

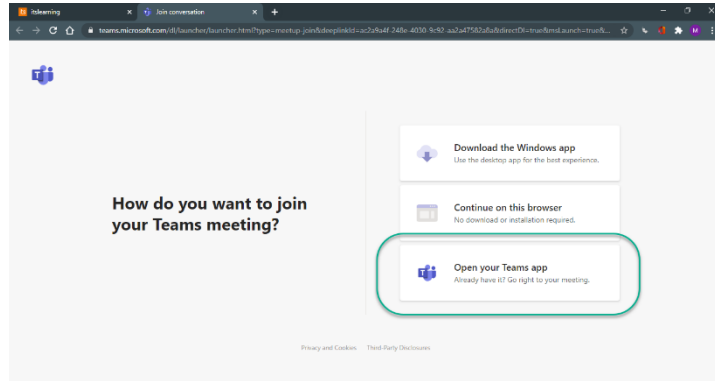
## How do I access virtual instruction? (Microsoft Teams) – Windows Device



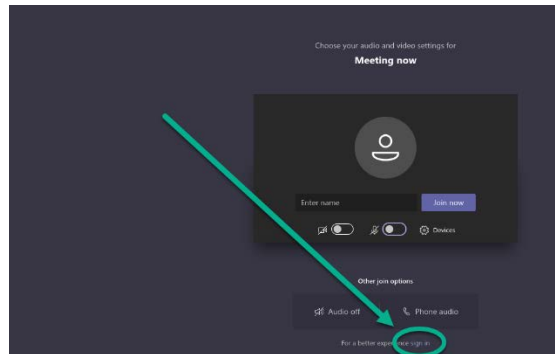
[Video Directions](#)

First, select the “Join Microsoft Teams Meeting” link provided by your teacher in your itslearning course.

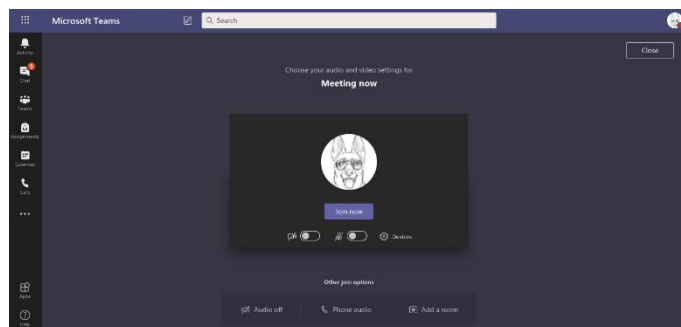
A Microsoft Teams tab will open in the Chrome browser. Select **Open your Teams app**.



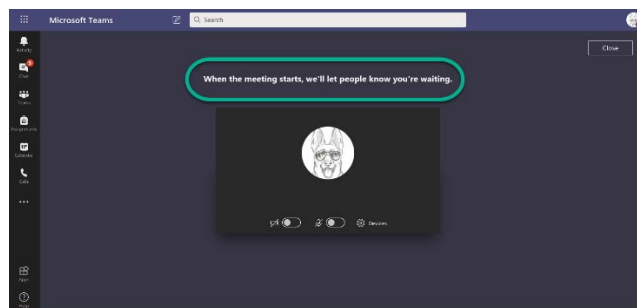
If prompted to type your name, select **sign in** at the bottom of the screen.



Select the desired settings for your camera and microphone and then click **Join now**.

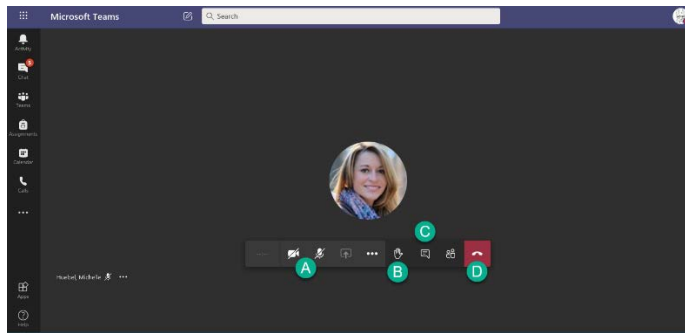


You will be in the **lobby** of the meeting. Your **teacher will admit you** when the meeting begins.



Once admitted to the meeting, you will see your teacher and other meeting attendees. Use the meeting controls to:

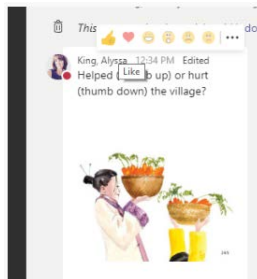
- A. Turn off/on camera and microphone
- B. Raise/lower your hand
- C. Access the meeting chat
- D. Leave (end) the meeting



A.

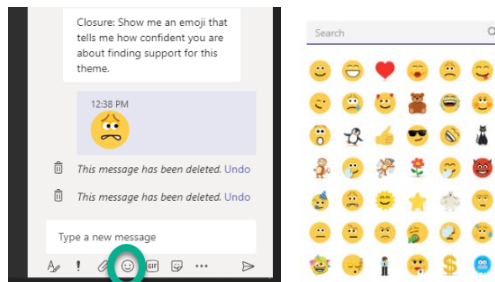
You have multiple response options within the meeting chat.

- A. Hover over a comment to use instant emojis to provide feedback to your teacher or a peer.



B.

- B. Use the emoji icon when typing a new message to get a menu of emoji options with which to respond to your teacher or a peer.



C.

- C. Use the text formatting icon to have advanced text formatting options.

