

How To:

Conference with Microsoft Teams

Follow your teacher's instructions to set up a meeting time for your conference.

You will then receive an email from your teacher confirming your meeting time in the Microsoft Teams app.

Click "Join Microsoft Teams Meeting" in the email at the set time.

Step 1: Click "Join on the web instead"

Step 2: Click "Allow" on the camera/microphone pop-up

Step 3: Enter your name and click "Join now"