

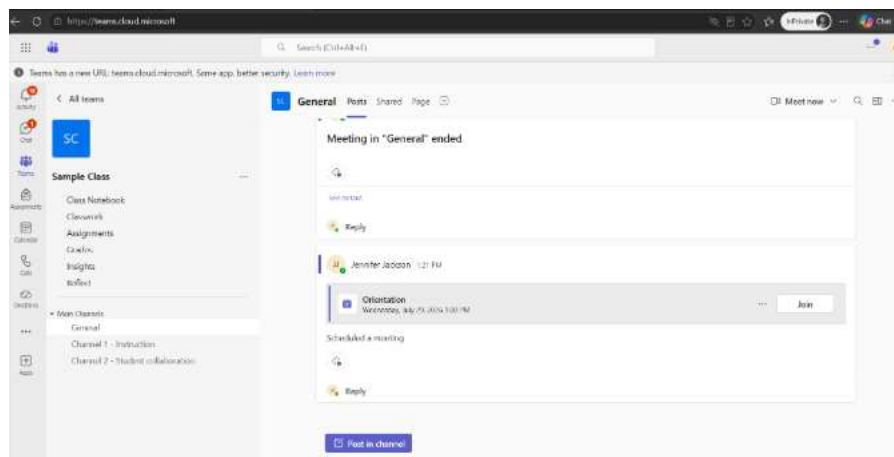
How to Join an Online Meeting

Sign in to Office.com using your UnBQ account. From the Microsoft 365 home page (Copilot page), click the App Launcher (waffle in the upper-left corner) and select Teams.

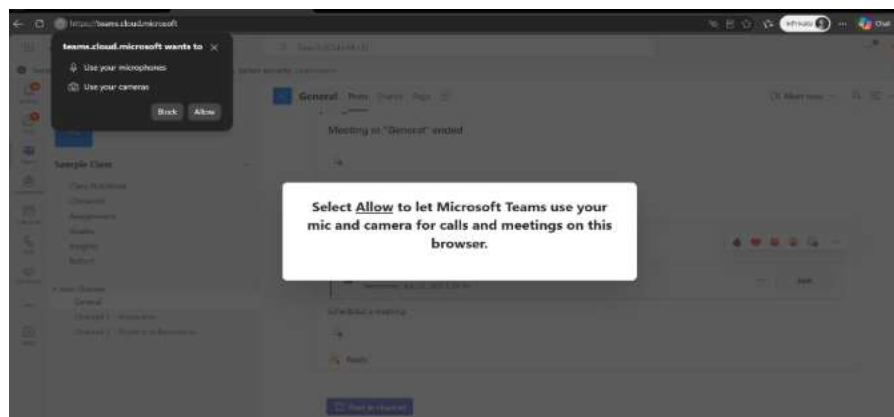
In Teams, locate and select the class you want to join. Once you enter the class, you will be taken to the General channel.

In the General posts area, look for the meeting invitation or meeting "bubble" posted by your instructor. If you do not see it right away, scroll through the posts until you find it.

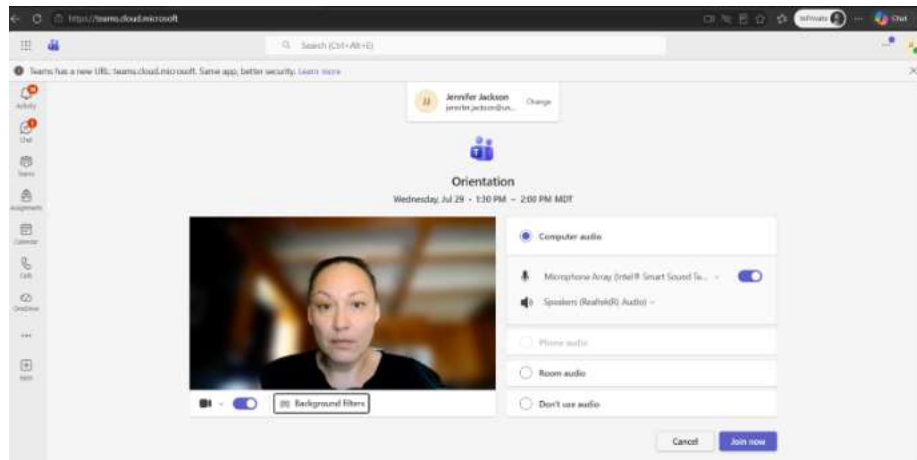
When you find the meeting, click Join to enter the online class.



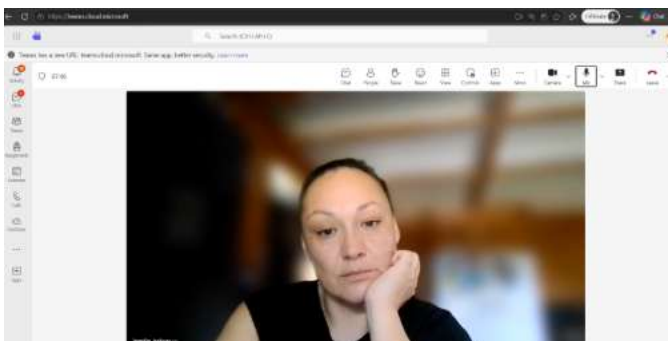
After you press join, you may see the image below. Remember to allow Teams to access the camera and microphone.



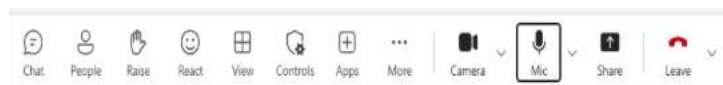
Ensure that your camera and microphone are enabled as pictured below. Click on Join now once you have the camera and microphone enabled,



You are now in your online class. Your screen should look similar to the one below. Within this window, you will be able to interact within the meeting.



Above your camera image, you should see the image below.



With these icons, you can interact within your class.

Chat: You can chat with others within the meeting. Using this feature allows for questions/comments without disturbing the instructor.

People: Clicking on this icon will show you all those who are in the meeting.

Raise: This icon lets the instructor know you would like to speak without interrupting.

React: Send reactions such as thumbs up, heart, applause, or raise your hand.

View: control how participants and content appear on your screen.

More: This icon holds other features that you may or may not have access to. Below is an image of the possible features.



Camera: This icon turns your camera on or off. If there is a line striking through the icon, the camera is turned off.

Mic: This icon turns your mic on and off. If there is a line striking through the icon, the mic is muted.

Share: Using this icon allows you to share your screen with the class.

Leave: This icon will end your online meeting participation.