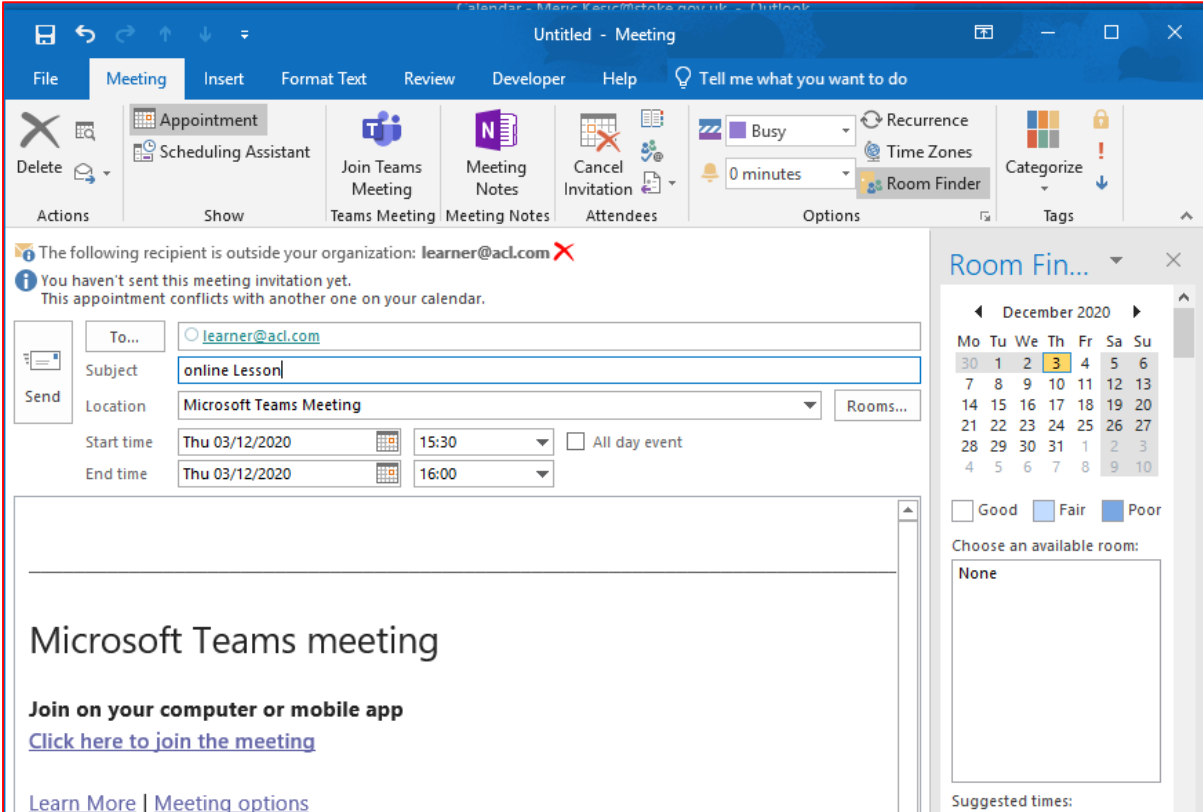


Course Login to 'Teams Meeting'

- When you open the email from your tutor for your first session you need to click Join Meeting

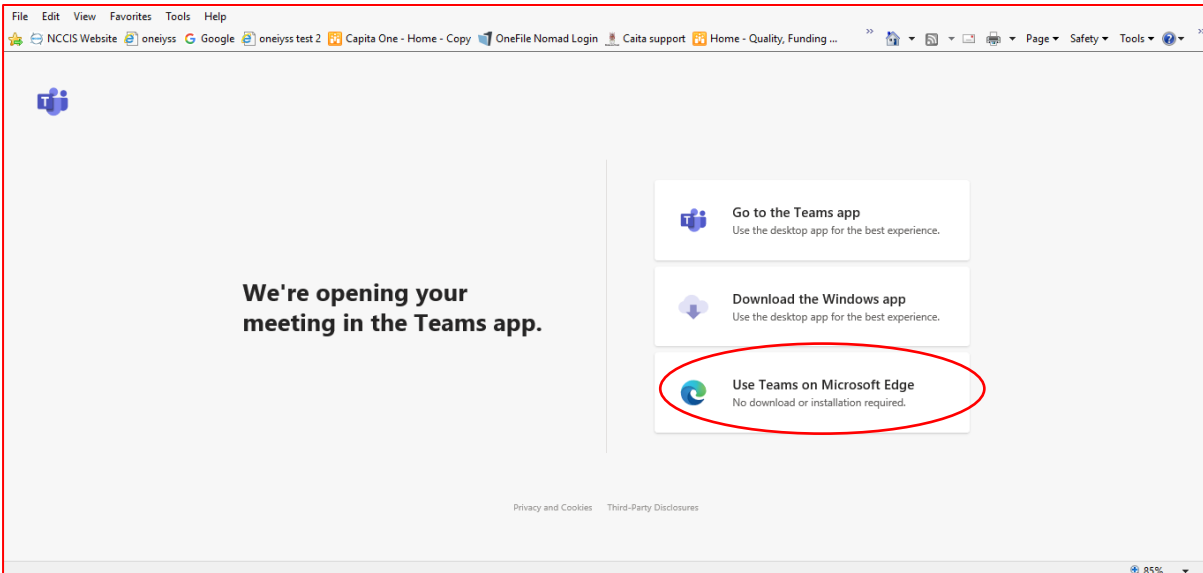


The screenshot shows the Microsoft Outlook 'Meeting' window. The 'Meeting' tab is selected, and the 'Join Teams Meeting' button is visible. The meeting details are as follows:

- To: learner@acl.com
- Subject: online Lesson
- Location: Microsoft Teams Meeting
- Start time: Thu 03/12/2020 15:30
- End time: Thu 03/12/2020 16:00

The 'Room Finder' pane on the right shows a calendar for December 2020 and a list of rooms, currently showing 'None'.

- Then you will need to click Use Teams in Microsoft Edge. This will change depending on the browser you are using so it could say simply Join Through Browser.

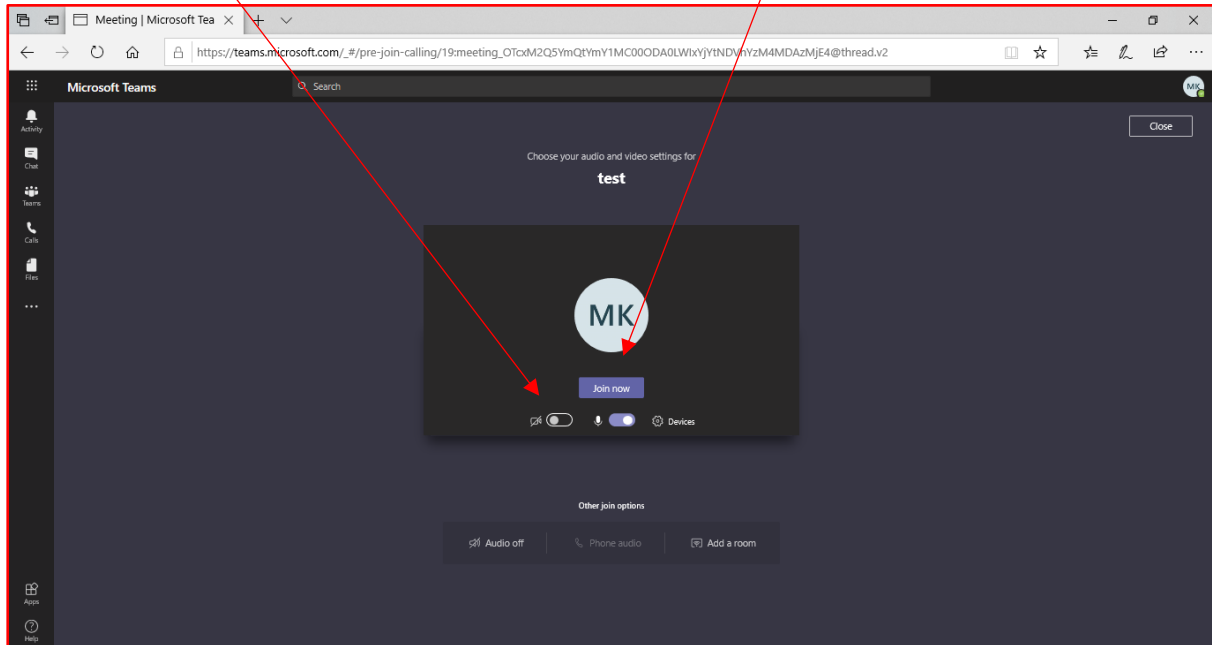


The screenshot shows a Microsoft Edge browser window displaying the Teams app installation prompt. The text reads "We're opening your meeting in the Teams app." and offers three options:

- Go to the Teams app (Use the desktop app for the best experience.)
- Download the Windows app (Use the desktop app for the best experience.)
- Use Teams on Microsoft Edge (No download or installation required.)

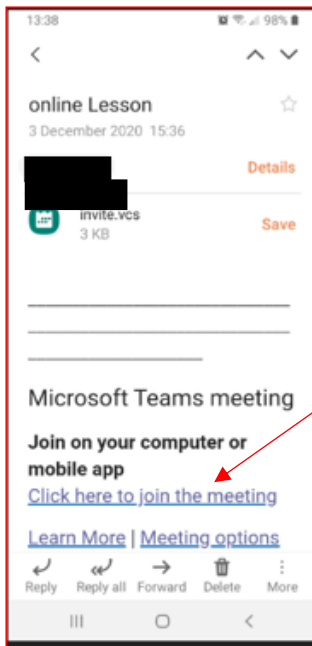
The "Use Teams on Microsoft Edge" option is circled in red.

- Once the steps above are complete you should see the screen below and you just need to click the camera on if it is not already on and then click Join Now

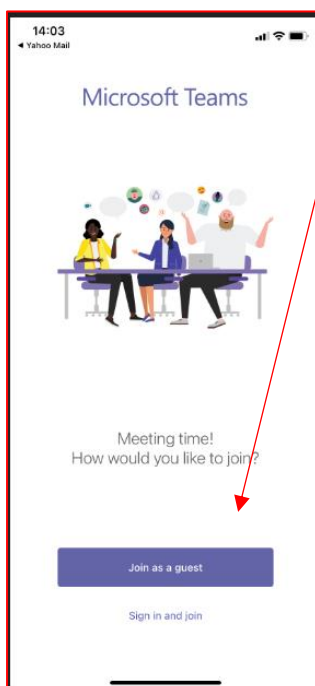


From an I Phone

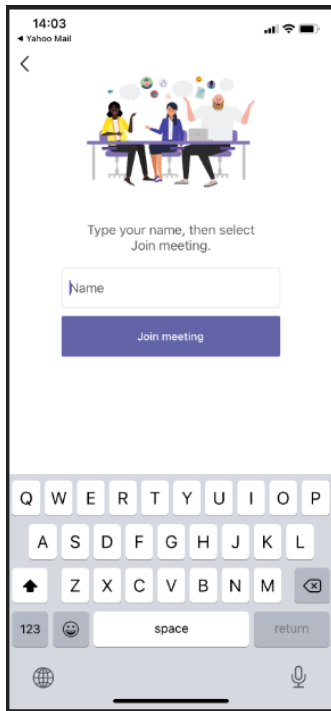
- First you need to down load the team app to your phone
- Then you will need to open the email with the invite to the lesson and click Join Meeting. This will open the app



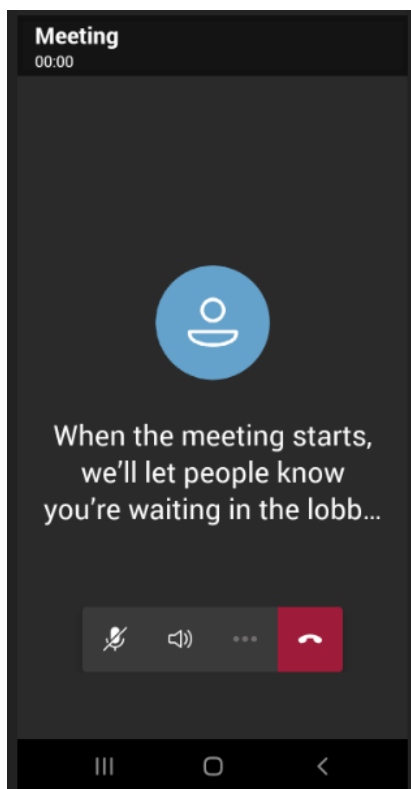
- Then click Join as Guest in the app



- You will need to type in your name and click Join Meeting

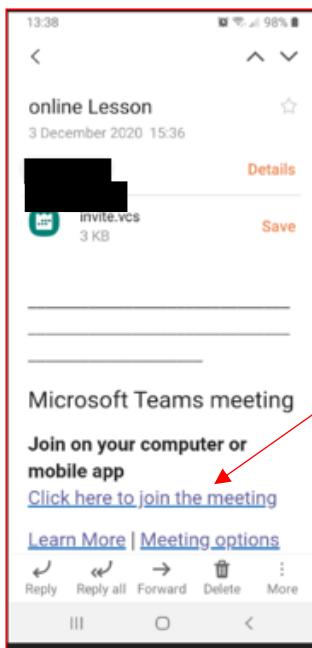


- This then takes you through the meeting/lesson and the tutor will need to admit you. The controls are at the bottom of the screen for you to mute and unmute etc.

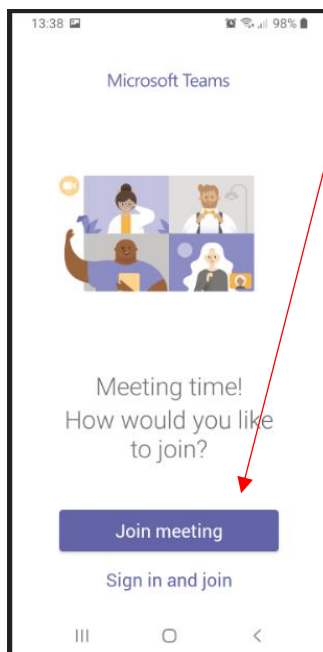


From an android Phone – Samsung, Huawei, Sony etc

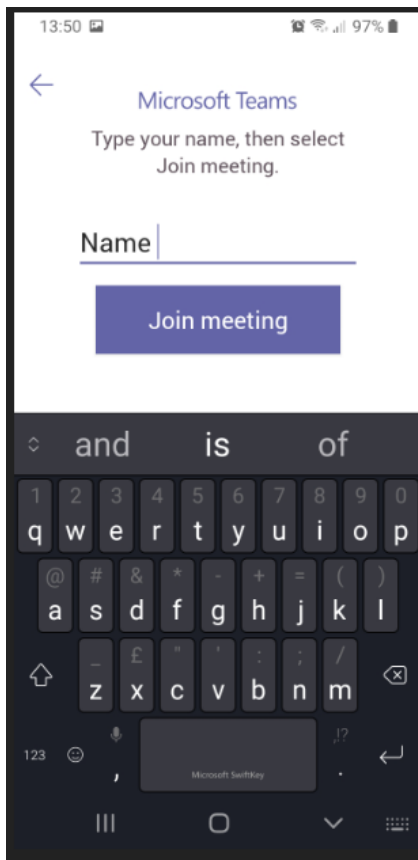
- First you need to down load the team app to your phone
- You then need to open the email with the invite to the lesson and click Join Meeting. This will open the app



- You then click Join Meeting in the app



- You then need to type in your name and click Join Meeting



- This then takes you through the meeting/lesson and the tutor will need to admit you. The controls are at the bottom of the screen for learners to mute and unmute etc.

