

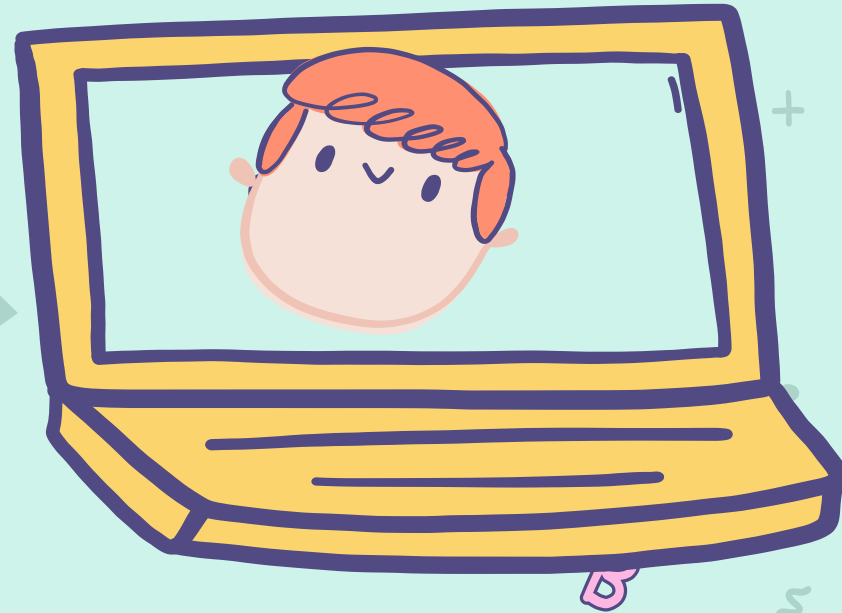
# Objectives:

Today we will learn how to:

- **Join** a meet
- Turn our **camera** on and off
- Mute and unmute our **microphone**
- Raise our **hand**
- **Leave** a meet correctly



**Follow these  
steps for live  
instruction...**




# Select 'Microsoft Teams App'



# Log Into Teams

Microsoft Teams



**Enter your work, school,  
or Microsoft account.**

Sign-in address

Sign in



**Enter password**

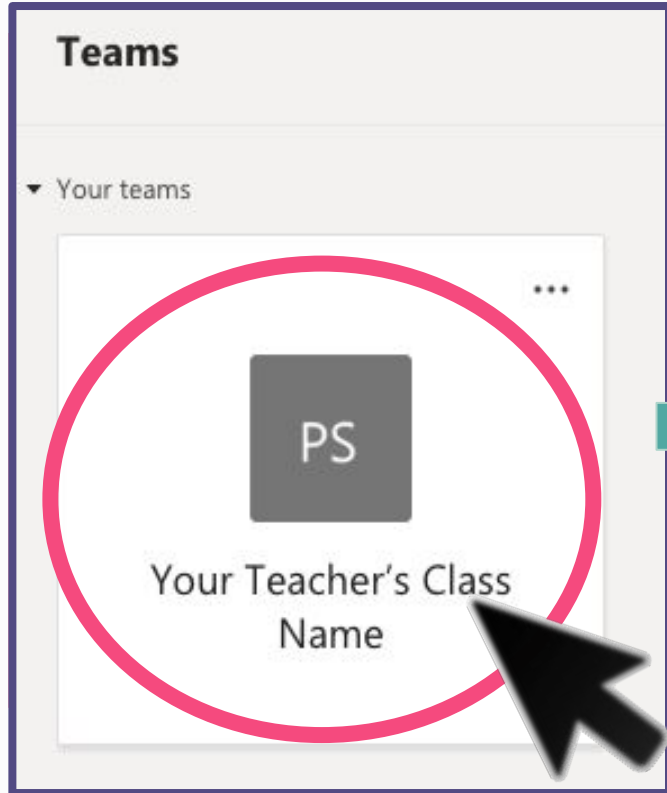
Password

[Forgot my password](#)

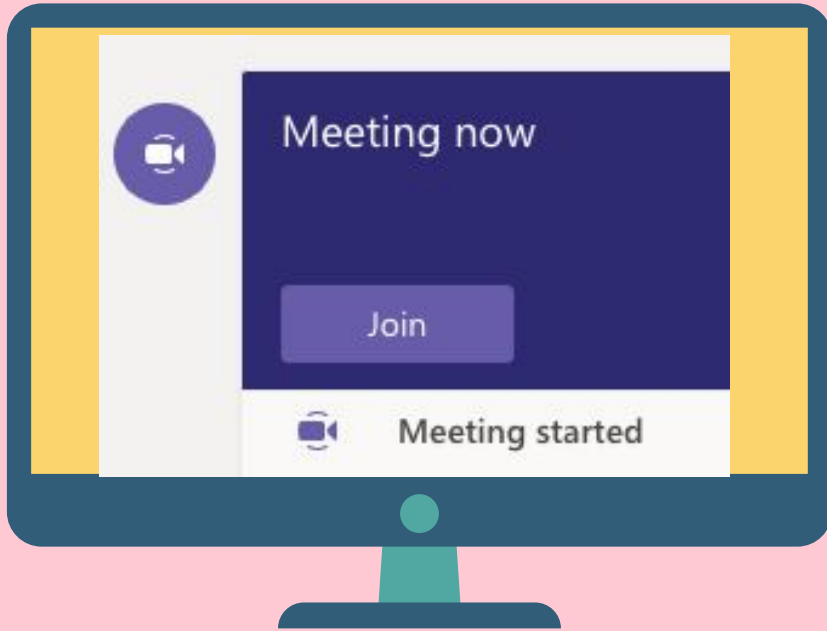
[Sign in with another account](#)

Sign in

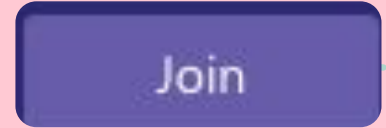
# Select Your Class



# Join a Meeting



Click on  
button.



A

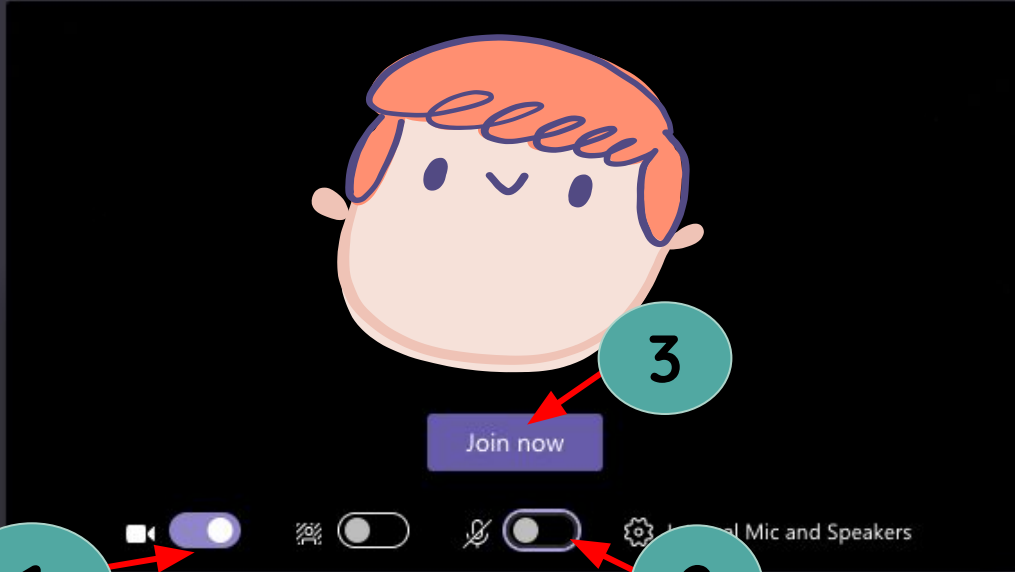
B



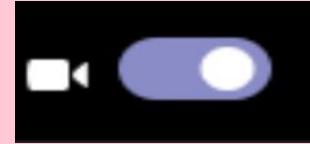
# Join a Meeting

Choose your audio and video settings for

Meeting now



1. Click



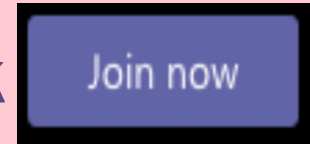
on.

2. Click



off.

3. Click



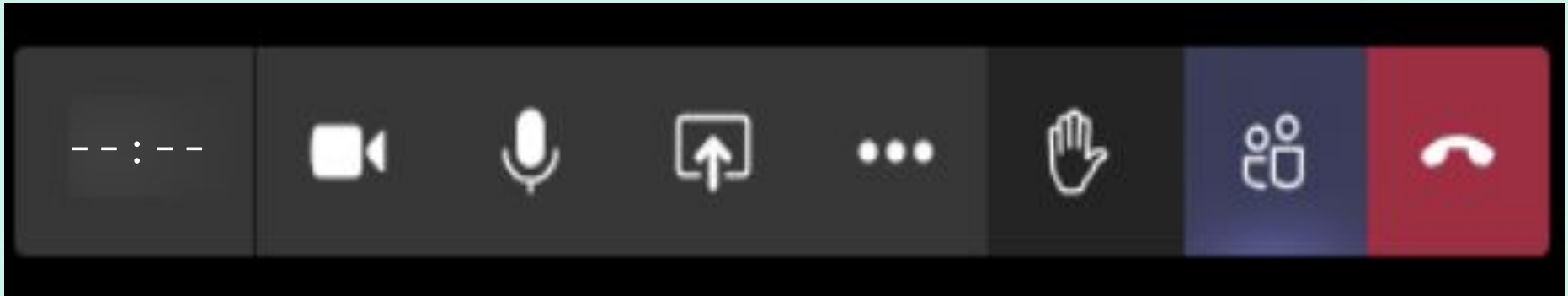
1

2

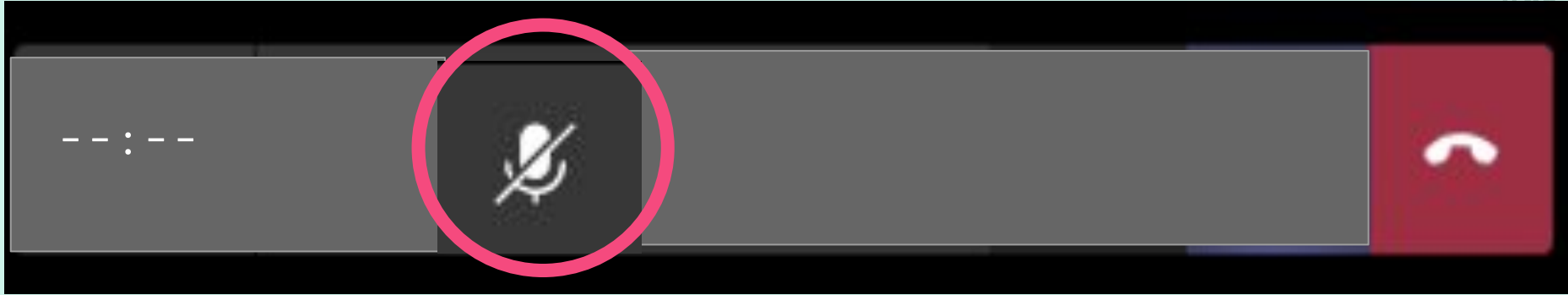
3



# • Microsoft Teams Toolbar



# Mute Your Mic



**Keep your mic muted until your teacher has called on you.**

# Camera



**Keep your camera on unless asked to turn it off by your teacher.**

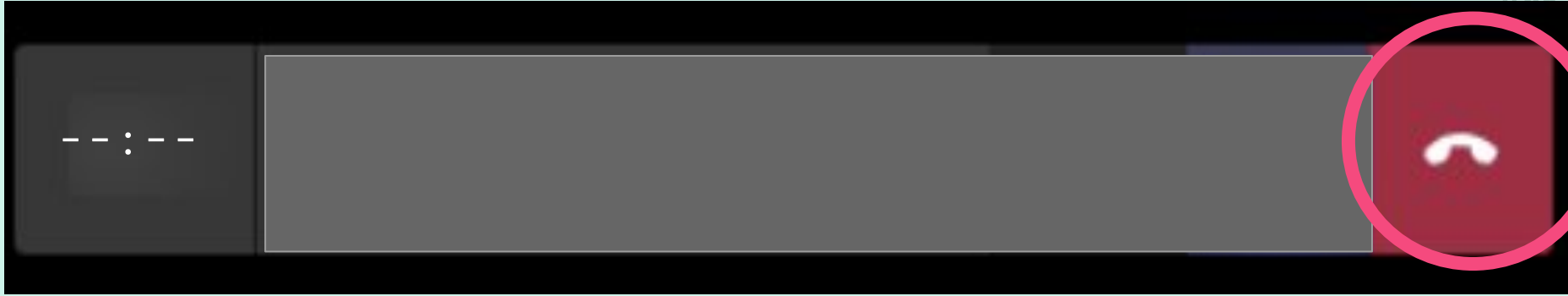
# Raise Your Hand



**Click on the hand to ask a question or make a comment.**

**Wait until your teacher calls on you.**

# Leaving a Meeting



**At the end of live instruction, you will hang up to close the meeting.**

# Credits



**CREDITS:** This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**

Please keep this slide for attribution