

Student Guide to Microsoft Teams

1. Click the Teams link within Blackboard (Figure 1).
2. Select the meeting name or copy the meeting.

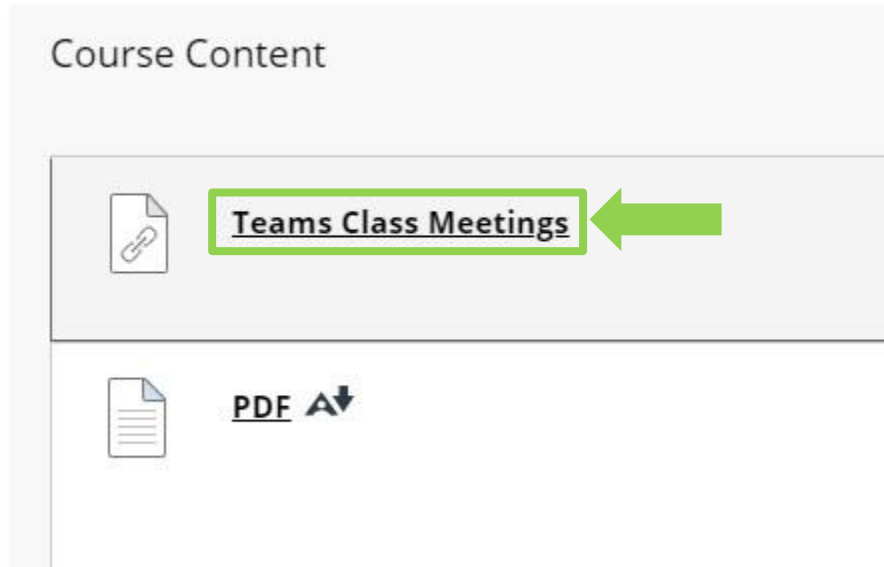


FIGURE 1

3. Choose how you want to join the meeting: in the app or on the web (Figure 2).

Note: You may need to allow camera and microphone permissions. Select Allow to continue.

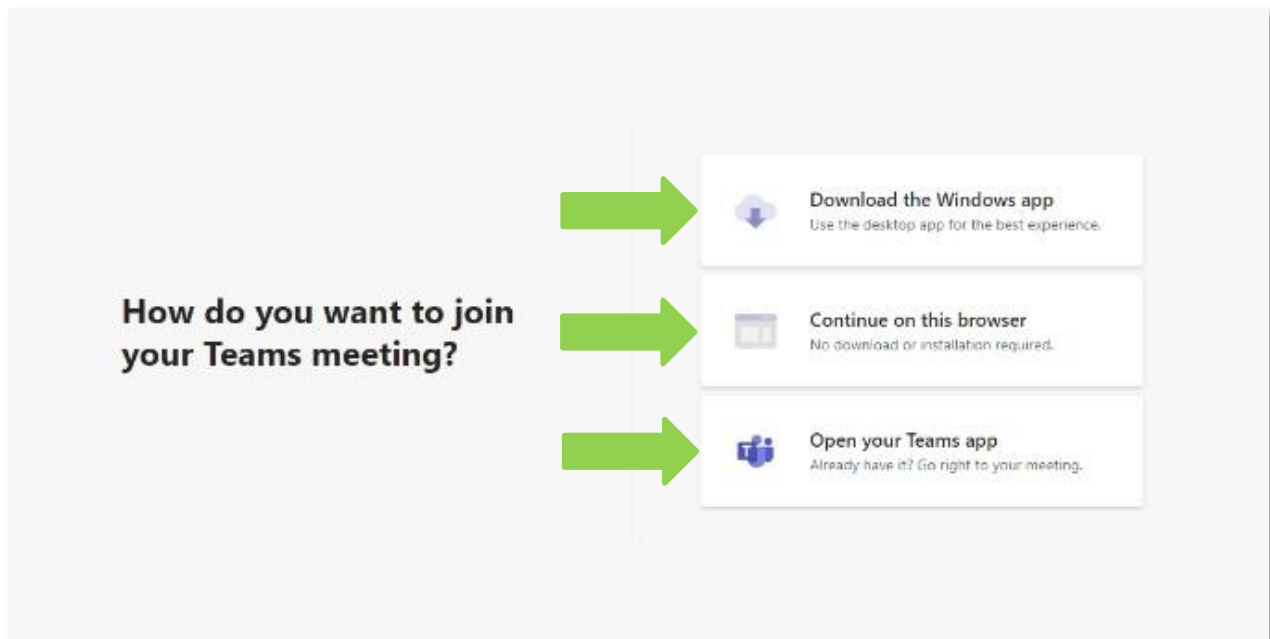


FIGURE 2

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4. Configure your meeting settings and type your name if prompted.
5. Select Join now (Figure 3).



FIGURE 3