



JOINING A TEAMS MEETING

To join a Teams Meeting from the Teams app or Web Browser:

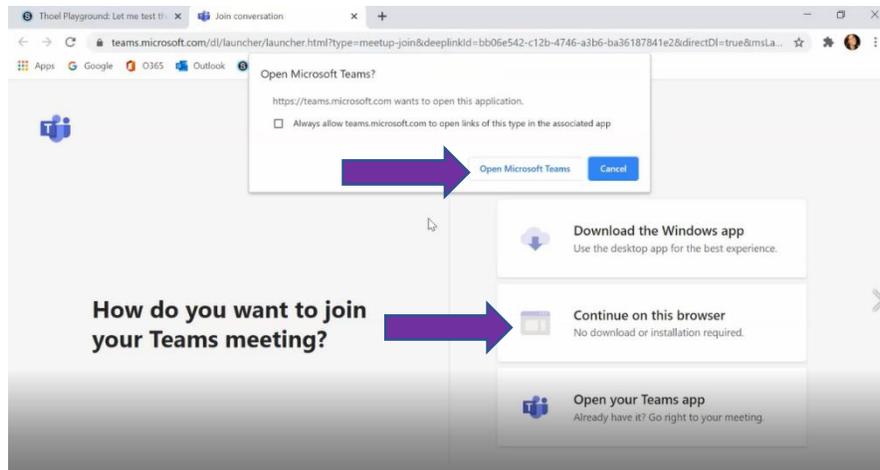
1. Click the meeting link located in Schoology.



2. You can choose to access the meeting from the [Microsoft Teams desktop app](#) or via web browser:

3. If you have the desktop app, click the **Open Microsoft Teams** prompt:

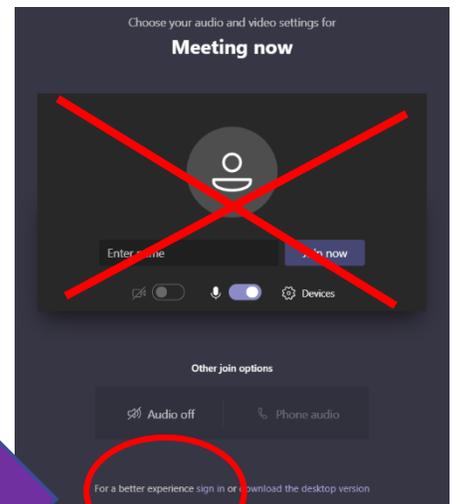
Alternatively, click **Join on the web** instead to join the meeting in a separate tab in your browser.



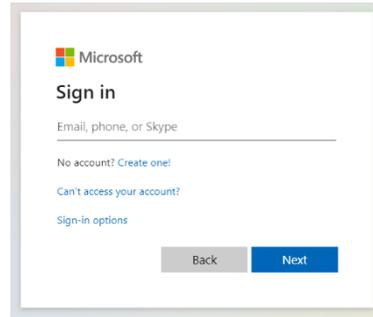
4. This year, as different from the spring, students need to use their Office 365 logins to join all Teams meetings.

When taken to the sign in screen, students must NOT sign in as guests, but alternatively choose the option to “Sign In” which is located at the bottom of the page.

This feature is the same on both the web browser and app when signing in.



5. Students will then use their Office 365 Login credentials to log in and access Teams.



6. Once signed in, you may be prompted to allow access to your microphone and camera. Click **Allow**.



7. Next, choose if you'd like your camera and audio on or off when joining the meeting. Click **Join now** to enter the meeting.

To join a Teams Meeting from a mobile device or tablet:

1. Download the Microsoft Teams app and sign in to your account (Office 365 account)
2. Click the meeting link located in the Schoology app.
3. Click the **Share** icon  and **Open in Safari** to launch the Microsoft Teams app and automatically join the meeting.

Image to the right: the Microsoft Team meetings view on an iPad.

4. Alternatively, you can access Schoology from the mobile browser. Click the Teams Meeting link in Schoology to launch the Microsoft Teams app and automatically join the meeting.

