## **Microsoft Teams Live meeting**



1. Access your class Team by logging in to office.com

 Activity	< All teams	Ls Ge	neral Posts Files Class Notebook Assignments Grades +	⊕ Team
Teams	Ls		20 October 2020	
<b>••</b>		Û	Meeting in "General" ender 1m 14s	sc
Calendar	Live sample		← Reply	
assignments	General	Ű	New channel meeting ended: 7m	sc
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2. Your teacher may have scheduled a meeting and it will appear in your posts. The time and date of the live lesson will appear like this.

		Today	
sc	Sean Costelloe 12:18 Scheduled a meeting		
	Sample Sunday, 10 January 2	2021 @ 12:30	
(	$\leftrightarrow$ Reply		

3. At the time of the meeting you will need to click on "**join**" the meeting.

Sample 2021	01:17 😩
Join	
Sean Costelloe 13:01 Scheduled a meeting	
Sample 2021 Sunday, 10 January 2021 @ 13:30	
Sample 2021 started	
← Reply	

4. The next screen that will appear is shown below.

	Close
Choose your audio and video settings for Sample 2021	
Join now Zef	
Other join options f Audio off 및 Phone audio 로 Add a room	

5. Here you can turn on/off your camera and Microphone. When ready click on "**Join now**".

office365support@presmilltown.ie if you require further help.