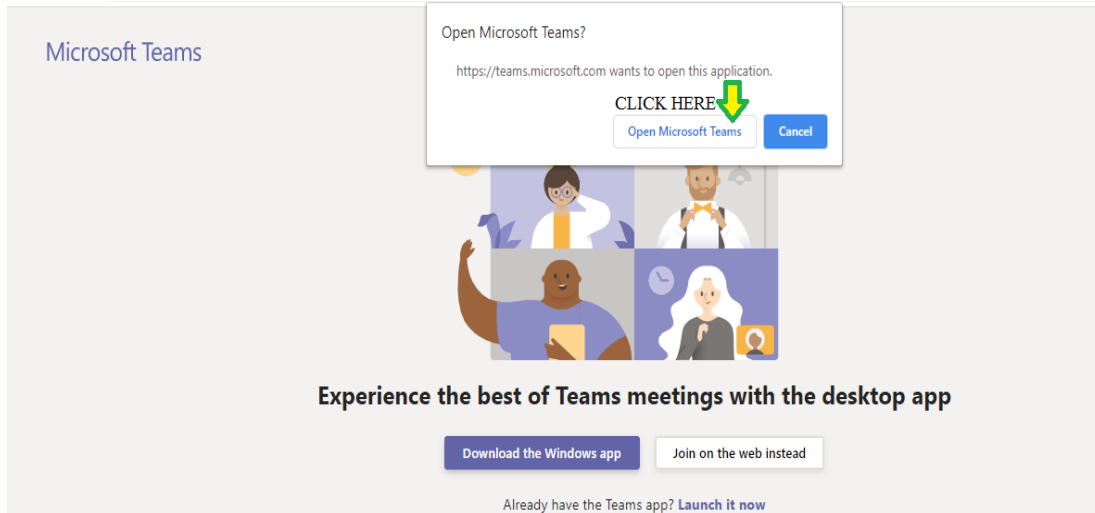


# Instructions on how to utilize Microsoft Teams

## Microsoft Teams App Icon:



## How to Access on your Desktop phone:



## How to access on your Cell phone:



## Microsoft Teams



Meeting time!  
How would you like to join?

CLICK HERE 

Join as a guest

Sign in and join



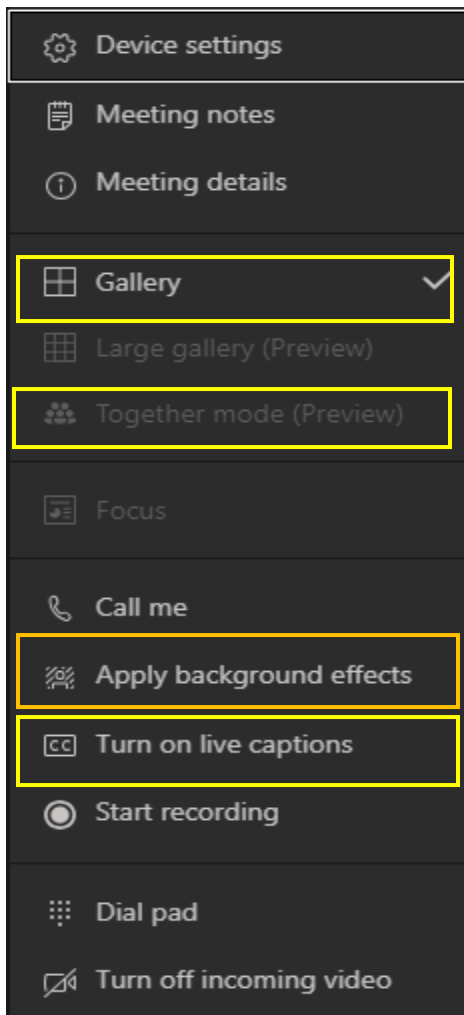
## Instructions on how to utilize Microsoft Teams

How to use Microsoft Teams Menu: Menu is located on Top Right Hand of Screen.



- 1) **Green Box: Chat feature**- you can ask questions while session is live.
- 2) **Blue box: Raise your hand**- Ask questions during the session, once you have been assisted click the hand to undo raising your hand.
- 3) **Red box:** Closed Caption, Together Mode, background effects (see below)
- 4) **Yellow Box:** Video Camera On or OFF
- 5) **Purple Box:** Microphone On or Off
- 6) **Leave:** Click Leave to end meeting

**Closed Captions and Together Mode: RED BOX**



To be more engaged, join us in the together mode. You can apply background effects and also turn on closed captions.