

DOCUMENT 12

Join a Video Conference

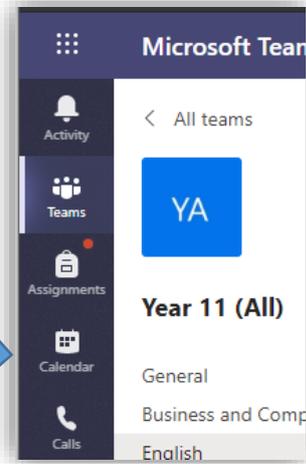
Log in at www.office.com

Your email address is your school username @woodrush.org

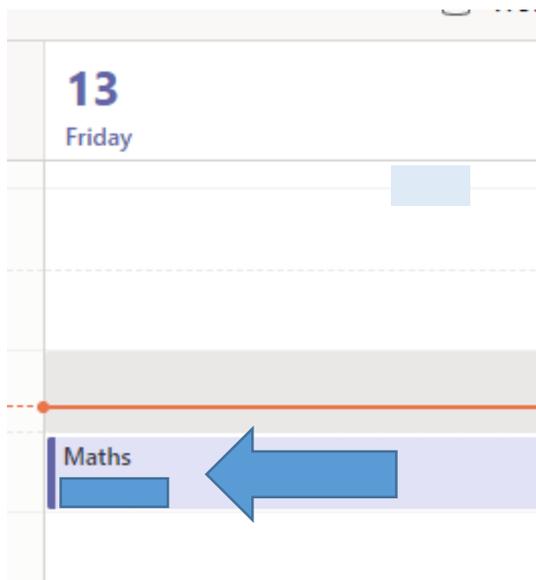
Example If your computer username is: 19johsmi
Your email address is: 19johsmi@woodrush.org

Your password is the same as your school computer password.

Click the 'Calendar' icon the left.



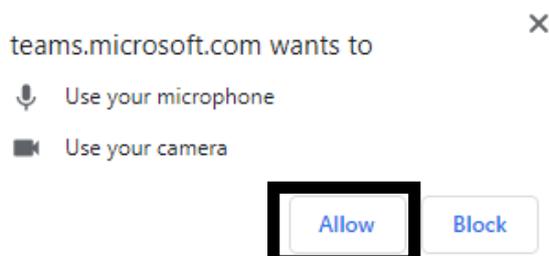
Here you will find any video conferences you have been invited to. Click on the meeting you need to join.



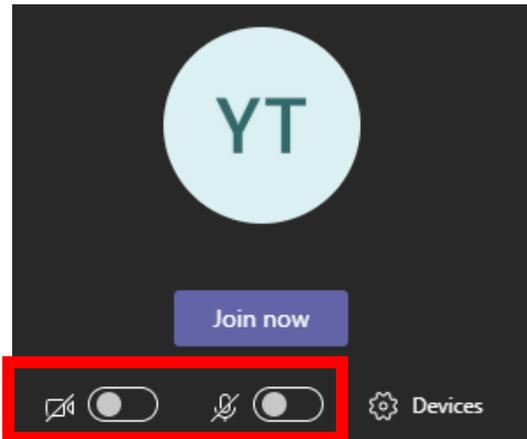
Select Join Microsoft Teams Meeting



Allow the Mic / Camera pop up (don't worry just the teacher will be presenting)



Turn off your Video and Mic so that it is just the teacher presenting / speaking



Click **Join Now** to enter the call

Note: If it asks you to use Web App or Windows Application make sure you use **Web App** unless you already have the Microsoft Teams application installed on the computer