

Meeting virtually with your advisor using Microsoft Teams

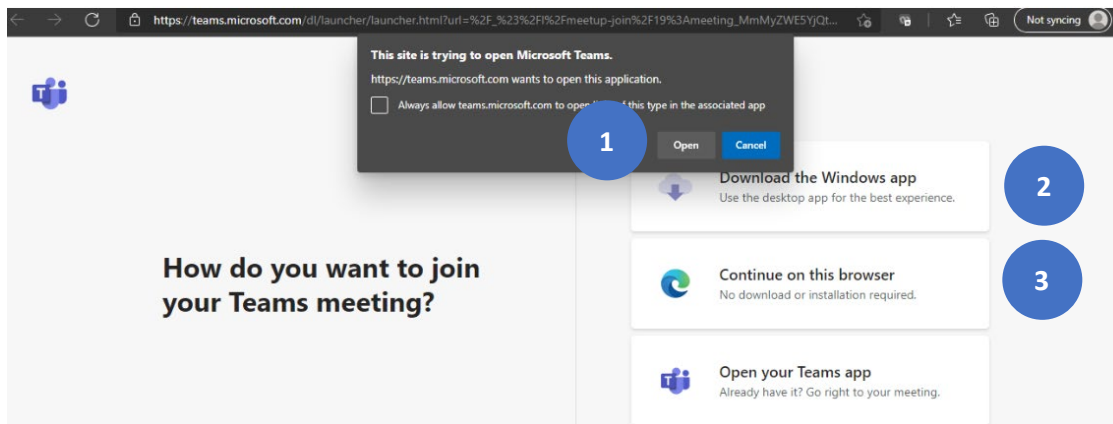
We've prepared this document to make connecting with us virtually as easy as possible.

Meeting with a desktop or laptop

Open your meeting invitation and select the link by **Join on your computer or mobile app**.

Depending on your browser, you may see the following options:

1. If you have Teams installed, select **Open**.
2. If you want to install the Teams app, select **Download the Windows app**. You will need to wait for the app to download and then click **Open** to run the installation.
After you install, you will need to go back to the meeting invitation and click the Join link.
3. If you prefer not to use the Teams app, select **Continue in this browser**. You will need to use a modern browser such as Chrome or Microsoft Edge – no download required.

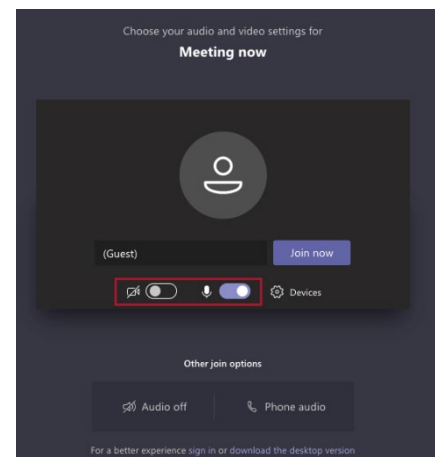


You may be prompted to allow Teams to use your Microphone and Camera. Click **Yes** if you see this.

In the Meeting now window, you have the option to enable or disable video and audio for your device using the slider controls.

If you plan to dial in to the meeting with your phone, instead of using the microphone and speaker on your computer, turn the microphone slider to “off.”

Click **Join now** to enter the meeting.

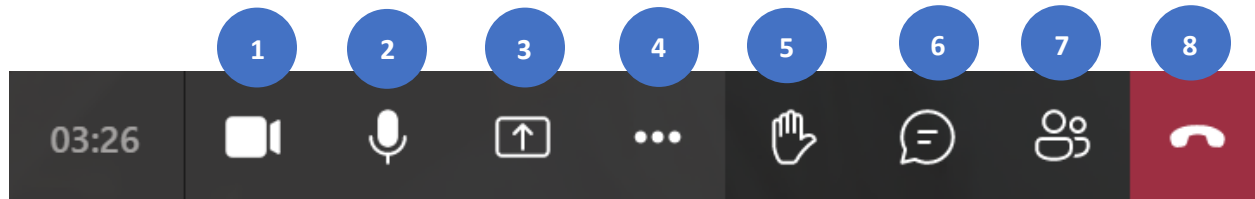


Joining with a Mac computer

- For the best experience, download the Teams app to your device and use it to join the meeting.
- If you prefer to join with a browser, the Chrome browser is recommended. You will lose video when your advisor is presenting.

Meeting controls

Your meeting controls appear when you move your mouse to the bottom center of the screen.

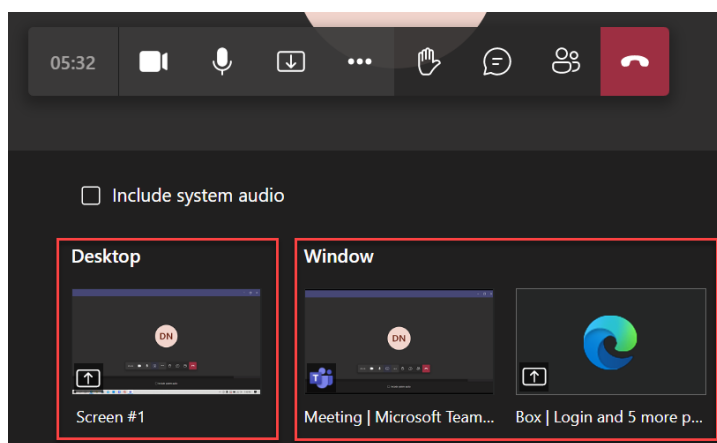


1. **Video:** Toggle video on and off.
2. **Audio:** Toggle audio on and off (mute).
3. **Share Content:** Share your Desktop or an application
4. **More Options:** Device settings, full screen, gallery view, turn off incoming video
5. **Hand:** Raise or lower your hand.
6. **Chat:** Toggle display of Chat pane.
7. **Participants:** Toggle display of Participants pane.
8. **Hang Up:** Leave the meeting.

Share your screen or window

Click the Share content icon (#3 shown above), then select the Desktop or Window you want to share.

- Select a screen from the **Desktop** area to share everything on the screen.
- Select an open program from the **Window** area to share only that program.



Meeting via mobile device (phone or tablet)

To join a meeting from your phone or tablet, you will need to install the Teams app – a free app that does not require a Microsoft account.

Go to the App store for your device.

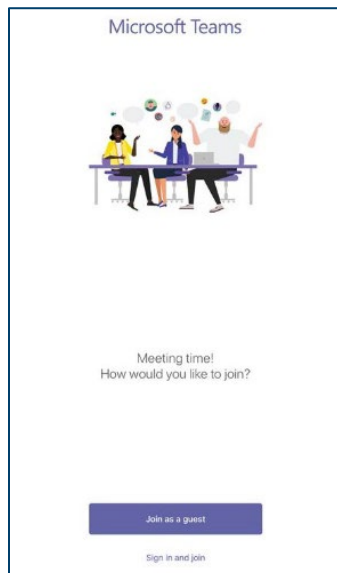
1. Search for “Microsoft Teams.”
2. Click **Get/Install**.
3. When you see **Open**, Teams is installed.

You may be prompted to allow Teams to use your Microphone and Camera. Click **Yes** if you see this.

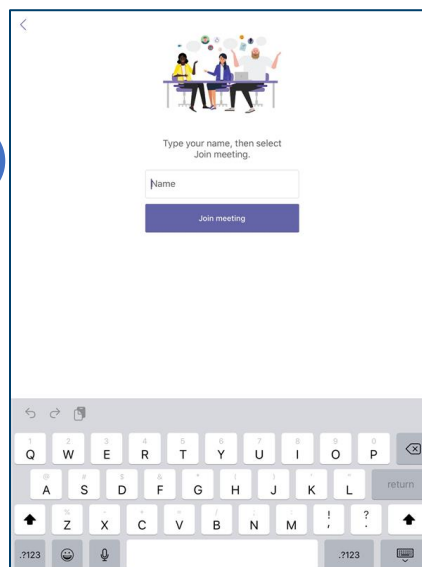


Join a meeting from a mobile device

1. Open your meeting invitation from your email or calendar and click the link by **Join on your computer or mobile app**.
2. The app will open to a Join window. Click Join as a guest.
3. Type your name and select **Join a meeting**.



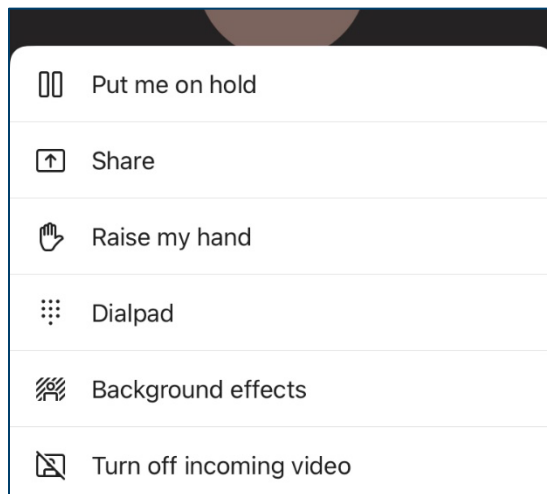
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Meeting controls on a mobile device

Tap the top of your screen to see 1 and 2.

1. **Chat:** Toggle display of Chat pane.
2. **Participants:** Toggle display of Participants pane.
3. **Video:** Toggle your camera on and off.
4. **Microphone:** Toggle your mic on and off (mute).
5. **Speaker:** Toggle your device's speaker on and off.
6. **More Options:** Hold, share, raise my hand, background effects, turn off incoming video.
7. **Hang Up:** Leave the meeting.



If you select share, your options are:

- Share PowerPoint
- Share photo
- Share video
- Share screen

Note: When you select Share screen, you begin a broadcast of the activity on your device to Teams that all attendees can view. there is a misleading message that you will be recorded. There will be no recording saved to Teams or your device.

