Introduction

We will use the [Microsoft Teams](#) product to attend virtual class meetings. Teams has a nice set of features that includes the following:

- Group video discussions
- Meeting chatroom
- The ability to share attachments
- Screen sharing / presenting

Teams is available for the following platforms:
- Desktop (Windows, Mac, and Linux)
- Mobile (iOS and Android)
- Web (Chrome is preferred)

The following instructions describe how to attend class meetings using the Teams app.

Prerequisites for Mobile

If you plan to attend class meetings using your smartphone, you'll need to install the application. *Don't worry about creating an account or signing in—simply install the app.* Get [Microsoft Teams here](#) or search for it using the app store native to your device.

Prerequisites for Desktop

If you plan to attend class meetings using your desktop, you have the _option_ of installing the Teams desktop client. If you prefer not to install the application, you will be able to join using a web browser. If you prefer to install the application*, don't worry about creating an account or signing in. Simply install the application.* Visit the [Teams download page](#) to download the application.

Join a Class Meeting

Class meeting invitations will be sent to you as a link via email and/or calendar invite (see image below). To join the meeting, visit the email or calendar event and **click** on the "Join…" link. What happens next depends on which device you are using.

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options
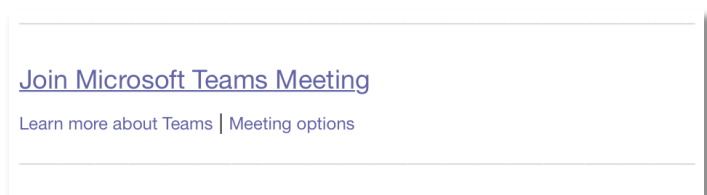
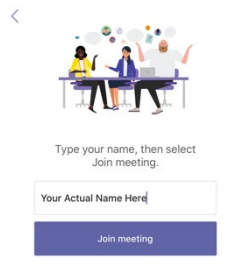## If you are on a mobile device

If you are on a mobile device (tablet or smartphone) clicking a Teams "Join…" link will open the Teams app on your device. When Teams opens, **touch** the "Join as Guest Button".
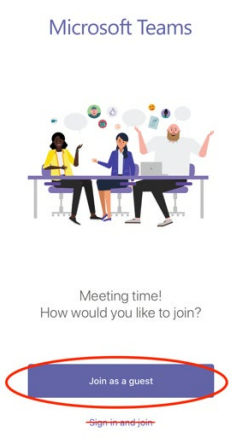
After selecting "Join as Guest", you will be prompted to enter your name. Use your real first and last name. **Type your name and touch "Join Meeting".**

Depending on how your instructor has set up the meeting, you will either:
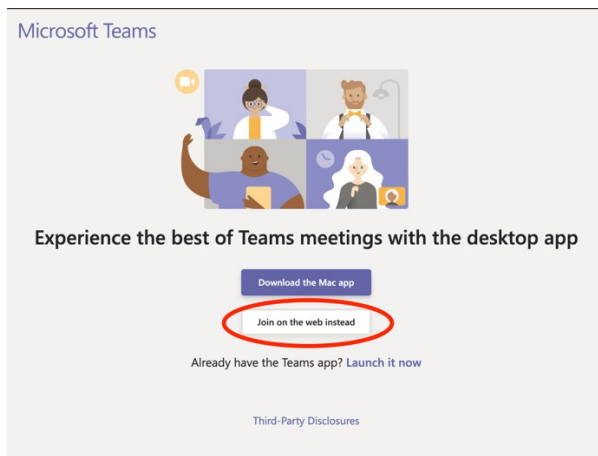1. Enter the meeting directly or…
2. Be placed in the lobby. (Your instructor will receive a notification and admit you to the meeting).

If you are using a desktop / notebook

If you are joining from a desktop / notebook running Windows, Mac, or Linux, **clicking** the "Join…" link will open a browser window. From here, you have the option to:

- Join on using the web client or…
- Open the Teams app (if installed)

For simplicity's sake, **select** "Join on the Web instead".

You will be prompted to enter your name. **Type** your real *first and last name,* **select** your video and audio options and **click** "Join Now".
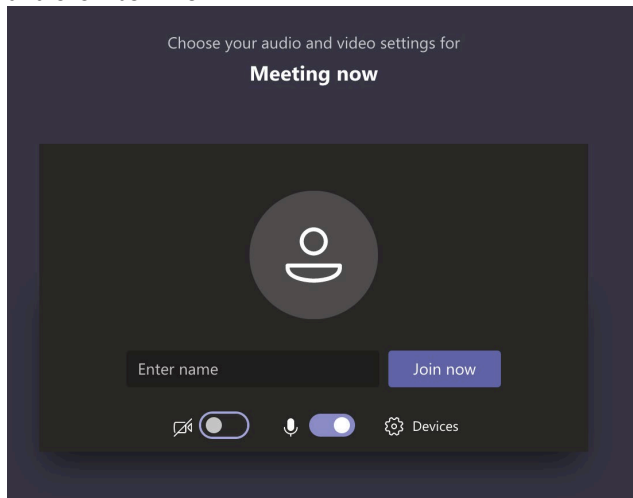
Depending on how the meeting was configured, you'll be:
1. Admitted directly to the meeting or…
2. Admitted to the Lobby (your instructor will receive a notification and admit you to the meeting).