

Using Teams in Class

Teams will be used in some courses for online meeting/classes.

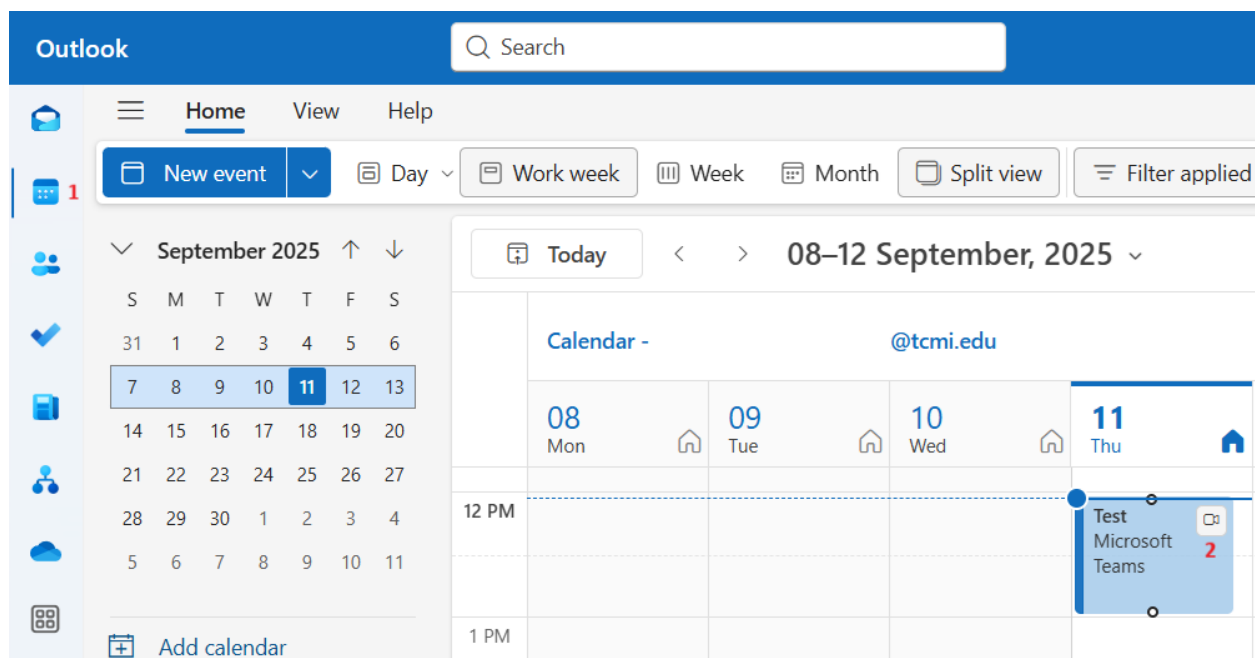
Accessing meetings from email

This is the simplest way to access a meeting. When a meeting is created, you will receive an email with a confirmation. This mail will contain a link and a password you will need to use if the professor decides to protect the meeting.

Note: You will not receive the email if the professor opens a meeting to everyone in the course, without specifically inviting anyone.

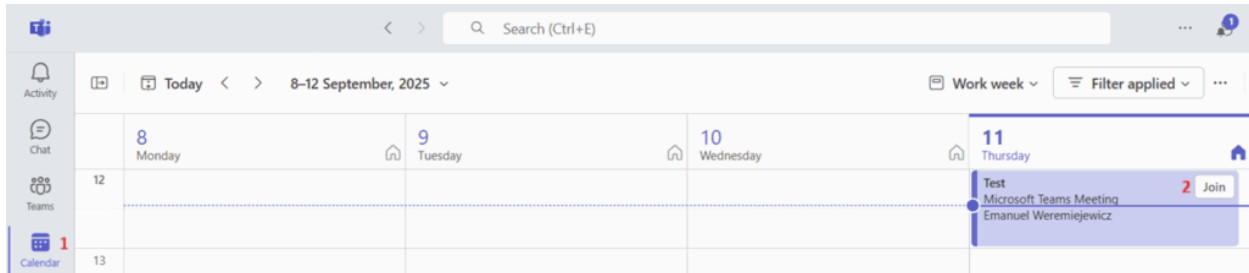
Accessing meetings from Outlook

To access the meeting from Outlook, go to your Calendar (1) and click on the camera button on the meeting's card (2). If you do this on the day of the meeting, the calendar will automatically open on the proper day.



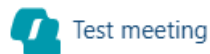
Accessing meetings from Teams

To access a meeting from Teams, go to your Calendar (1) and click on the “join” button on the meeting’s card (2). If you do this on the day of the meeting, the calendar will automatically open on the proper day.

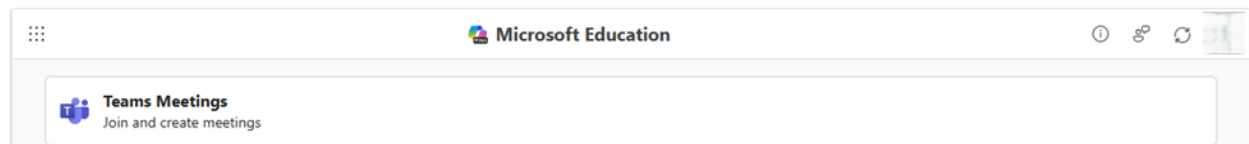


Accessing meetings from Moodle

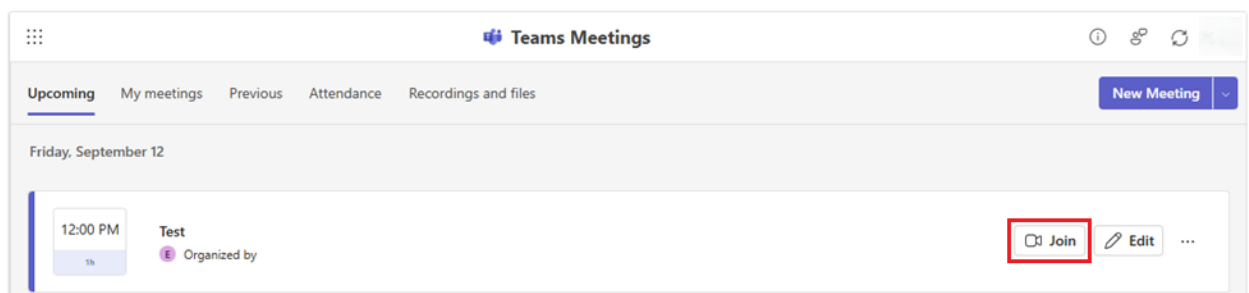
To access a meeting from Moodle, find the meeting item within the course and click it.



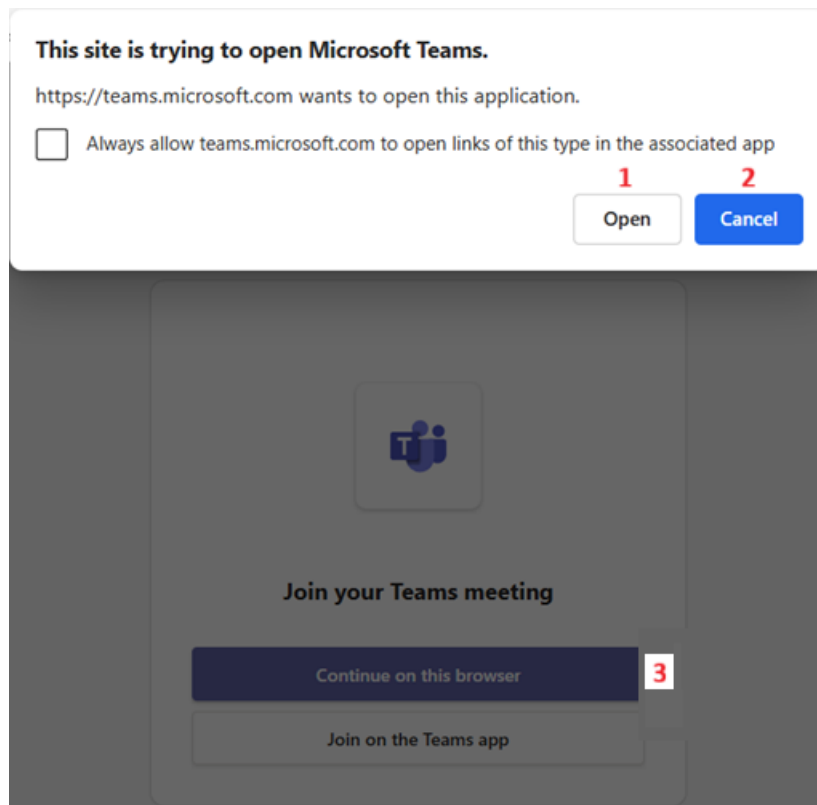
At the next screen, click Teams Meetings



and then “Join”.

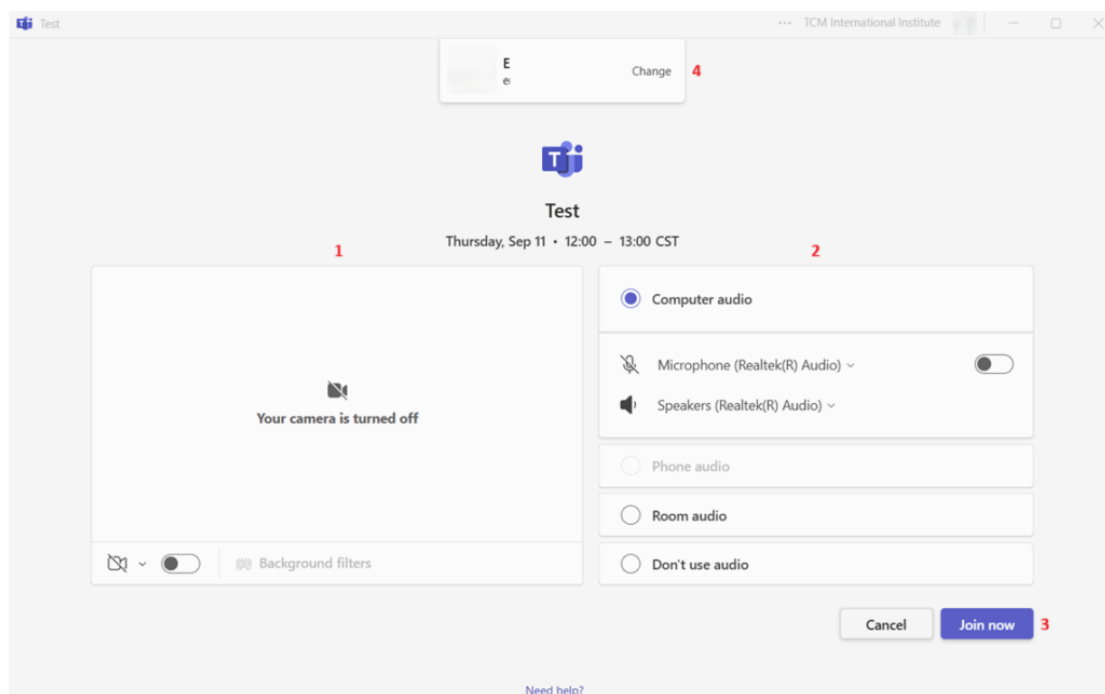


If Microsoft Teams is installed on your device, your browser will warn you that you are trying to open the application. You can either allow it (1) or block it (2) and open the meeting in your browser (3).



Joining meetings

No matter what way you access the meeting, you will be greeted with the following screen:



Make sure your camera (1) and microphone (2) are working and turned on.

Click “Join now” to join the meeting.

Important! You will be able to join *only* using your @tcmi.edu account. If you are logged with a different account, click “Change” (4).

For general information on Teams, see the following guides:

- [Teams – Chat and Video Conferencing](#)
- [Schedule a Meeting in Teams – Step by Step](#)