

How to Access a Course Meeting in Teams (Student Instructions)

Many faculty will be using Microsoft Teams to live-stream their lectures and conduct web conferences. Below are instructions on how students can access a course lecture using Microsoft Teams.

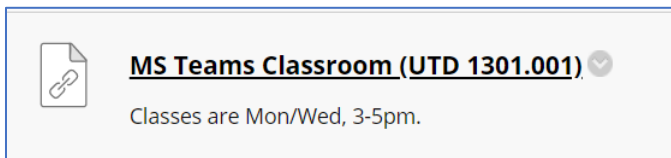
PLEASE NOTE: Microsoft Teams is one of multiple tools your instructor could use for lectures. Your instructor should notify the class of what tool they'll be using; however, if you are unsure, please contact the instructor directly.

STEP 1: LOGIN TO TEAMS BEFORE ACCESSING THE MEETING

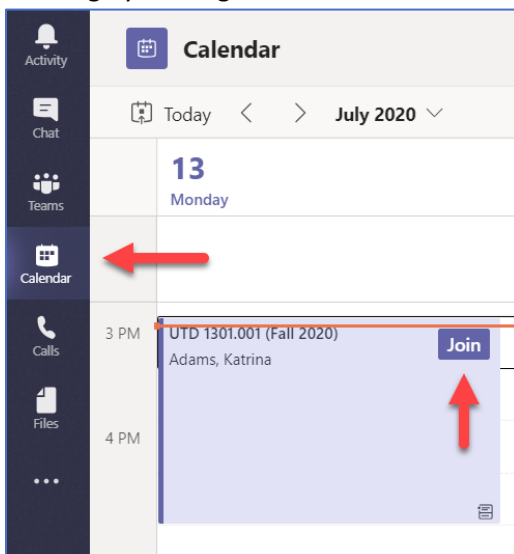
1. Log into Teams. To do this, either open up the Microsoft Teams program on your computer or go to the UTD Microsoft Teams website (<https://teams.utdallas.edu>) and log in.

PLEASE NOTE: It's very important that you're logged into Teams before entering the meeting. If you do not login first, some functionality such as the chat tool may not be available to you.

2. Find the link to your course meeting. Some instructors may have the link posted in their eLearning course...

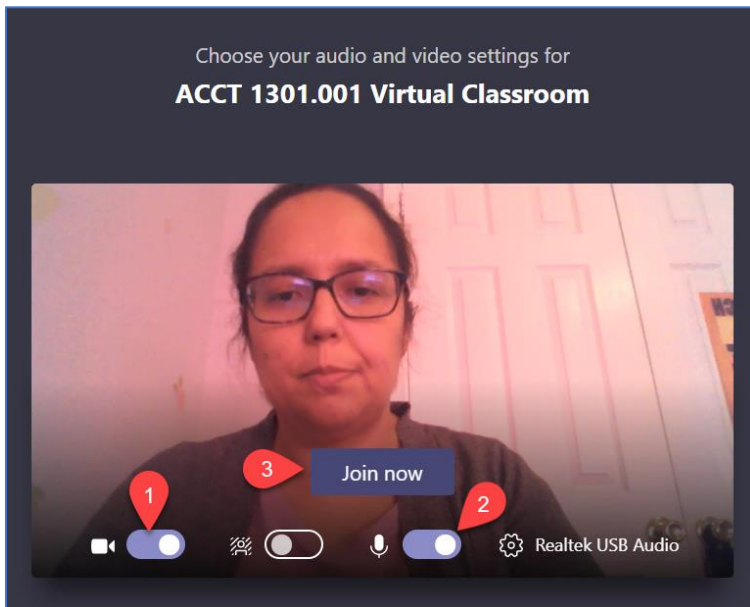


Some may instead have the link posted in the course team in Microsoft Teams. You'll find the meeting by clicking on the **Calendar** button in Teams. Then click the **Join** button.



On the window that pops up, you have the ability to 1) turn on your webcam, 2) turn on your

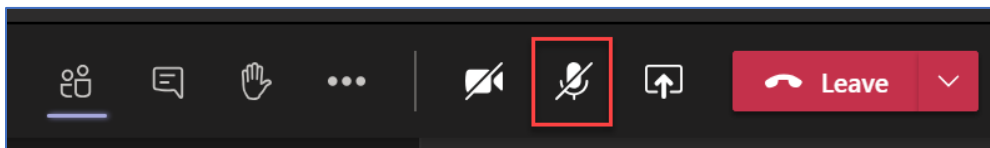
microphone, then 3) click the **Join now** button.



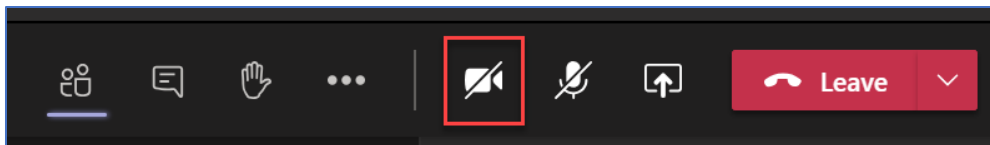
STEP 2: PARTICIPATE IN THE CLASS MEETING

Now that you're in the class, some things to remember...

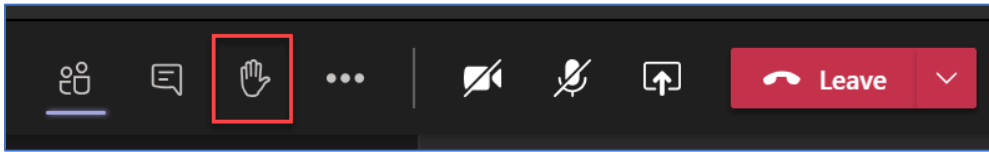
1. It's best to turn your microphone OFF during times when you're not speaking. This helps with any bandwidth issues you or others in the class may experience. The viewer people sharing their microphone at one time, the less likely there will be problems caused by bandwidth.



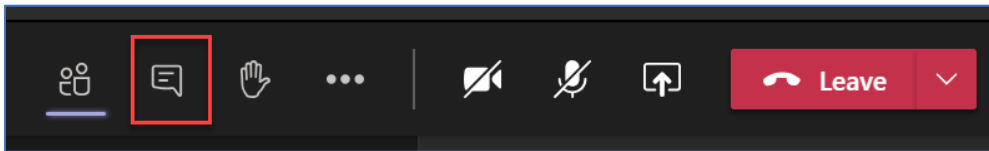
2. The same is true with your webcam – unless your instructor has said otherwise, it's best to not share your webcam unless you are speaking and want others to see you. Just like with audio, this will help prevent issues with bandwidth.



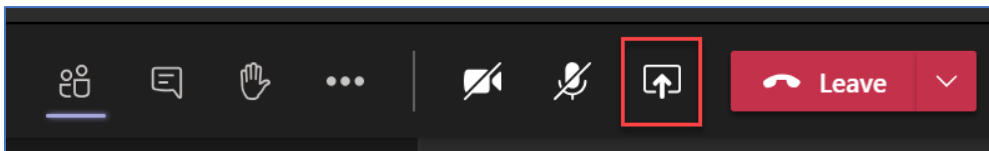
3. If you have a question, you can raise your hand, and your instructor will be able to see that your hand is raised. (Names of students who have their hand raised will appear in the order that hands are raised.)



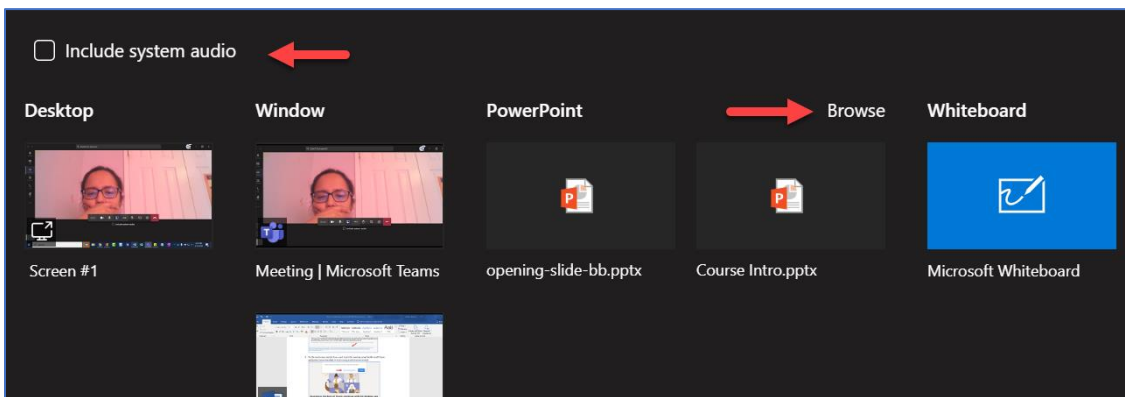
4. Click the **Show Conversation** button to open the chat panel. (If you do not see this chat panel, make sure you logged into Microsoft Teams before you entered the meeting. If this is the case, close the session, log into Teams, then re-enter the class meeting.)



5. *If your instructor has given you access and you need to share your screen, you can click the **Open Share Tray** button.*



Select you want to share. Notice that Teams lists PowerPoint files you've uploaded into Office 365. If you do not see the file you're looking for, click the **Browse** link. If you are sharing your Desktop or a specific Window, you have the ability to check the box to **Include system audio**.



PLEASE NOTE: The ability to "Include system audio" is not yet available on Macs.

6. When you're ready to leave the class meeting, click the **Leave** button.

