

STEP 1: First you will be added to the group assigned and this will trigger an email notification from the organiser.

STEP 2

Apr
23
Thu

FH 1
View on Google Calendar

When Thu 23 Apr 2020 17:10 – 17:40 (CEST)
Who

Yes Maybe No More options

Agenda
Thu 23 Apr 2020
16:45 FH test
17:10 FH 1
No later events

[Join Microsoft Teams Meeting](#)
Learn more about Teams | Meeting options

invite.ics Download

**Open the email received and click on
“Join Microsoft Teams Meeting”**

STEP 3

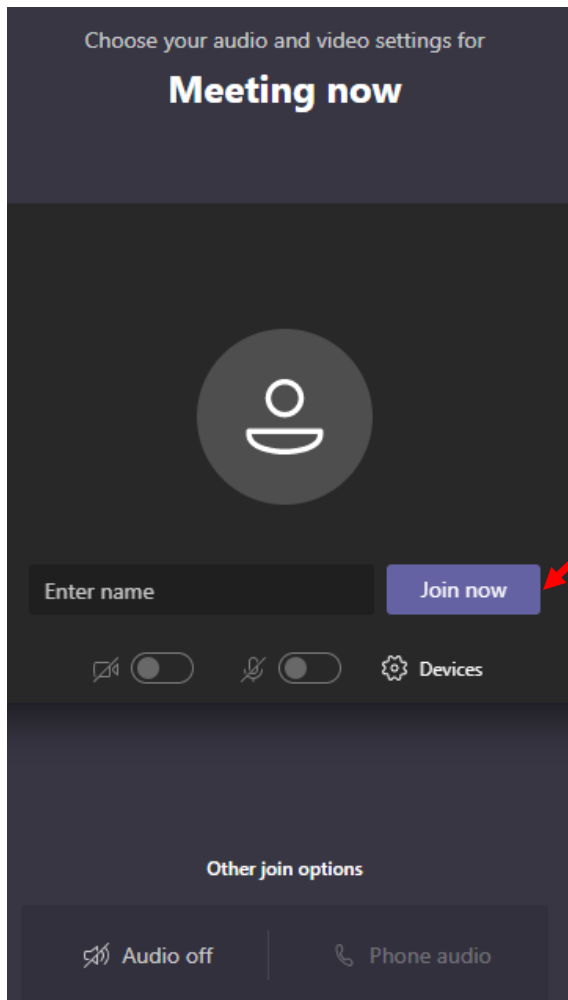
Experience the best of Teams meetings with the desktop app

Download the Windows app Join on the web instead

Already have the Teams app? [Launch it now](#)

**This will launch a web page which will take
you directly to the meeting. If you do not
have the Microsoft Teams app, click on
“Join on the web instead”**

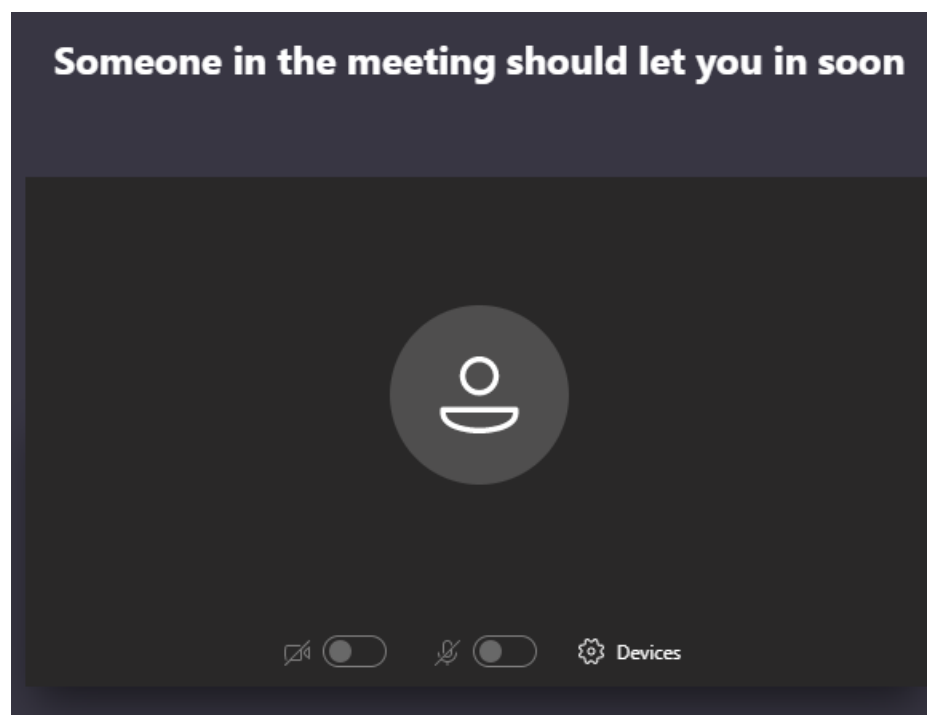
STEP 4



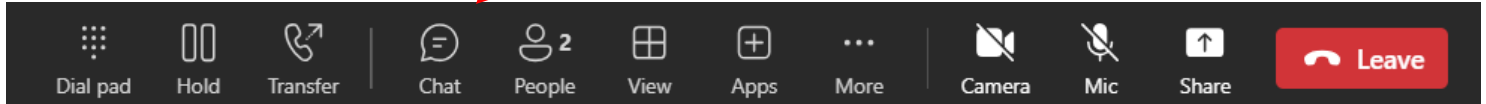
Once you are in Teams,
click on "Join now"

STEP 5

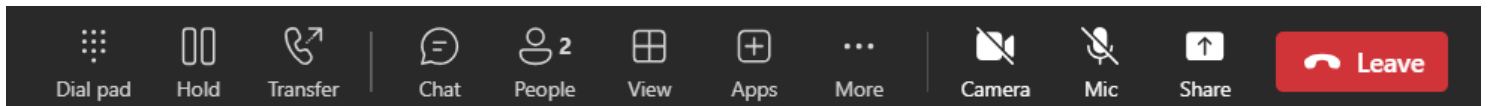
Once you join, the organizer will see your name and you will be admitted to the class. Make sure that the webcam and microphone are turned on (if available).



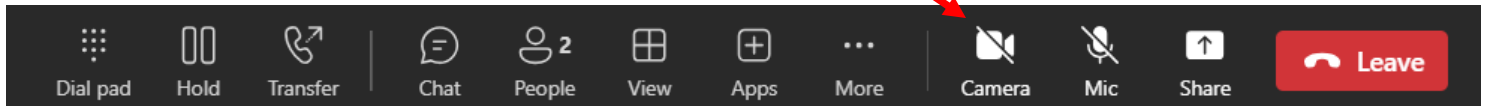
If you do not have a microphone, please use the “Chat” button to communicate



To turn on your microphone to speak, press the “Mic” button



To turn on your camera, press the “Camera” button



Once the lesson is concluded, please leave the group by clicking the “Leave” button

