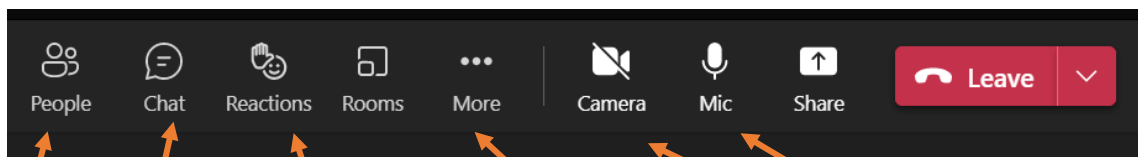
For mobile devices: For participating using mobile devices, download the Microsoft Teams app and join as a guest. Participants will then be required to enter their name.

Troubleshooting:

If you lose sound or video, try refreshing the browser window or log out and reconnect to the meeting via the meeting link.

To change your speaker, microphone or camera settings when you are in a meeting, select **More options** ***> **Show device settings** in your meeting controls. Then, select the speaker, microphone and camera options you want to adjust.

Control Panel:



Click to see the list of participants

Click to see the chat or contribute to the chat.

Click to add a reaction

Click to change device settings: Select **Show device settings** for speaker, audio and microphone.

Click to turn camera and microphone on/off