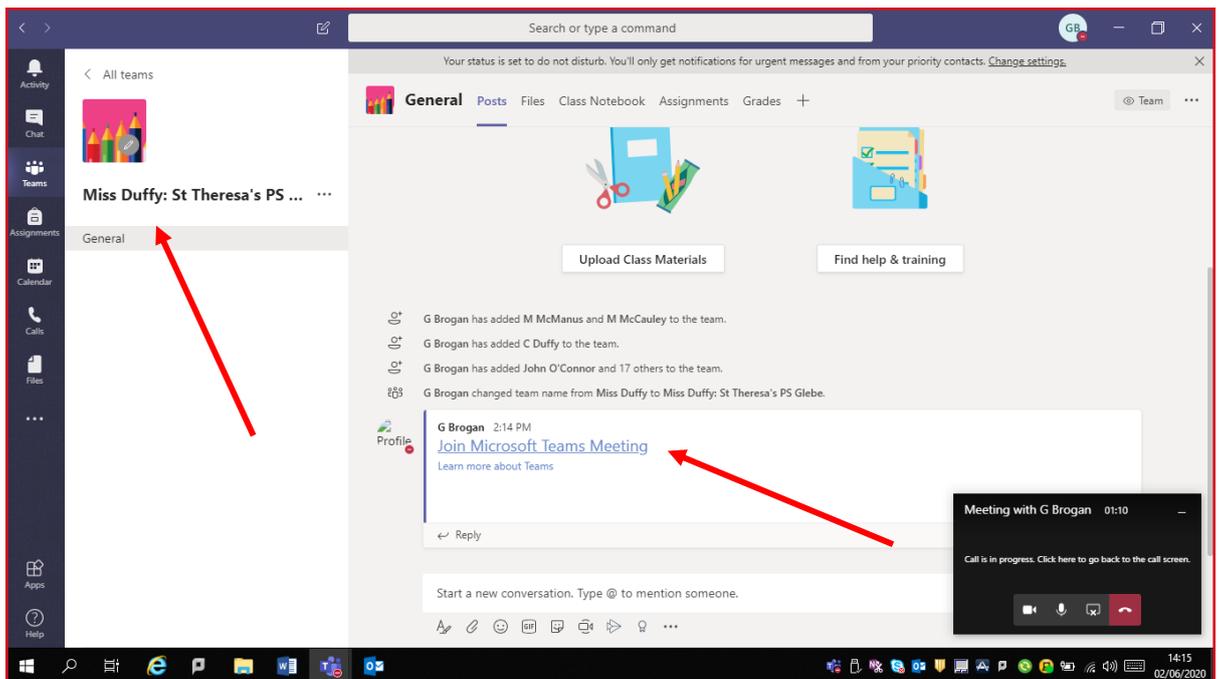# To Join Teams Meeting

1. When you Open Teams in browser (Laptop) - Google Chrome works best
   However, we recommend you to use desktop app so you can see picture tiles on screen
   Also tablet device – downloading app works for this

2. Click on Teams (Left hand side)
3. Choose your class team
4. Click on General
5. Click on Join Microsoft Teams Meeting
6. Then Join
7. Check your camera is working and **mute your sound when joining.**
8. You may need to click on settings cog to change the camera to look at you
9. Teams Meeting is at 2pm
10. You can join from 1:40pm – **You will won't see the option to join until this time**
11. For those having difficulties, ring the school but please take the time to have this prepared beforehand as we don't want to upset the rhythm of the meeting
12. Any queries when preparing – email gbrogan930@c2kni.net
13. When you successfully get on in your preparation time, leave a message that you are on, ready to go or say hello