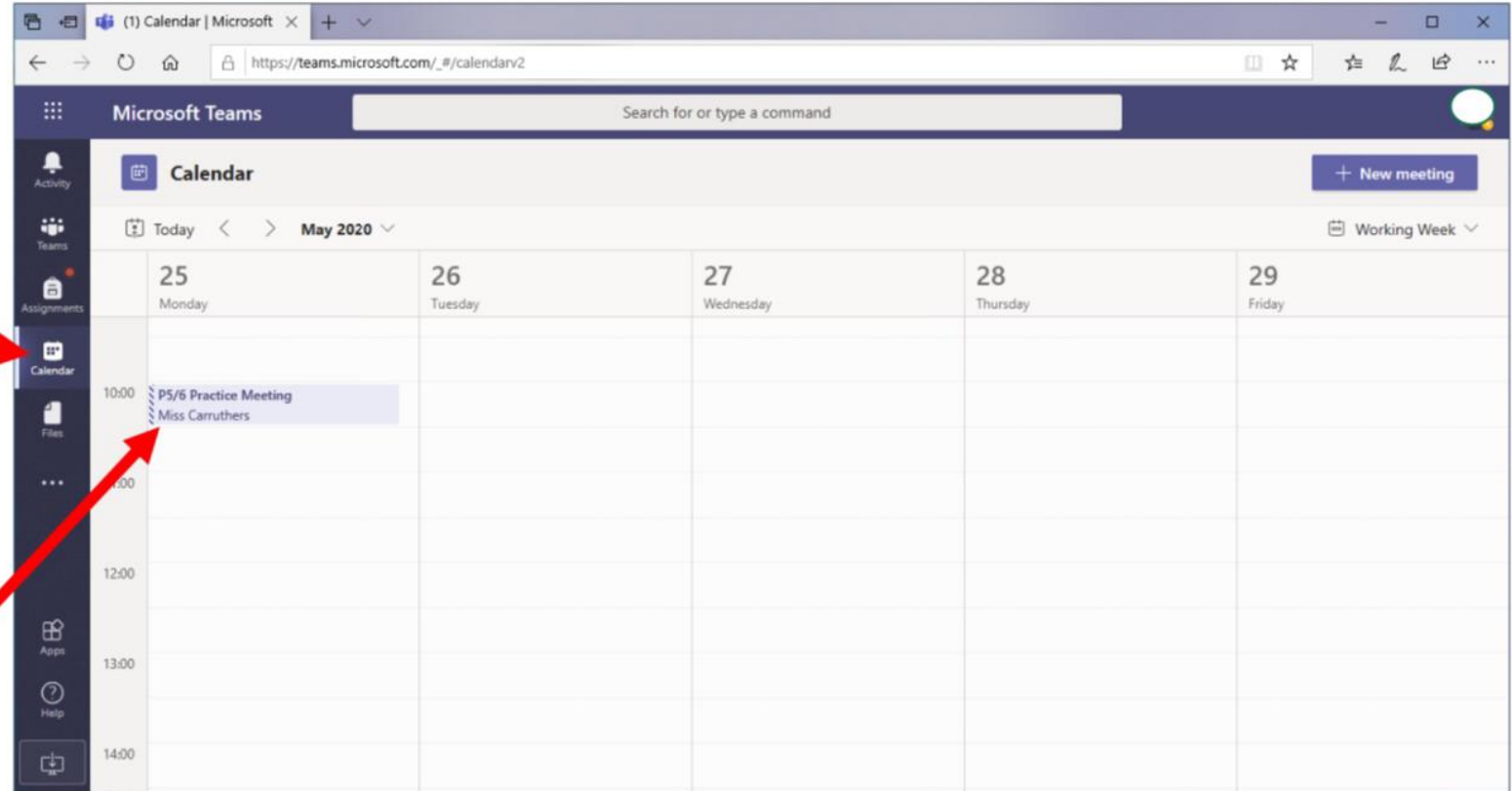


# Having a Meeting in Teams



## Finding the Meeting (Using a laptop)

- Look at the menu bar on the left hand side of the screen.
- Click on Calendar - you should see this view which shows you any meetings you have arranged.
- Click on the meeting





## Joining the Meeting (Using a laptop)

- When the meeting is ready to begin a small video camera icon will appear here.
- Click on this.

Microsoft Teams

Calendar

Today < > May 2020

	25 Monday	26 Tuesday	27 Wednesday	28 Thursday	29 Friday
11:00	5/6 Practice Meeting Miss Carruthers				
12:00					
13:00					
14:00					

# Joining the Meeting (Using a laptop)

- Click on the Join Button
- During the Meeting - if you move your mouse over the screen you will see the controls - check the microphone is muted until you are ready to speak.

