

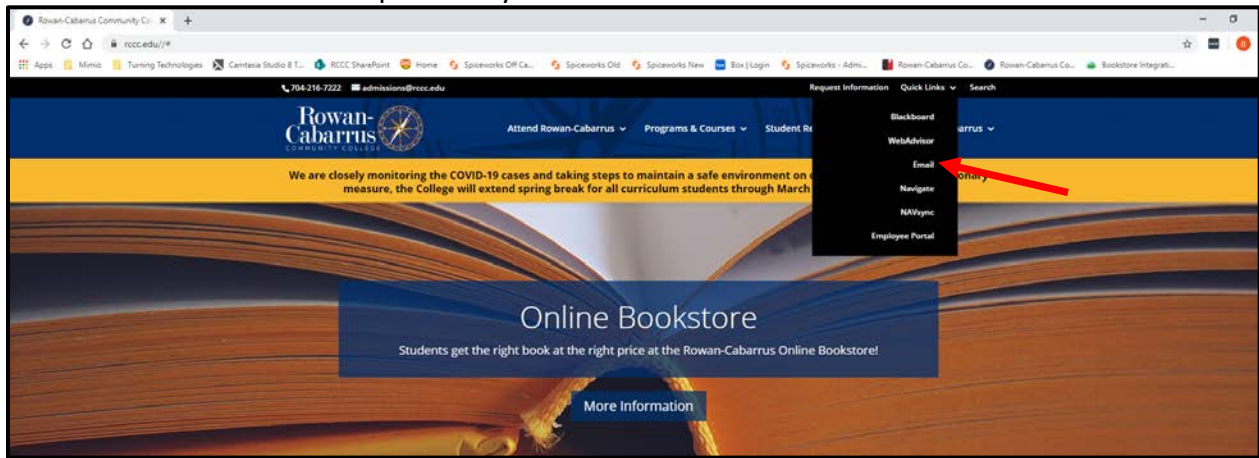
Join Microsoft Teams Meeting- Student Email

Go to the RCCC homepage.

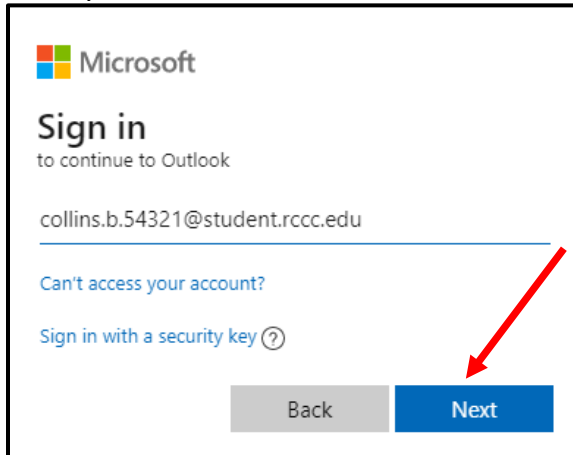
- <https://www.rccc.edu>

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

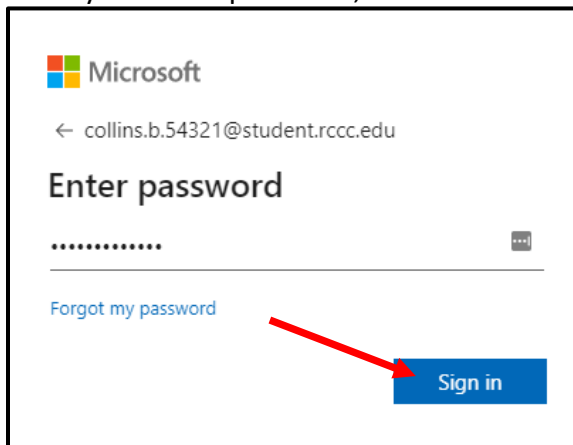
Note: Do not use Internet Explorer as your web browser.



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

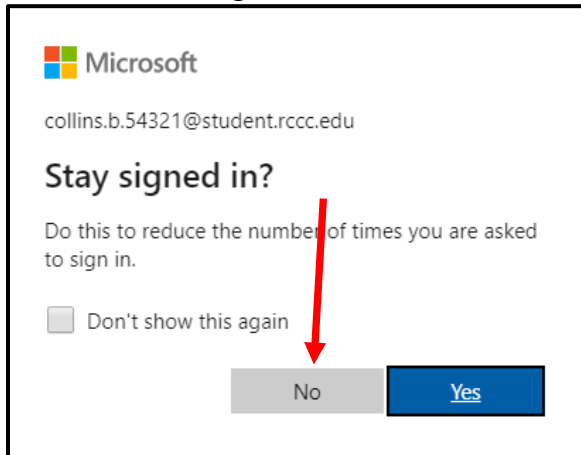


Enter your email password, then select the "Sign in" button.

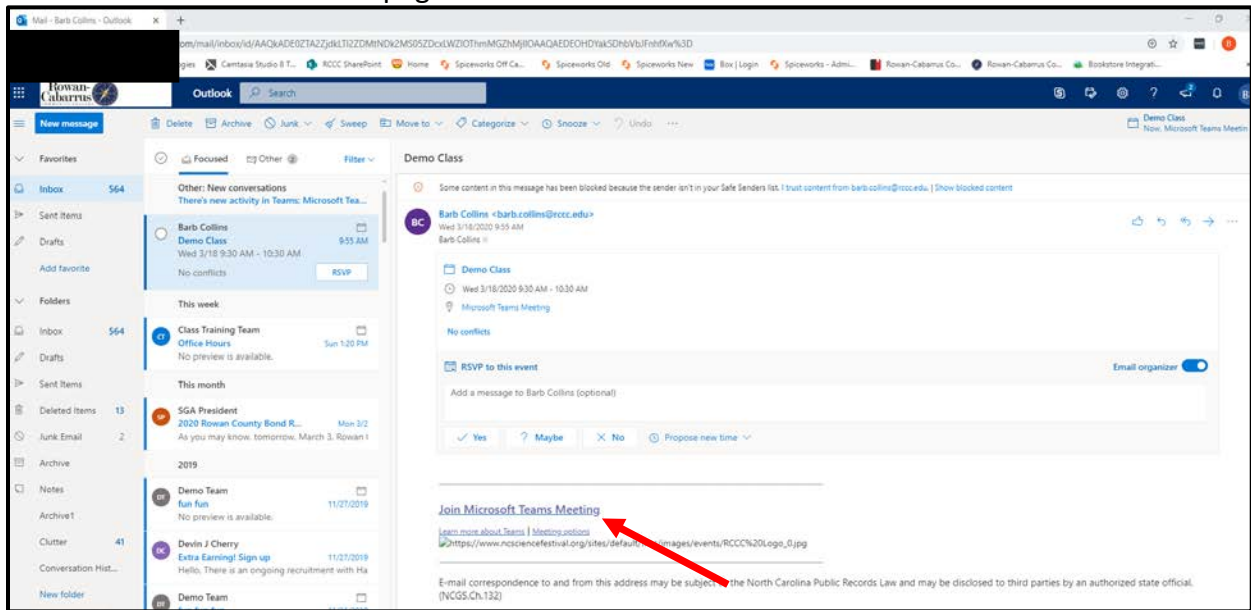


Select the "No" button.

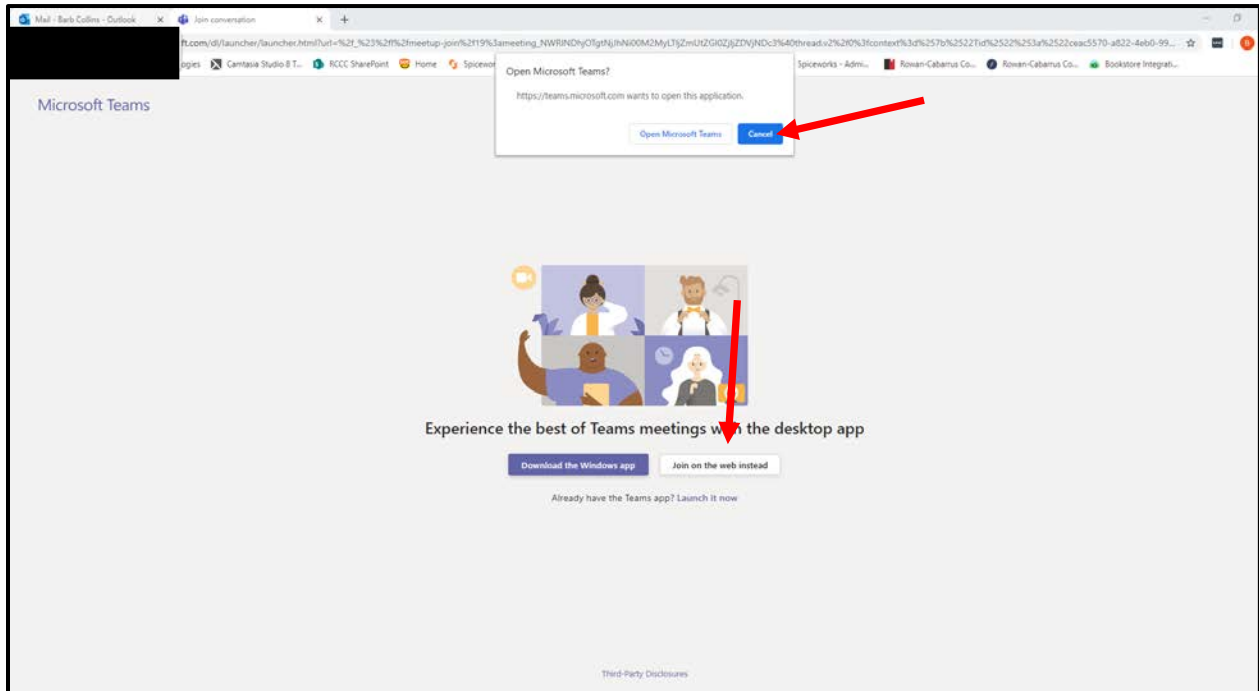
Note: If you do not want to see this pop-window again, then select the "checkbox" next to Don't show this again.



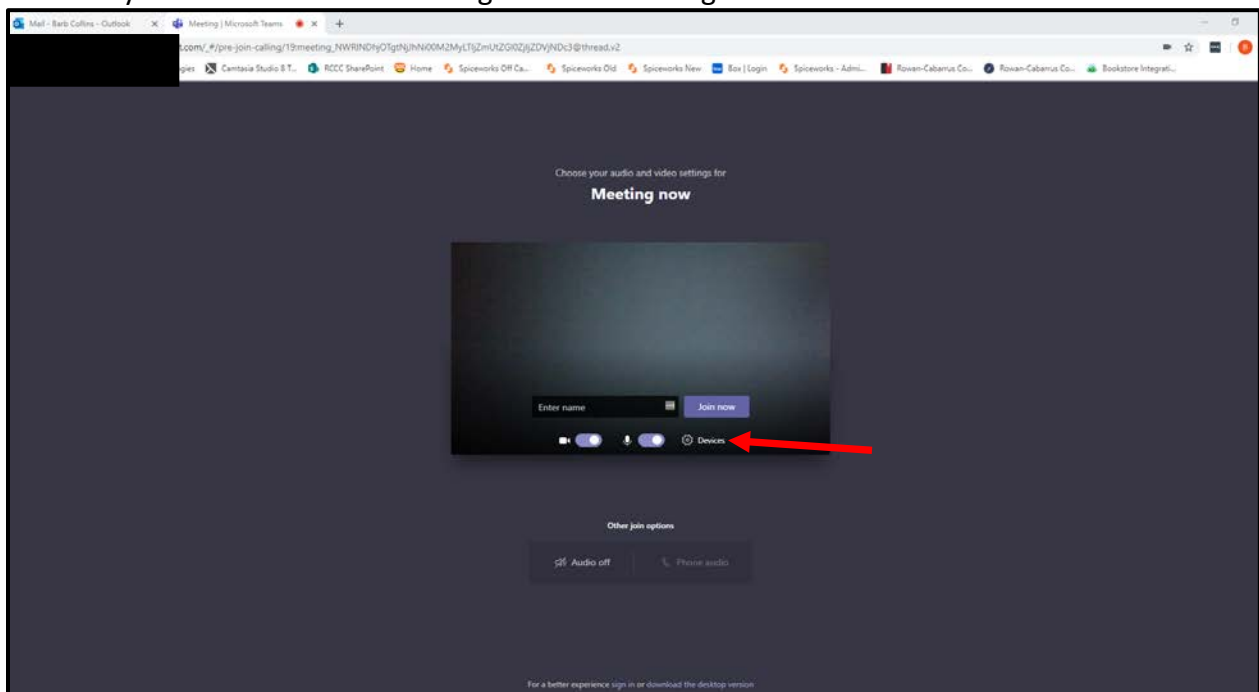
Locate the Teams meeting invitation in your email, then Select "it" to open it. The class meeting invitation will now display in the window. Select the "Join Microsoft Teams Meeting" link located at the bottom of the page.



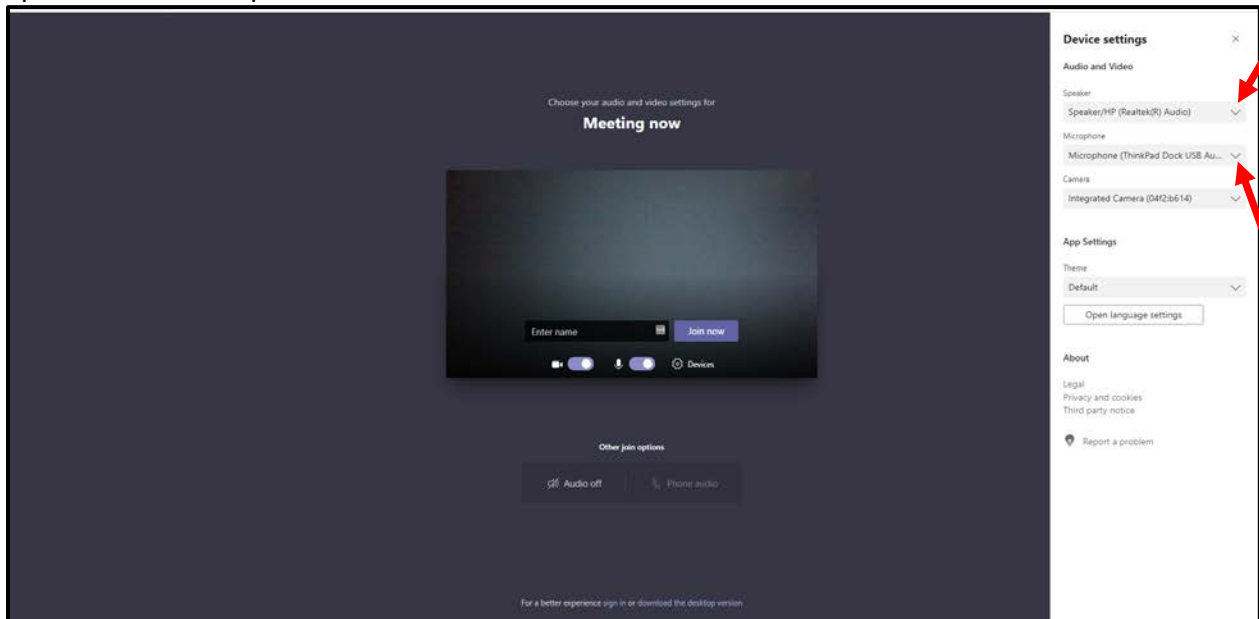
Select the "Cancel" button, then select the "Join on the web instead" button.



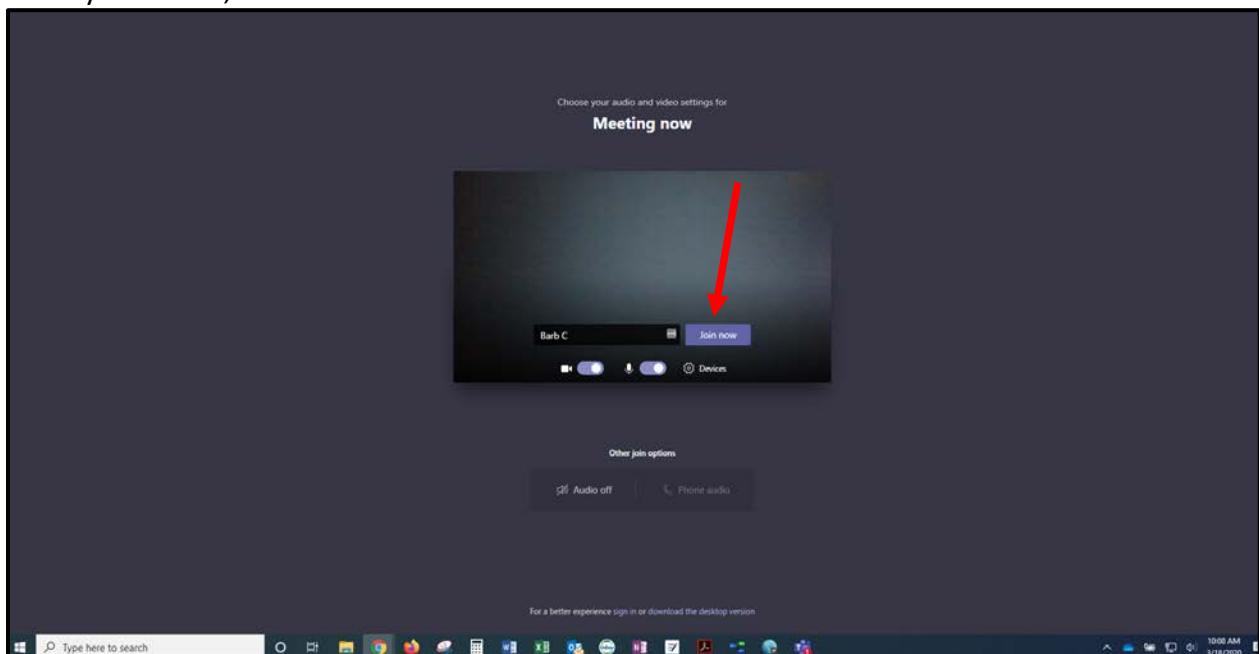
The class meeting window will now display. Select "Devices" located under the Join now button to check your audio and video settings for the meeting.



Adjust your speakers and microphone settings by selecting the "drop-down menu" under Speaker and Microphone in the menu on the left. Select the "X" to close the menu.

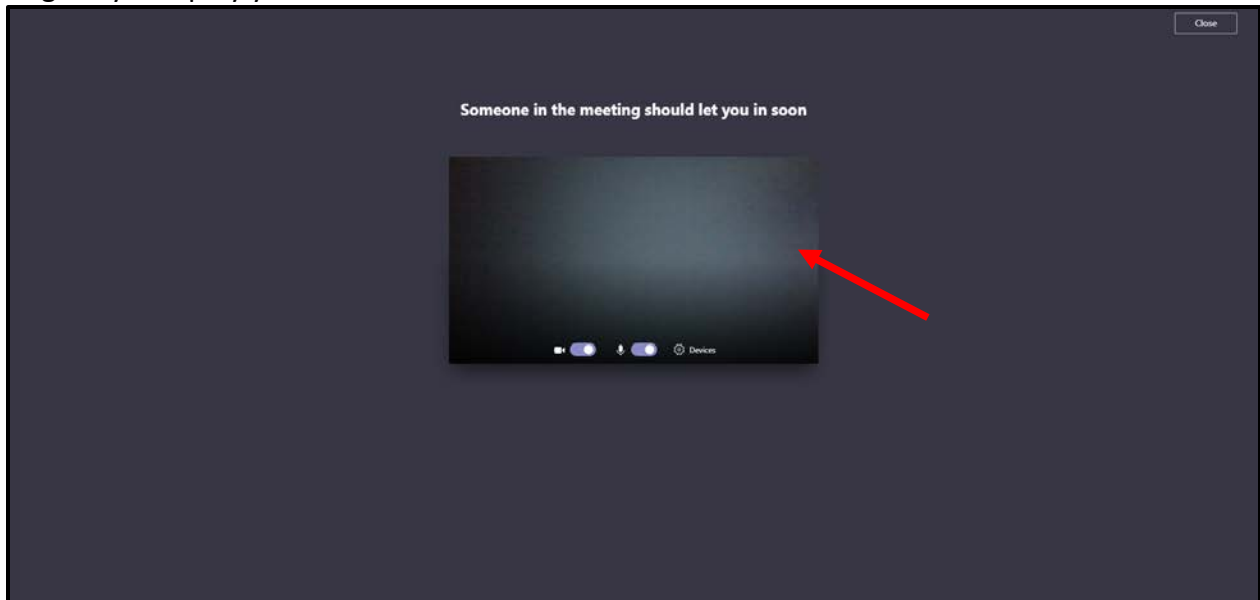


Enter your name, then select the "Join now" button.



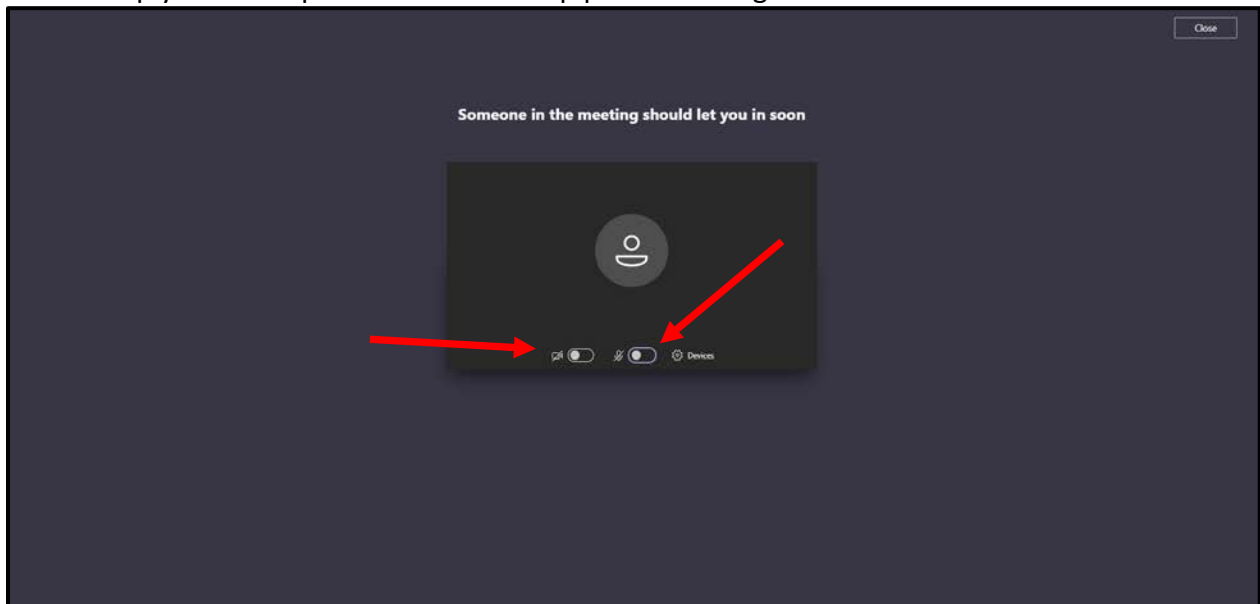
You will be waiting in the lobby until the instructor grants you access to the class meeting.

Note: You may be directly brought into the meeting. It just depends on how the meeting was originally setup by your instructor.

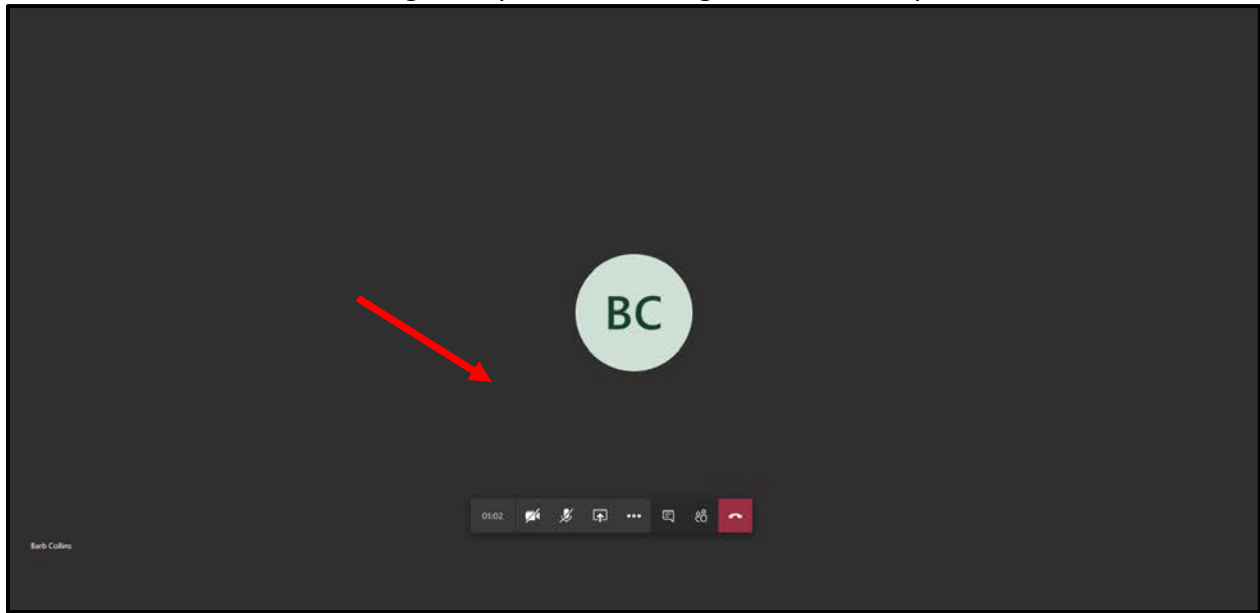


Select the "button" next to the video camera icon to turn your camera off/on. Select the "button" next to your microphone to mute/unmute your mic.

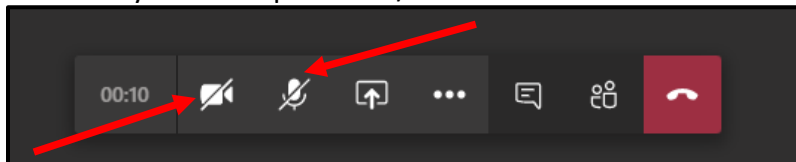
Note: Keep your microphone muted to help prevent background noise.



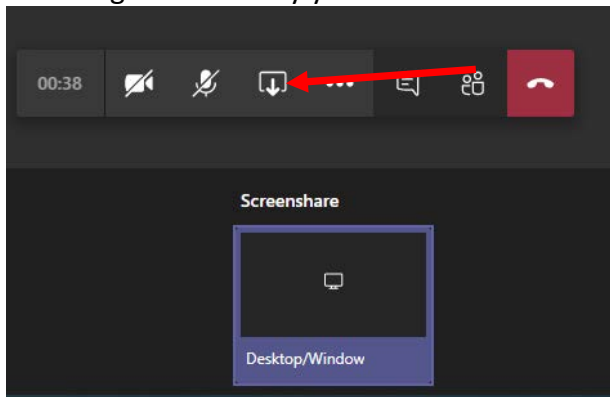
You will enter the class meeting once your instructor grants access to you.



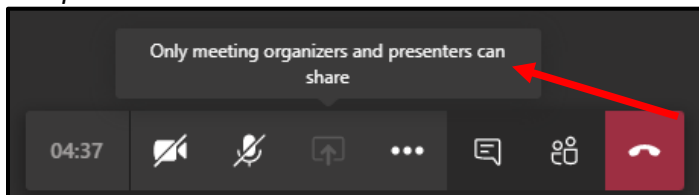
The menu bar located at the bottom of the window contains several different features. The video camera icon allows you to switch your video on/off. The microphone icon allows you to switch your microphone on/off.



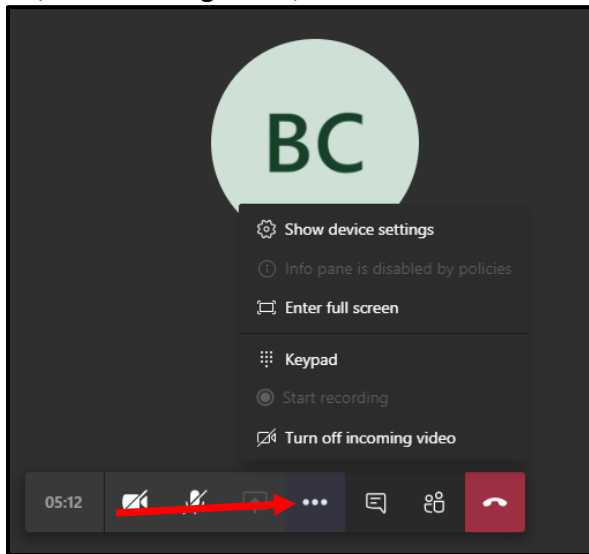
The icon containing an arrow pointing up allows you to share your screen. This will only display if sharing is enabled by your instructor.



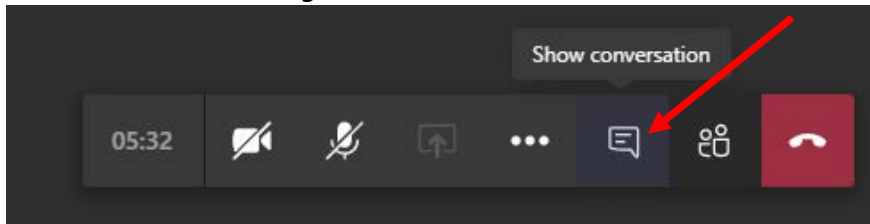
If sharing is not enabled by your instructor you will see the wording *“Only meeting organizers and presenters can share”*.



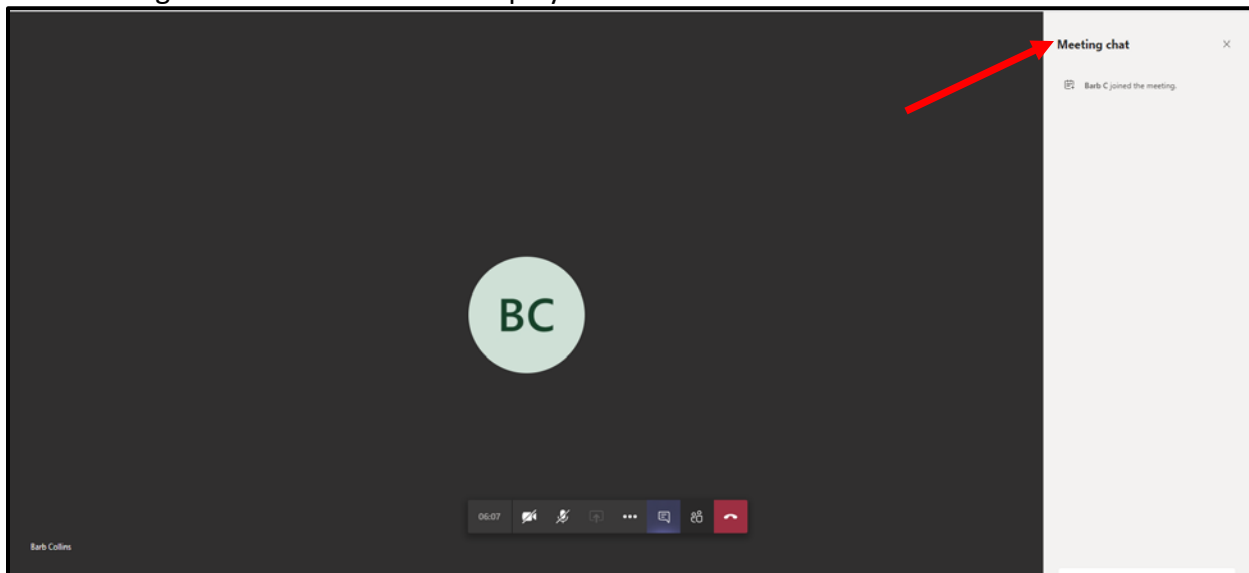
Select the “More Options” icon (three dots) to see additional features such as the ability to turn on/off incoming video, Enter full screen and show your device settings.



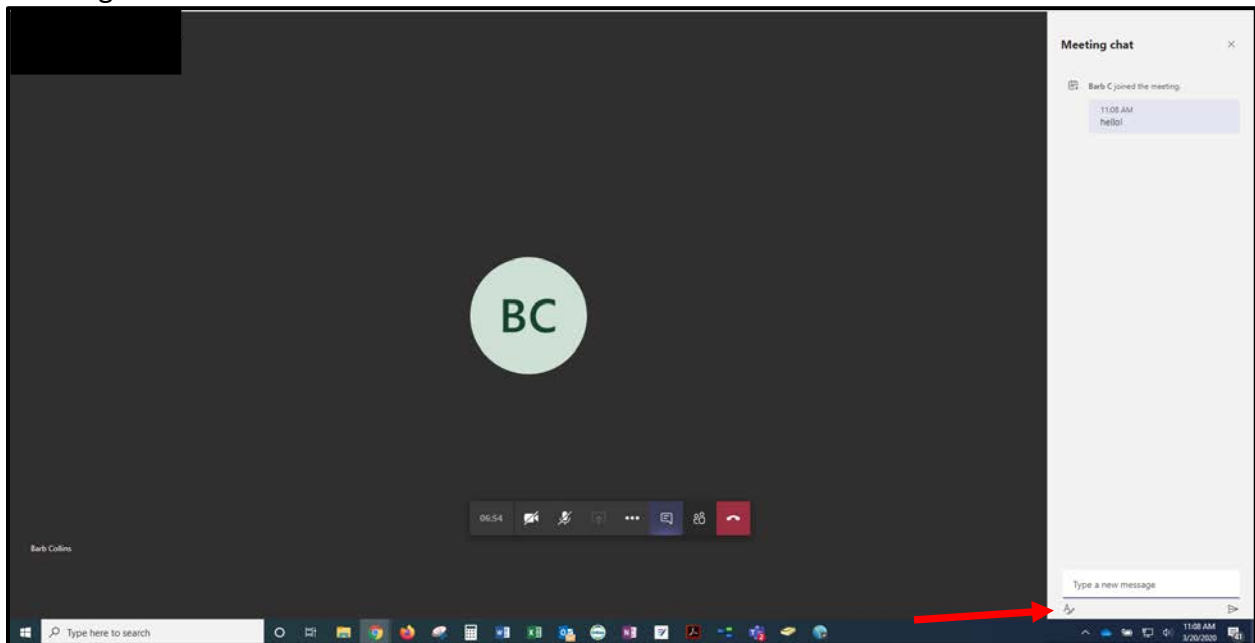
Select the “chat message” icon to start a conversation.



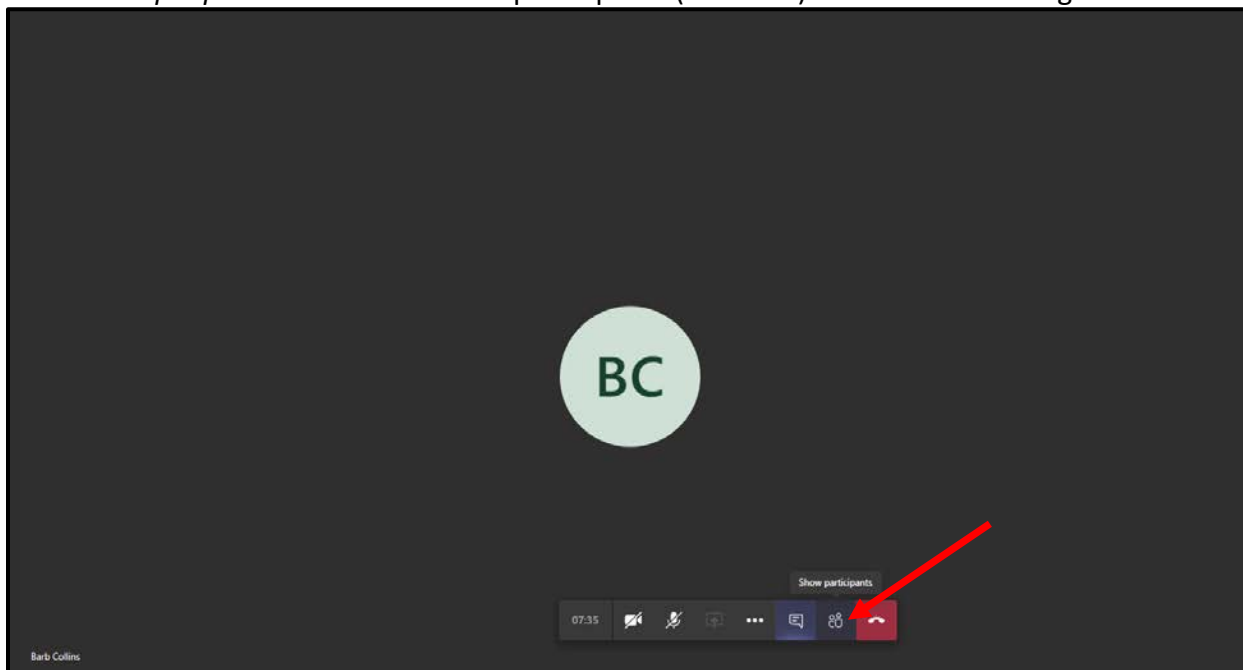
The Meeting Chat window will now display.



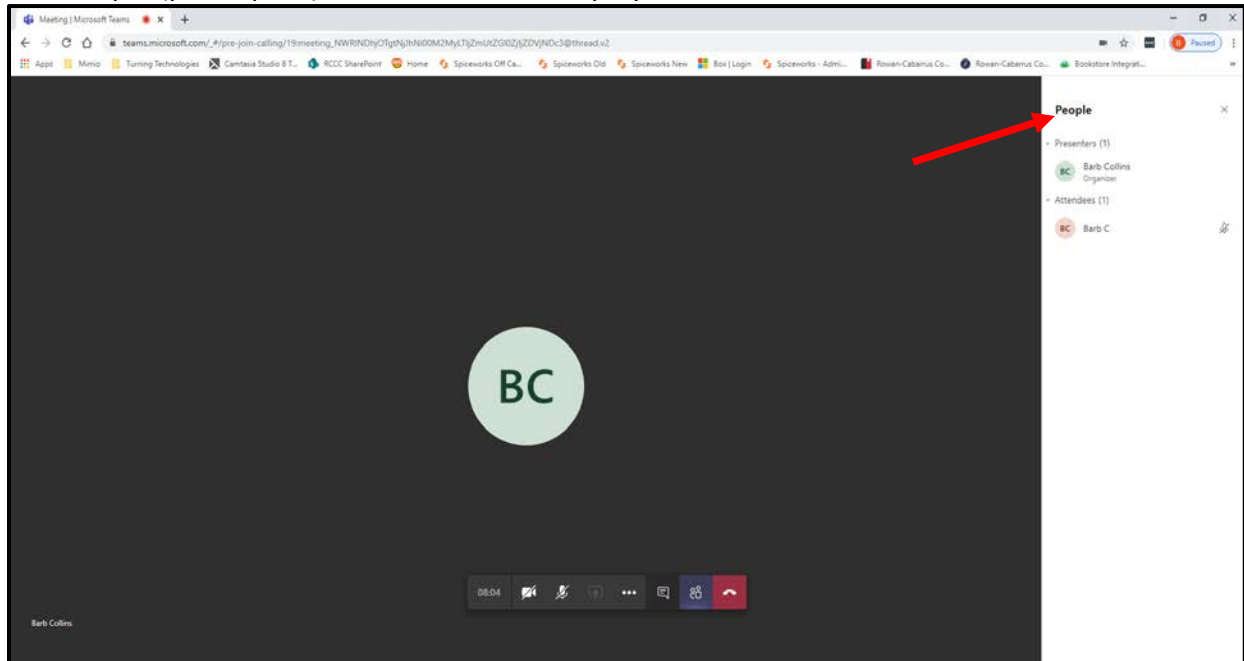
Type your message in the bottom of the chat window, then press enter or select the “arrow”. The message you just entered will now display in the window. Select the “X” to close the meeting chat.



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.

