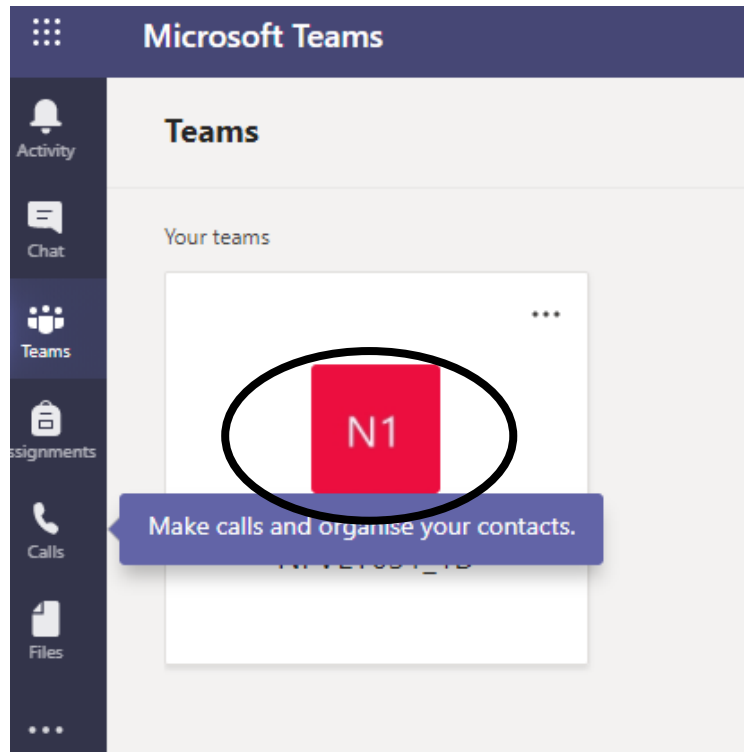


Quick Guide to Teams for Students on Desktop PCs

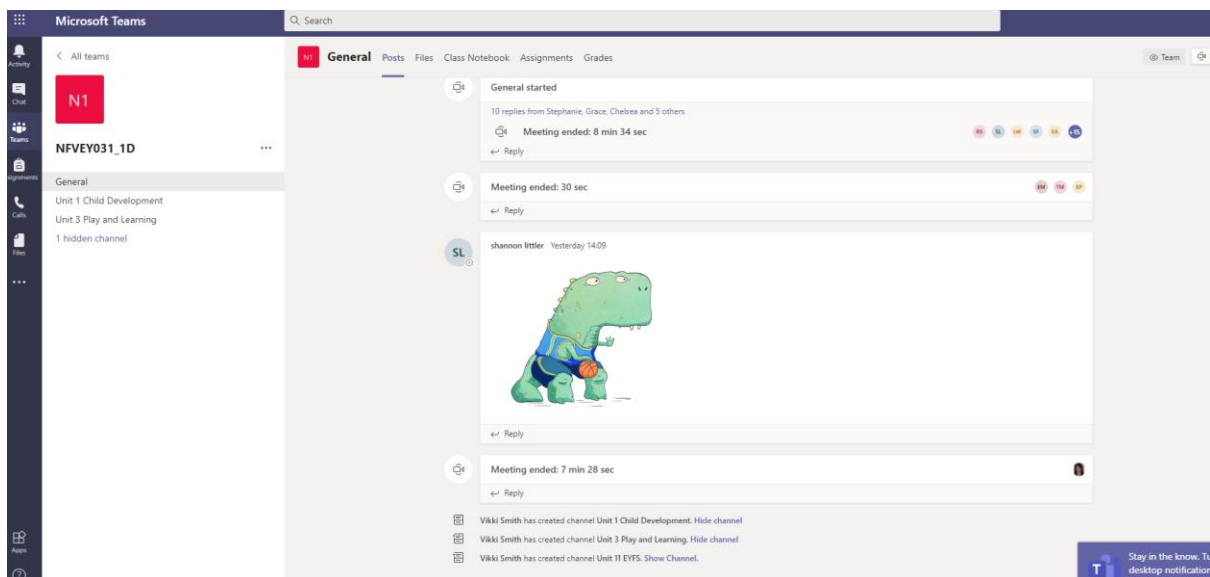
Either:

- Go to www.office.com (and sign in the top right corner) and click the Teams icon to access MS Teams, or
- If you have the Teams App, click on the Teams App and login

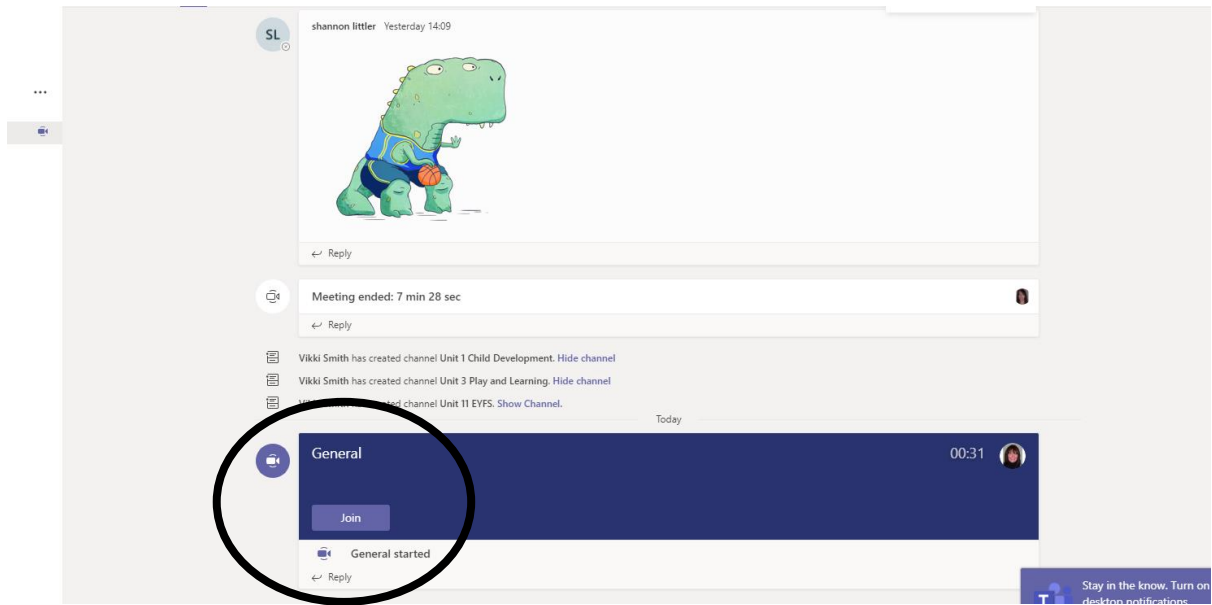
On the main Teams dashboard click on your group



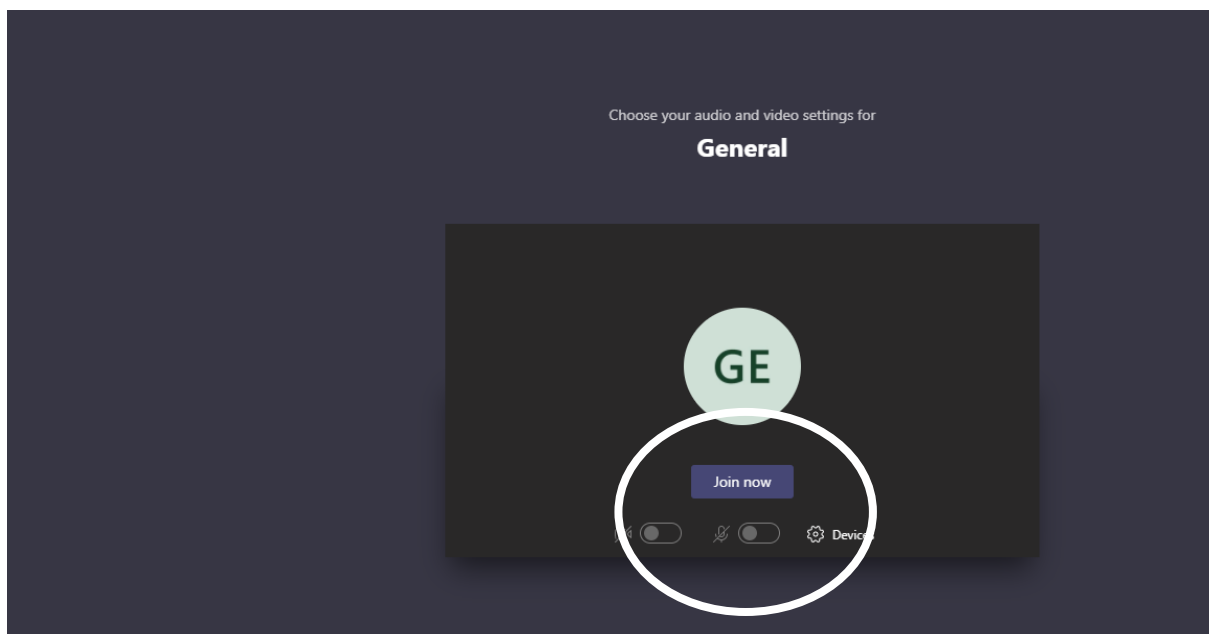
This is your General dashboard



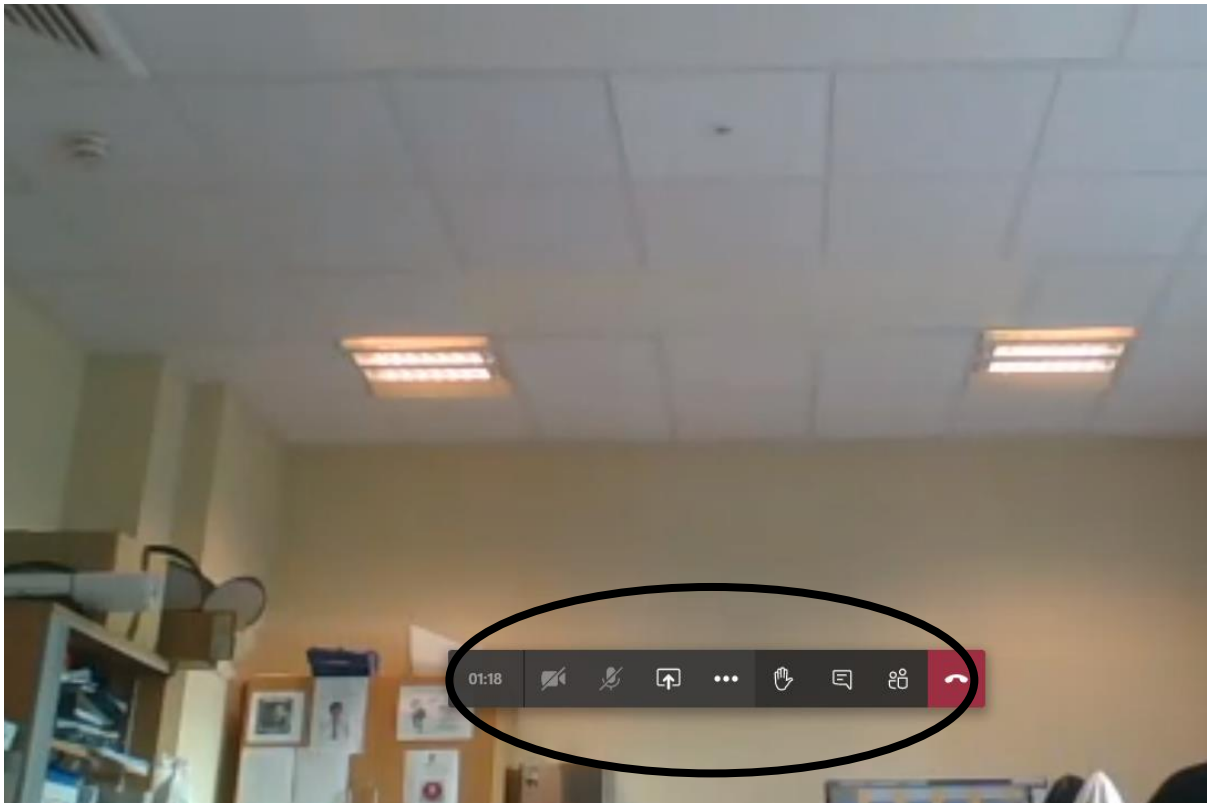
To join a session click on the join button.



Select "Join now"



You will then see this screen



You now need to turn your camera on in the first instance, and mute your microphone.

Your lecturer will explain the additional features of the toolbar.