

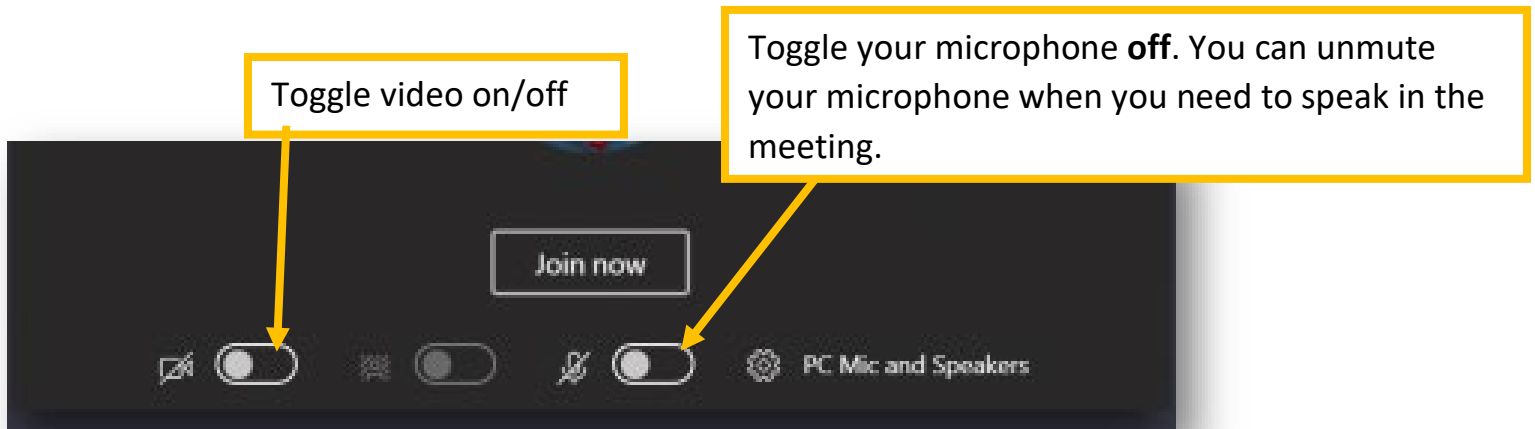


## Manteca Unified School District TEAMS Quick-Start Guide

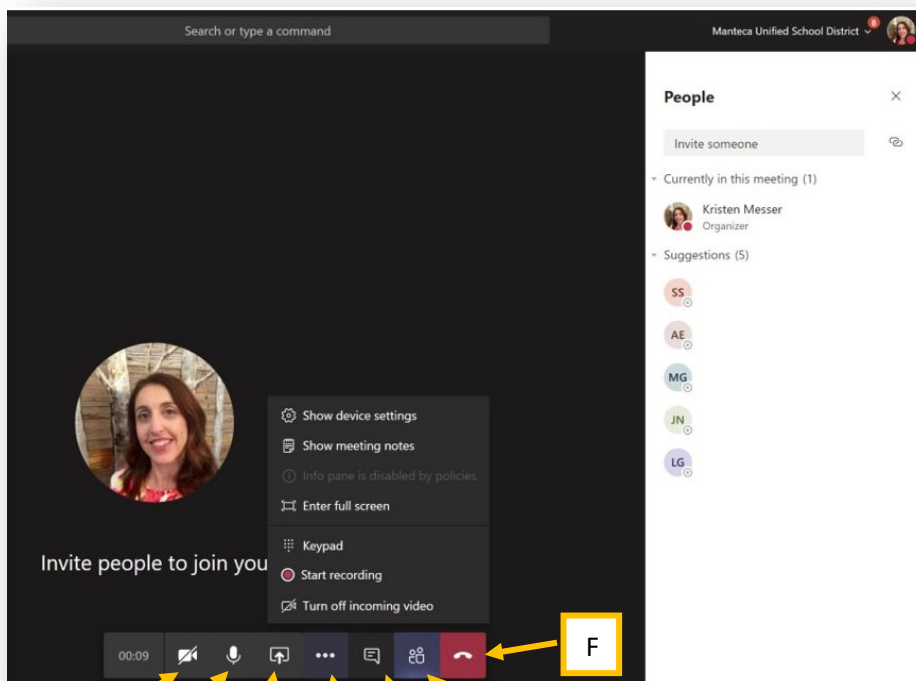
# TEAMS MEETING: HOW TO PARTICIPATE

You may receive an invitation from your teacher to join in distance learning in an online Teams Meeting. Your teacher will select the day and time for the meeting and invite students to attend. You will be notified of the scheduled meeting by email, in the General channel under posts, and in your Outlook calendar. All 3 places will give you the option to join the Meeting. An internet connection is required.

When you select “Join Now” or “Join Microsoft Teams Meeting” a window will appear giving you several options before you actually enter the meeting. When you are ready, click the button to join the meeting.



Once you have entered your meeting, you will have more options. Hover on the screen to bring up the bar.



- A. Toggle your camera on or off.
- B. Toggle your microphone on or off
- C. Share your screen,
- D. Open the chat pane. Very useful for asking and answering questions without interrupting the speaker.
- E. Invite people to attend
- F. Hang up. You can rejoin. Be sure to hang up at the end of the call!
- G. Opens additional options

