

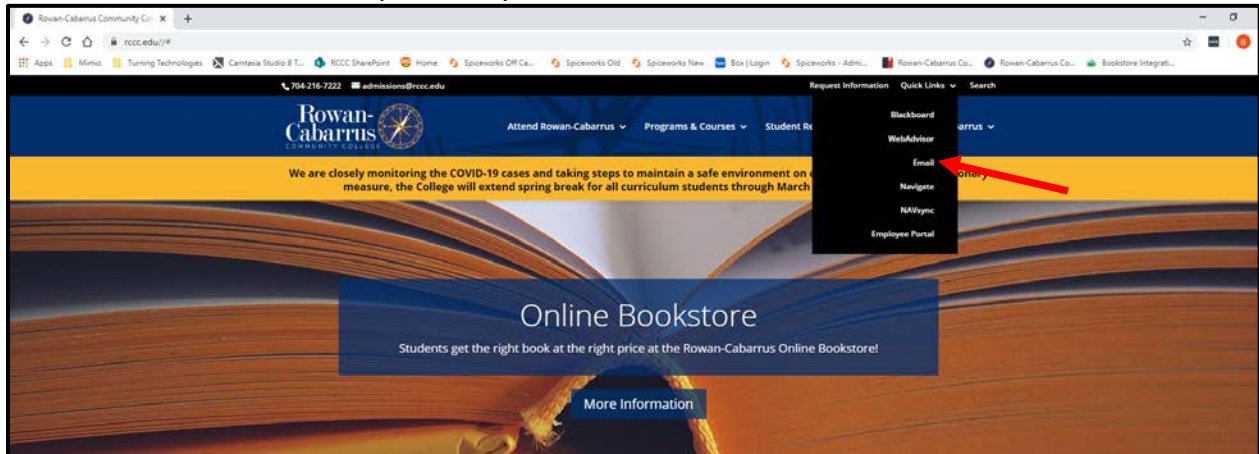
Join Microsoft Teams Meeting In A Class Team-Student

Go to the RCCC homepage.

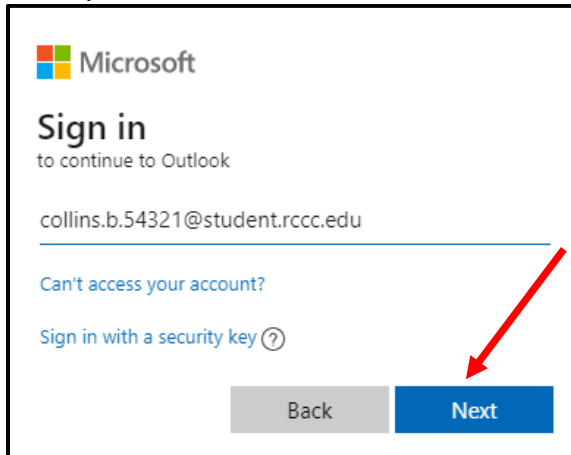
- <https://www.rccc.edu>

Select the "drop-down" next to Quick Links, then select the "Email" link.

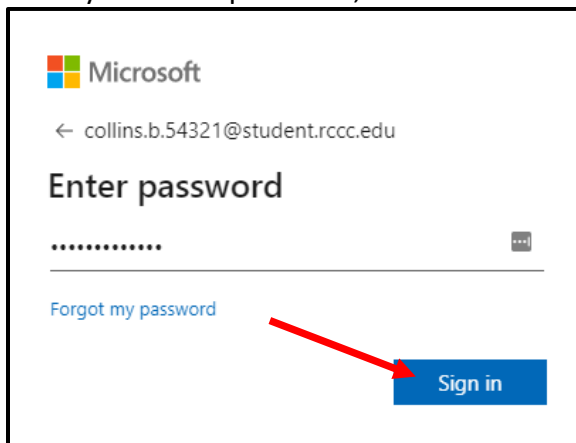
Note: Do not use Internet Explorer as your web browser.



Enter your RCCC student email address, then select the "next" button.

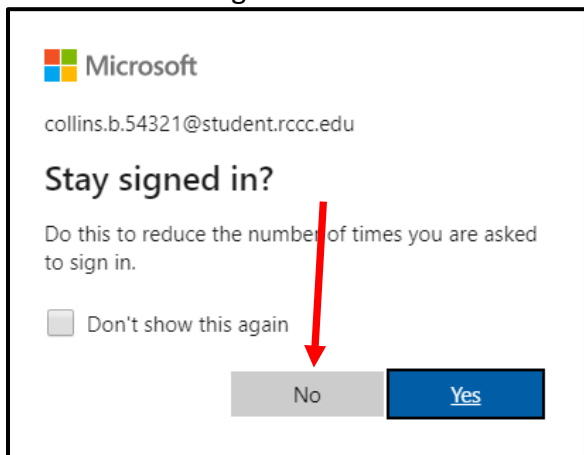


Enter your email password, then select the "Sign in" button.

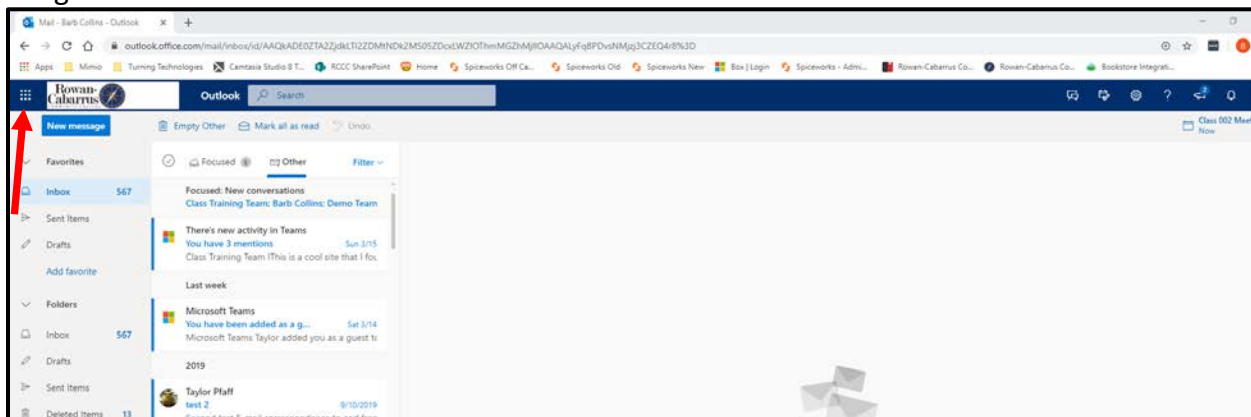


Select the "No" button.

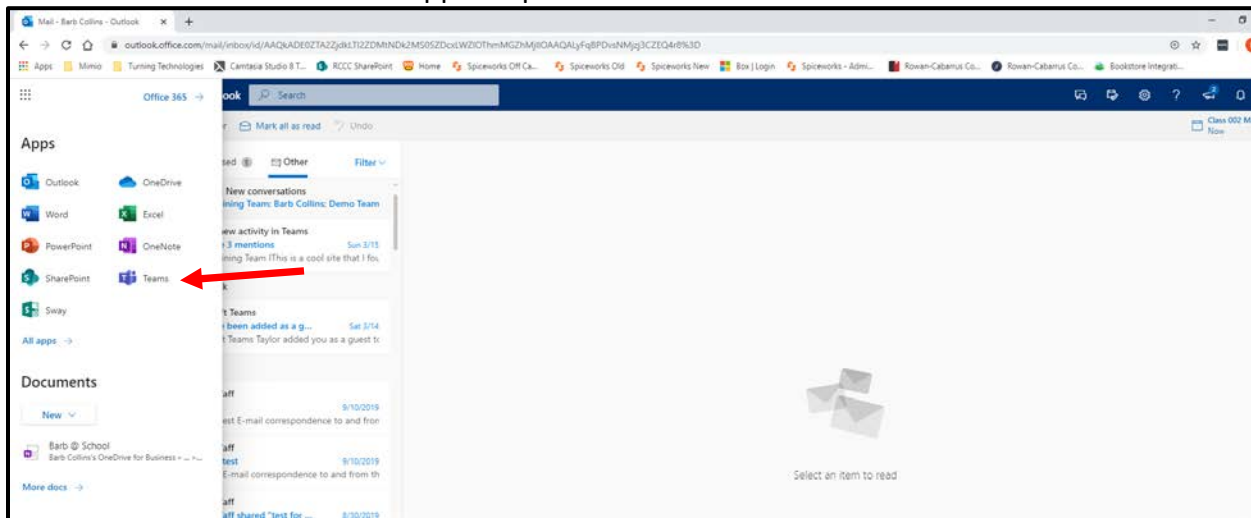
Note: If you do not want to see this pop-window again, then select the "checkbox" next to Don't show this again.



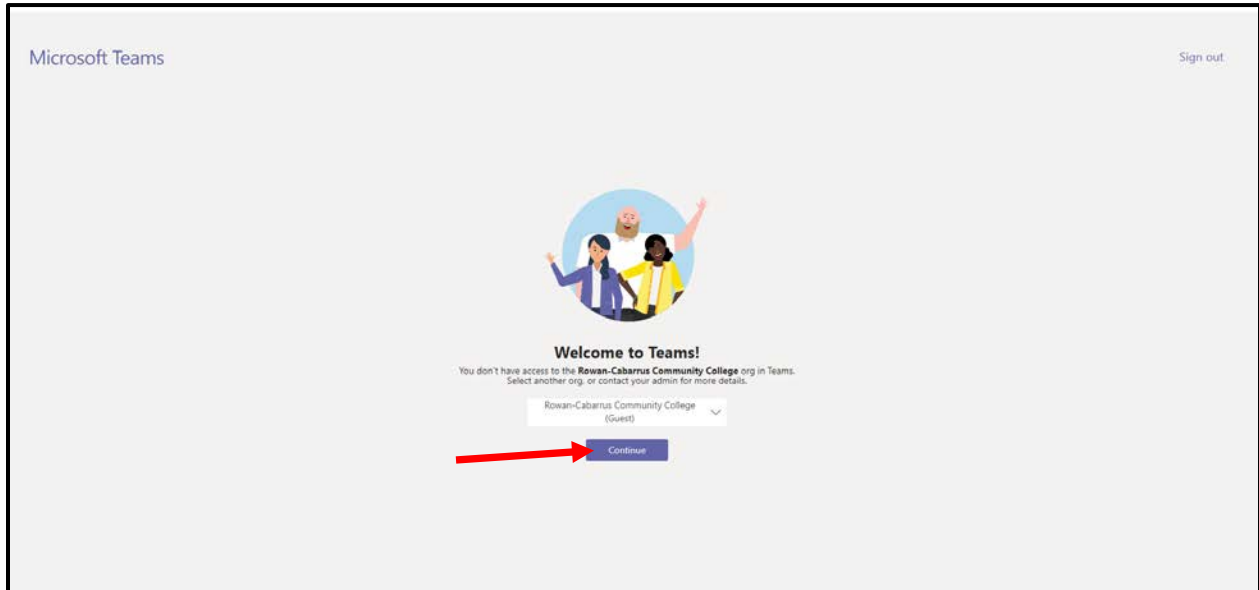
Select the "App launcher" (nine squares) to the left of the Rowan-Cabarrus Community College image.



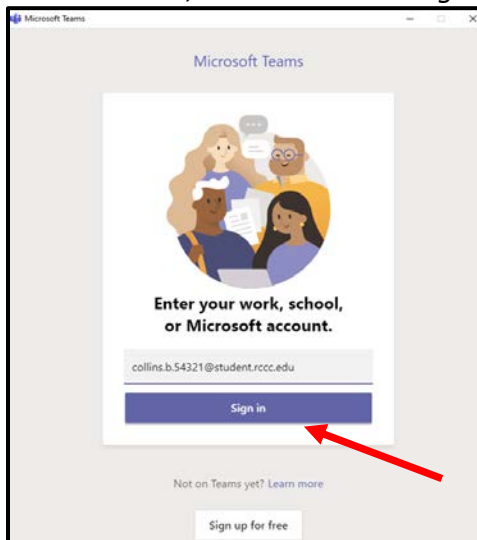
Select the "Teams" icon in the Apps drop-down menu.



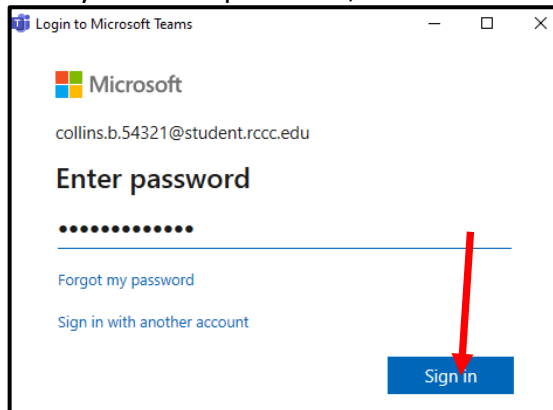
Select the *“Continue”* button.



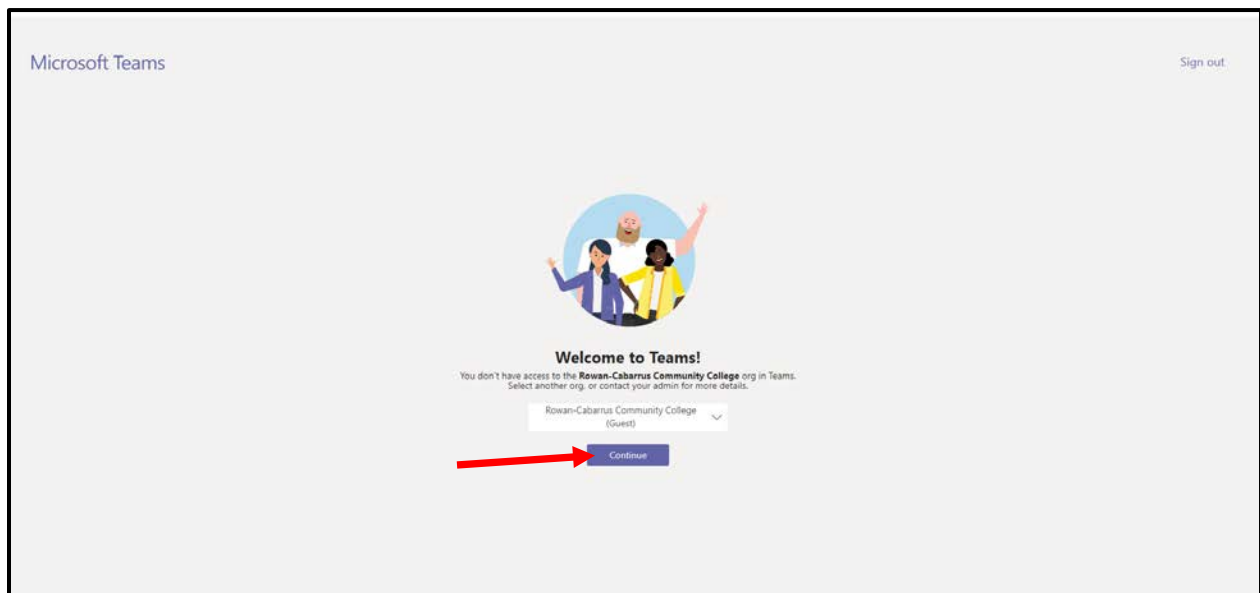
If you are using the Teams desktop application you will need to sign in using your RCCC student email address, then select the *“Sign in”* button.



Enter your email password, then select the *“Sign in”* button.

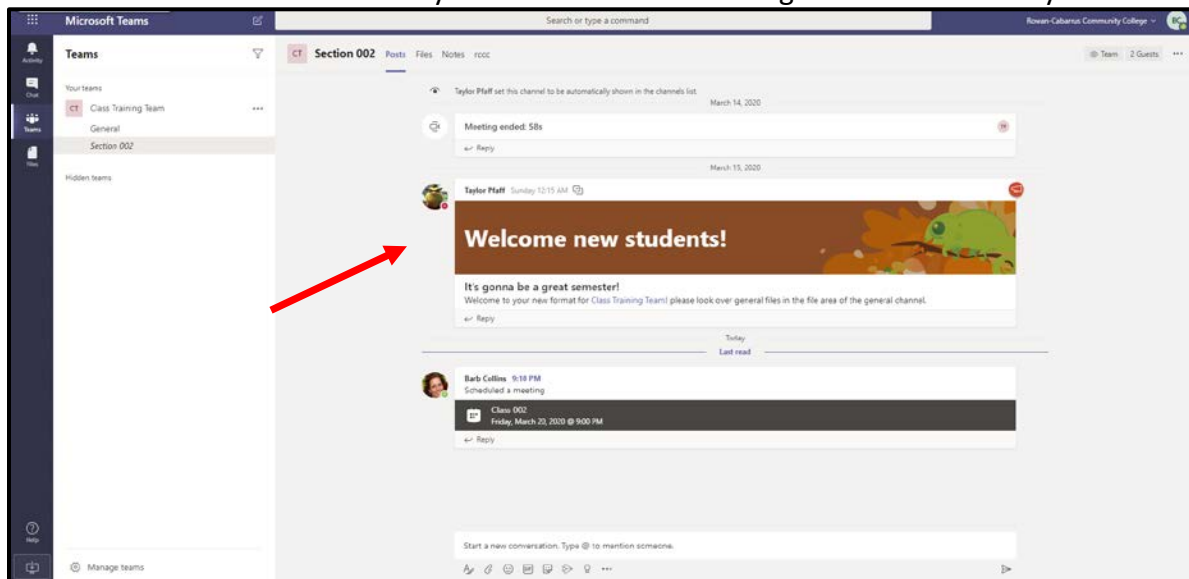


Select the “Continue” button.

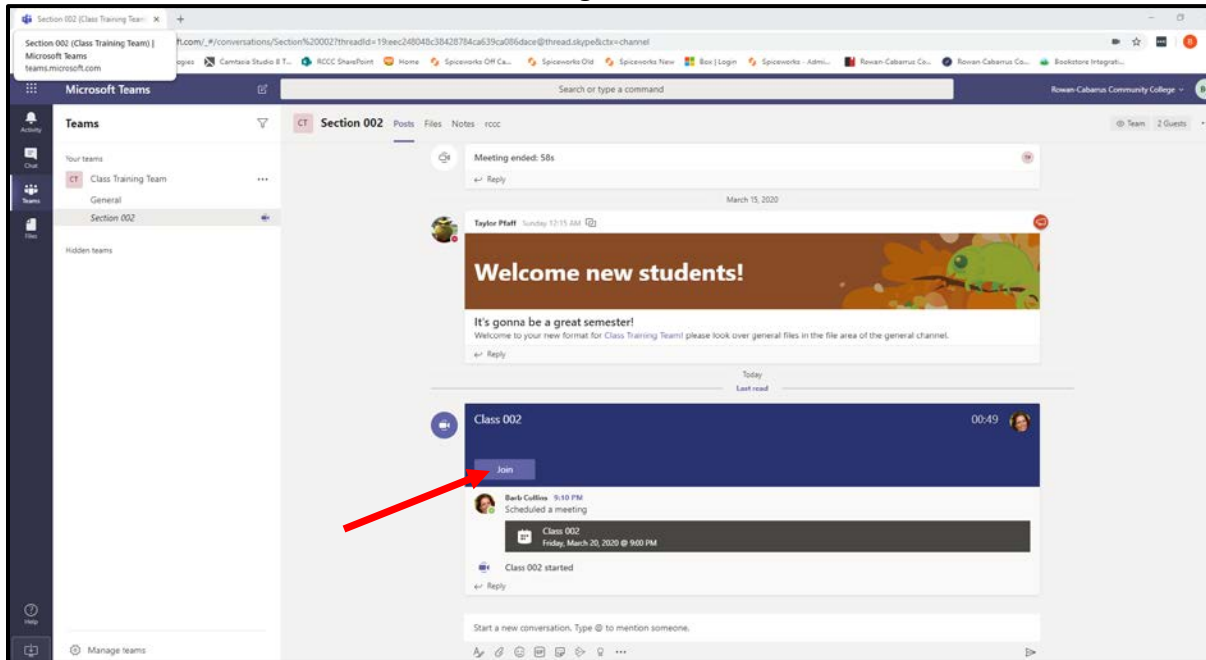


The Microsoft Teams window will now display. You will see your class team in the menu on the left located under the Teams heading. If you do not see the join button, then your instructor has not started the class meeting yet.

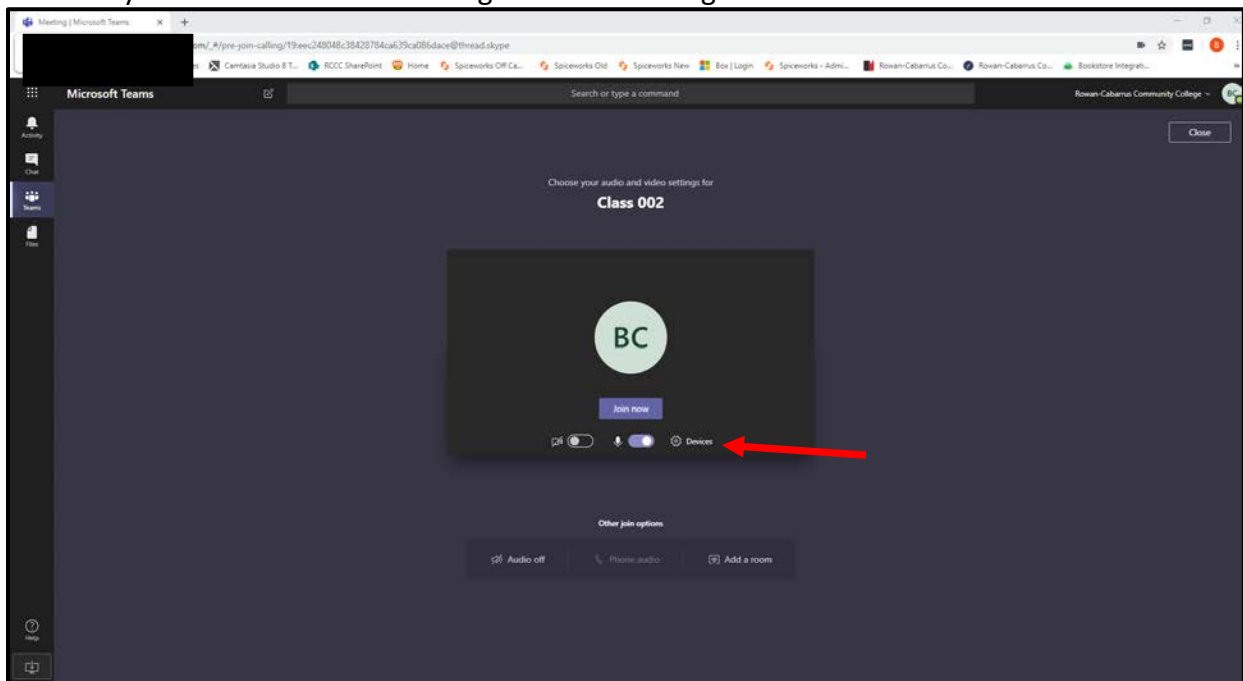
Note: A reminder will be sent to you when the class meeting has been started by the instructor.



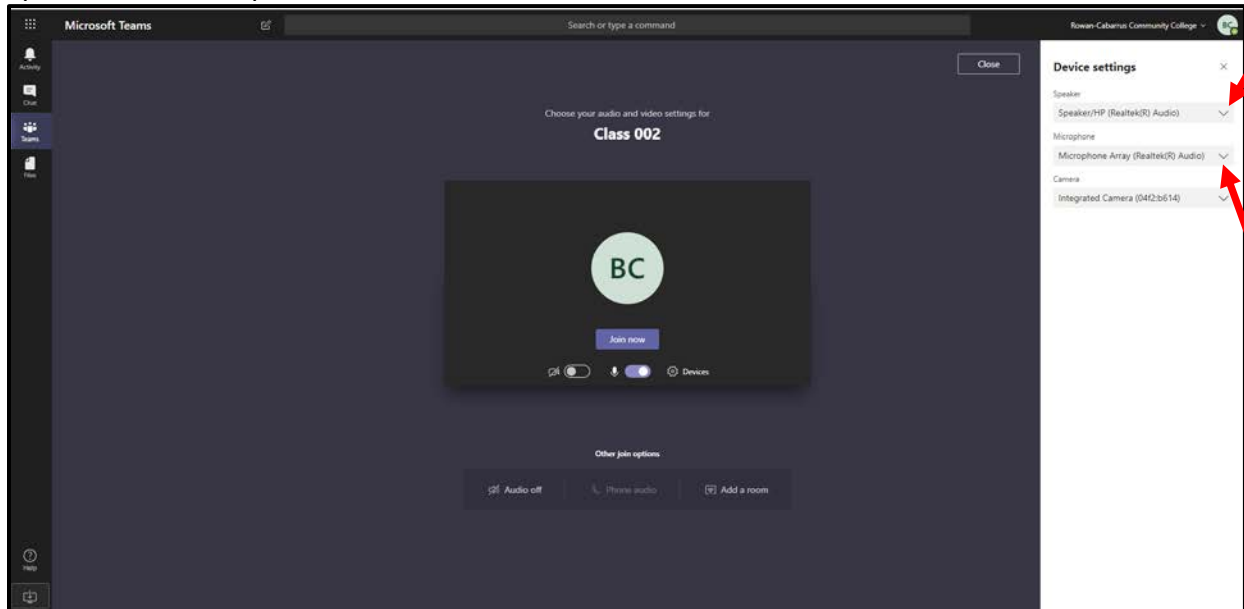
When the instructor has started the class meeting, the Join button will display in the Team. Select the "Join" button to enter the meeting.



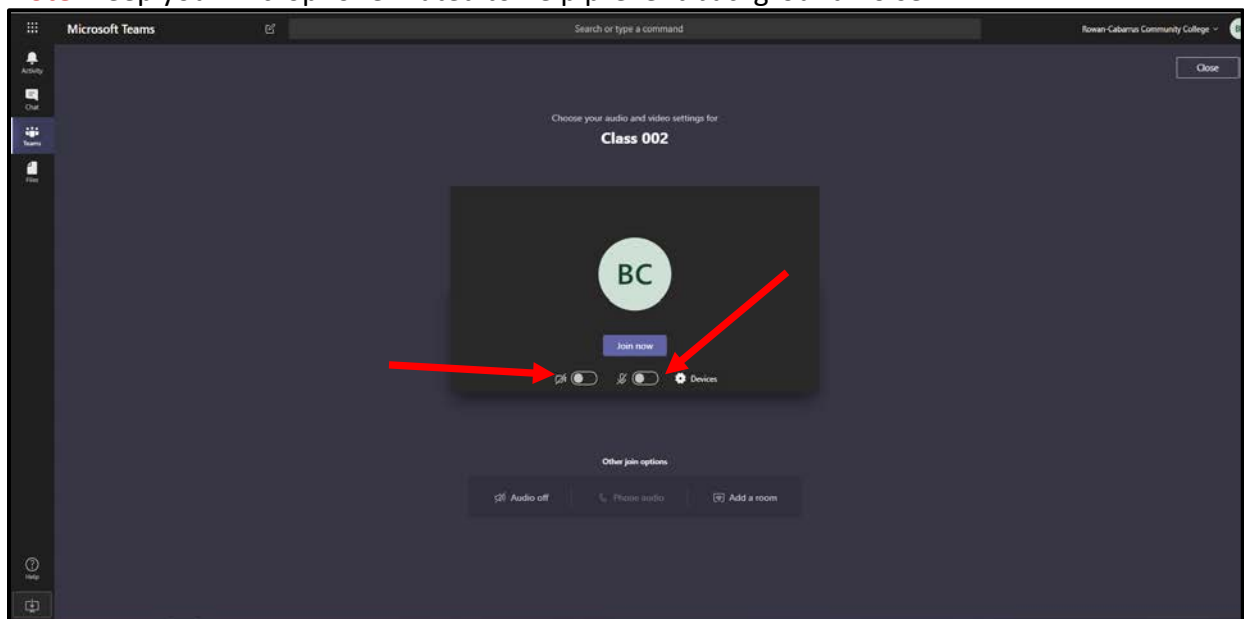
The class meeting window will now display. Select "Devices" located under the Join now button to check your audio and video settings for the meeting.



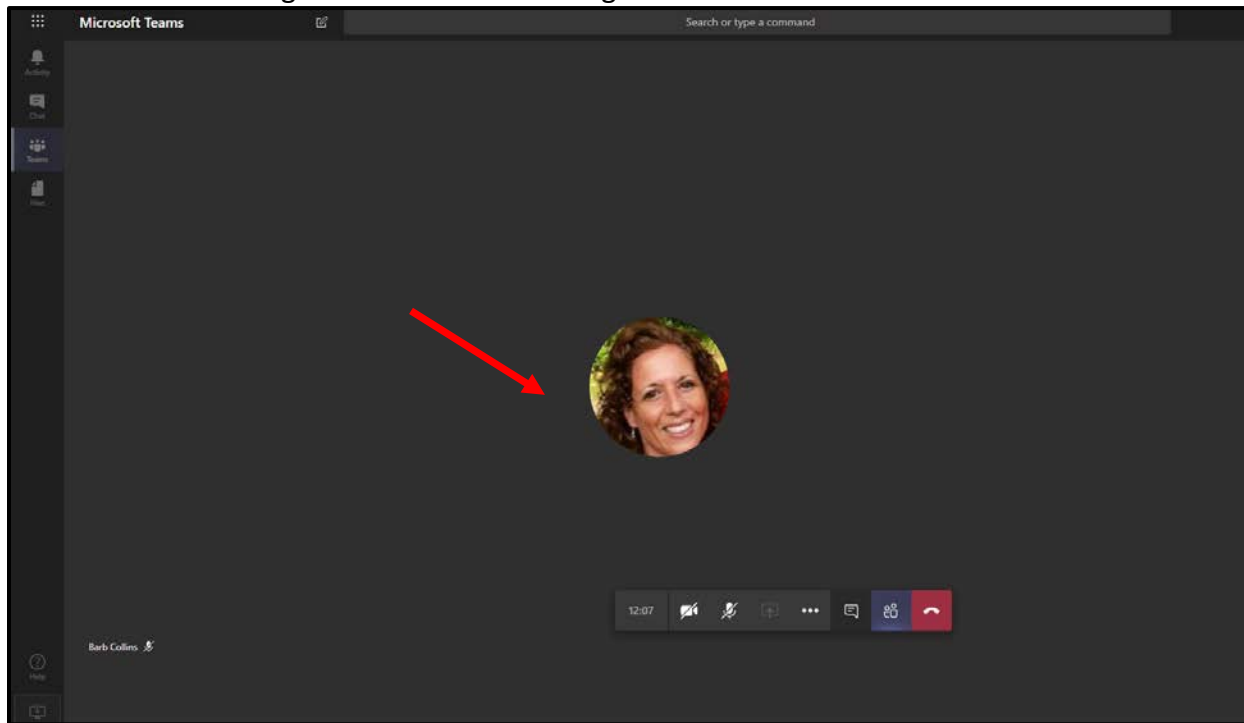
Adjust your speakers and microphone settings by selecting the “drop-down menu” under Speaker and Microphone in the menu on the left.



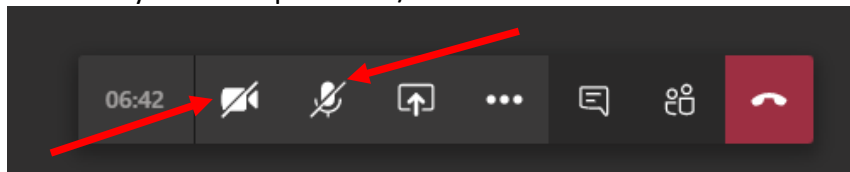
Select the “button” next to the video camera icon to turn your camera off/on. Select the “button” next to your microphone to mute/unmute your mic. Select the “Join now” button.
Note: Keep your microphone muted to help prevent background noise.



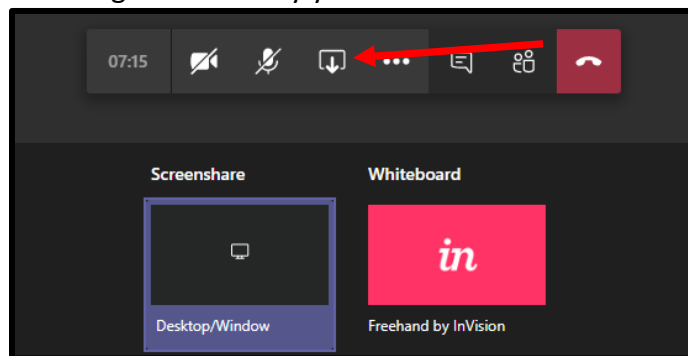
You will now be brought into the class meeting.



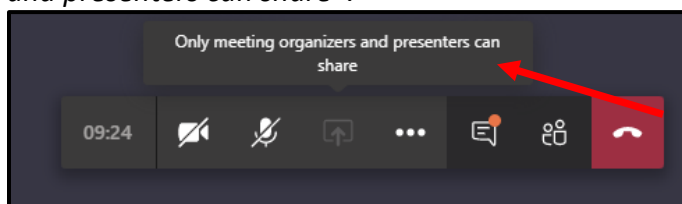
The menu bar located at the bottom of the window contains several different features. The video camera icon allows you to switch your video on/off. The microphone icon allows you to switch your microphone on/off.



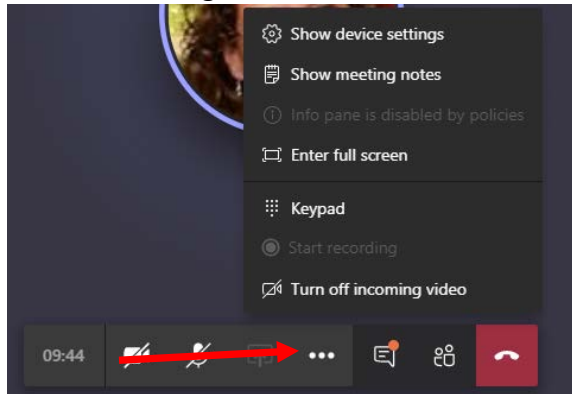
The icon containing an arrow pointing up allows you to share your screen. This will only display if sharing is enabled by your instructor.



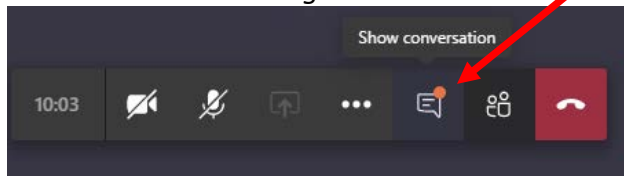
If sharing is not enabled by your instructor you will see the wording *"Only meeting organizers and presenters can share"*.



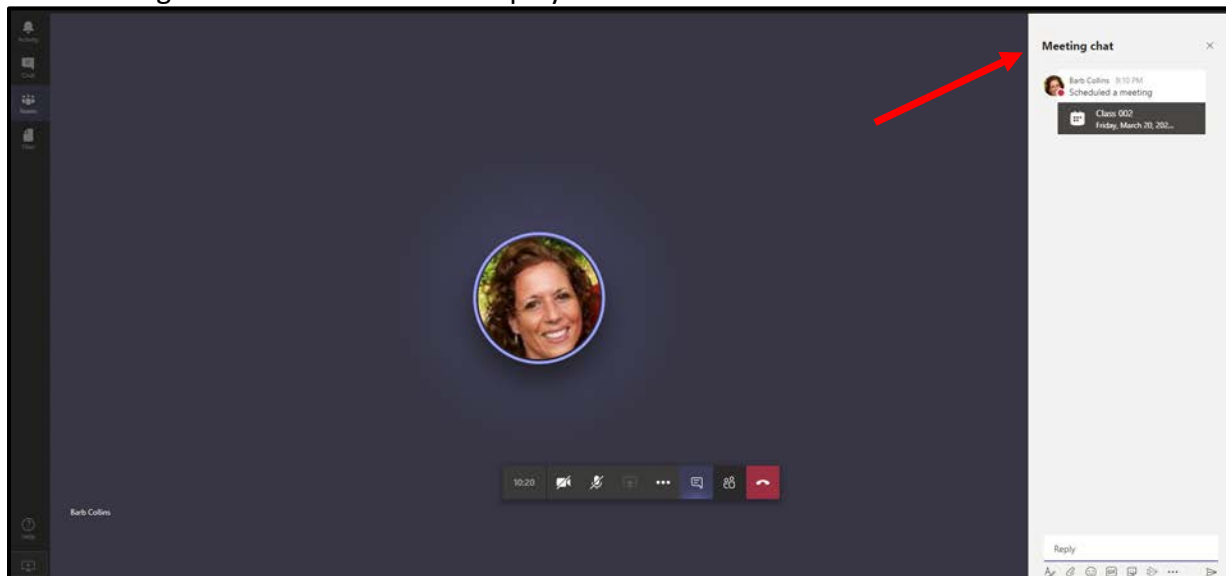
Select the “More Options” icon (three dots) to see additional features such as the ability to turn on/off incoming video, Enter full screen and show your device settings.



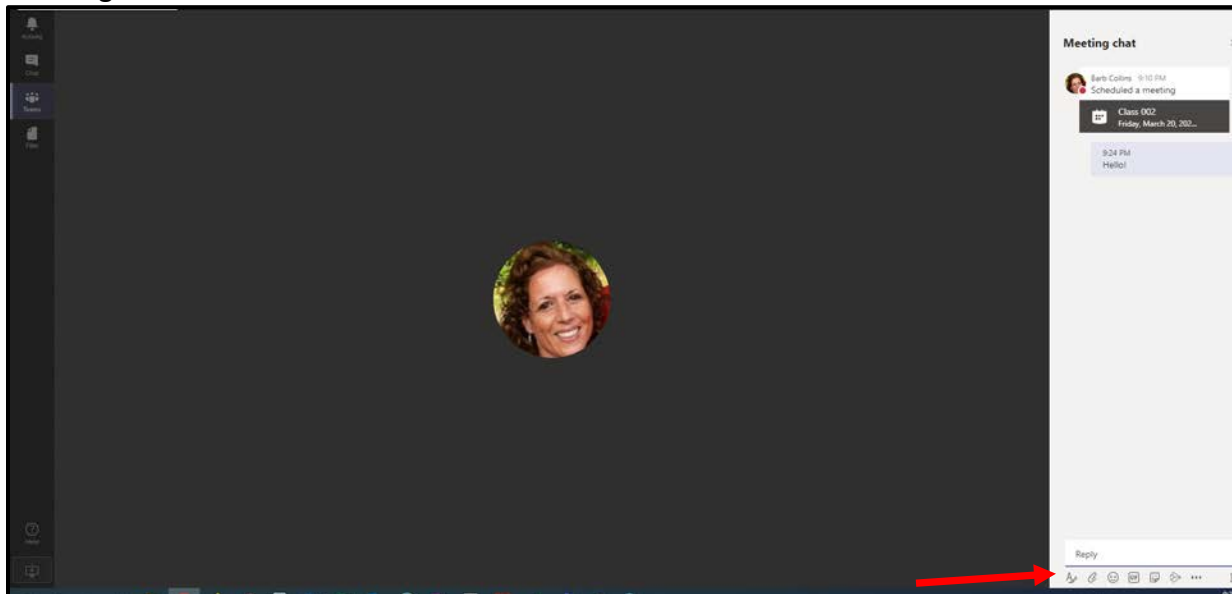
Select the “chat message” icon to start a conversation.



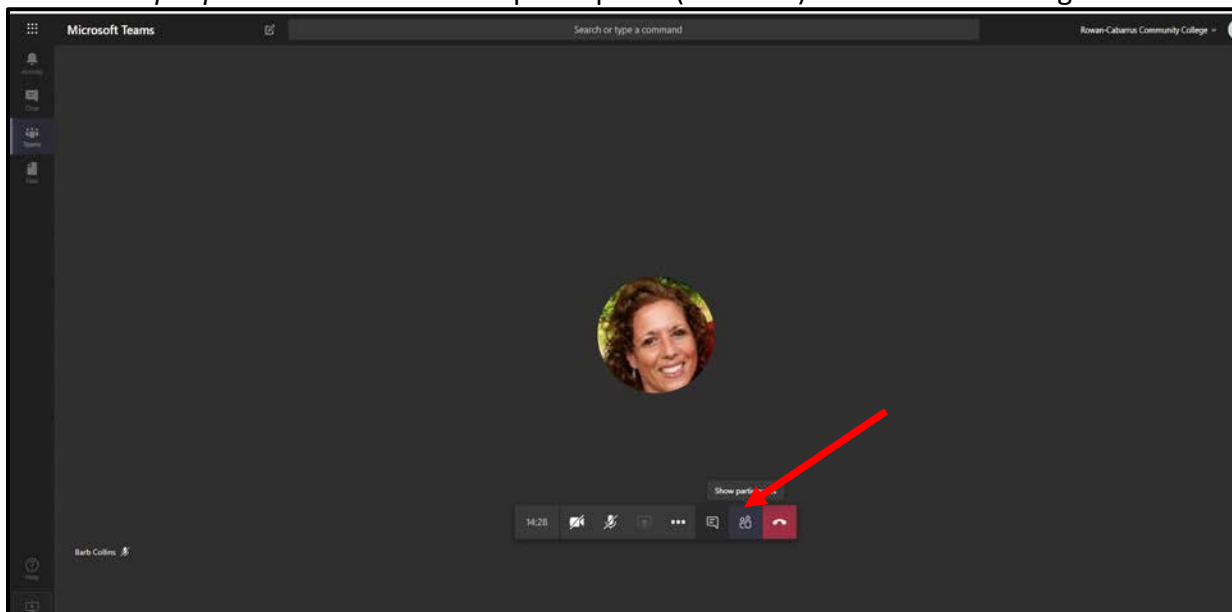
The Meeting Chat window will now display.



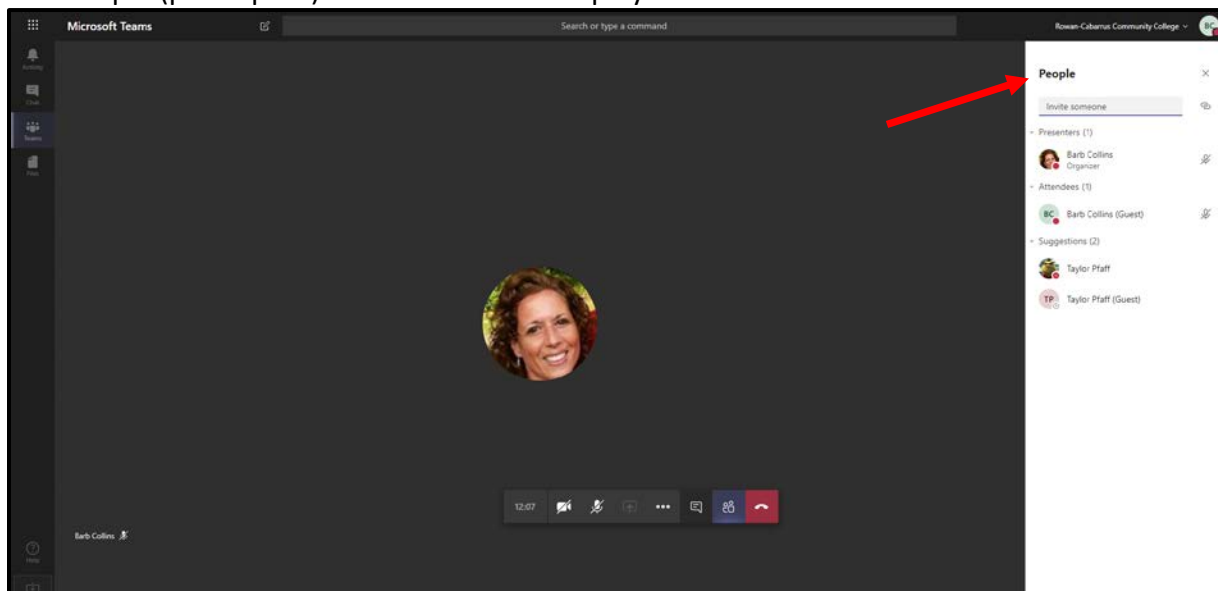
Type your message in the bottom of the chat window, then press enter or select the “arrow”. The message you just entered will now display in the window. Select the “X” to close the meeting chat window.



Select the “people” icon to see a list of participants (students) in the class meeting.



The People (participant) window will now display. Select the “X” to close the window.



Select the “red phone” icon to hang up and leave the class meeting.

