

Microsoft Teams is a web conferencing tool which may be used by your instructor for remote learning. This document will show you how to join a Microsoft Teams meeting.

1. Log onto Blackboard and open your class's Blackboard course.
2. You will either find the Microsoft Teams meeting link in the **Course Menu** on the left of the screen (Figure 1) or in one of the course's **content areas**. This will vary from course to course, so if you're unable to find the link, check with your instructor.
3. Click on the meeting link. Your web browser may present a pop-up asking if you'd like to open Microsoft Teams. If so, click on **Open Microsoft Teams** (Figure 2).
4. If you did not get the pop-up, then either click on **Join on the Teams app** if Microsoft Teams is installed on your computer or **Continue on this Browser** if it isn't (Figure 3).

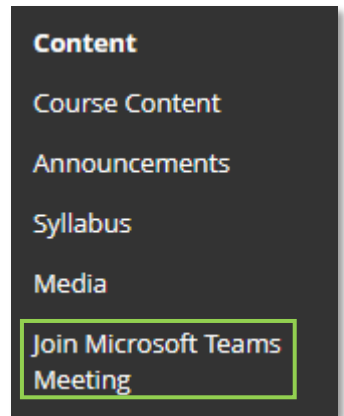


FIGURE 1

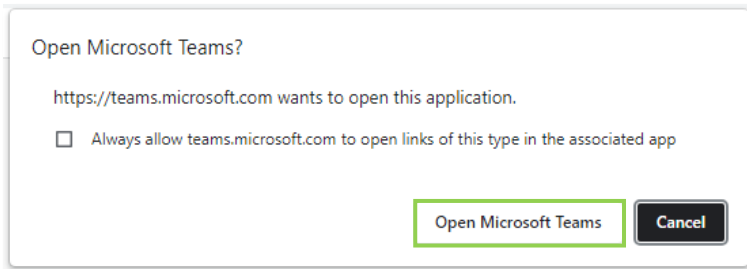


FIGURE 2

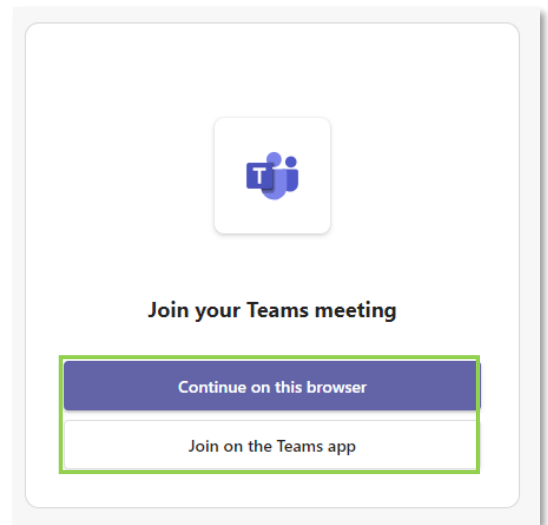


FIGURE 3

- Microsoft Teams will either open in a new window or in your web browser window. You can configure your audio and video settings here. It is generally recommended that you keep the audio source set to **Computer audio**. You may also want to **turn off your microphone** to avoid disrupting the meeting when you join. Once you're ready, click on **Join now** (Figure 4).

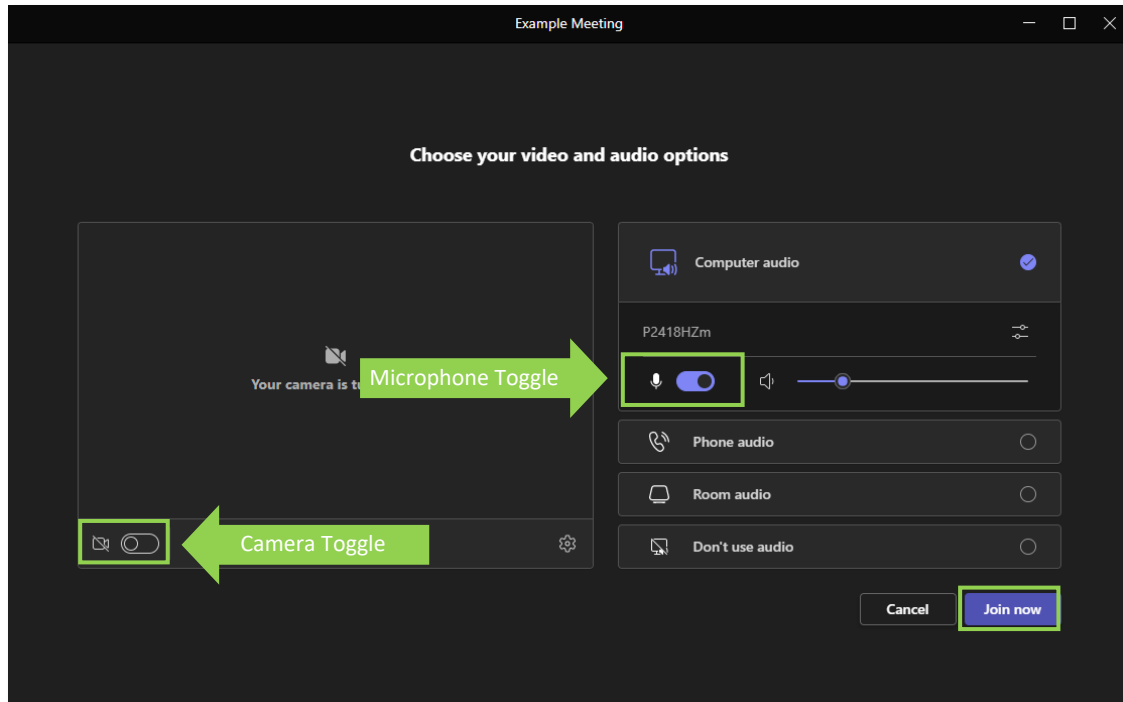


FIGURE 4

- You may need to wait for your instructor to let you into the meeting room. Once you've entered the meeting room, you will be able to listen and interact with the instructor.