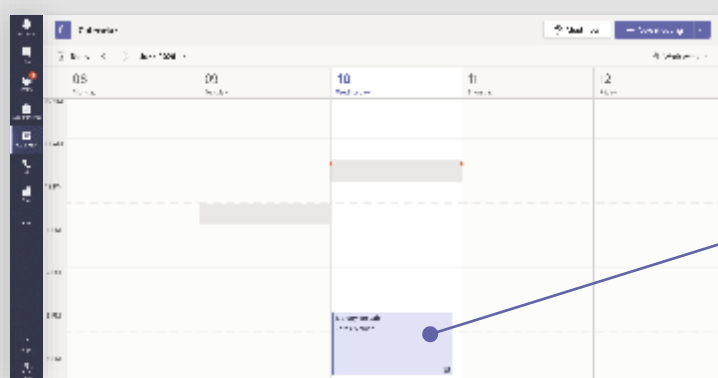


Make meetings easy with Microsoft Teams for Education



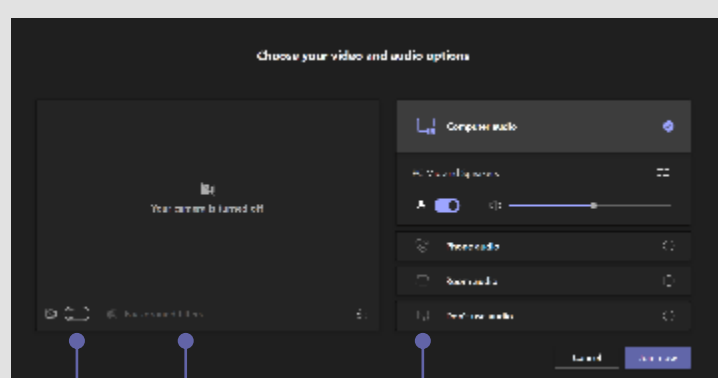
With **Microsoft Teams meetings**, students can attend class, collaborate with peers, and participate in extracurricular activities from virtually anywhere. In this guide, you'll find some helpful tips on how to help your student get started with Teams meetings.

Before joining a meeting



Attend scheduled class meetings

1. Select **Calendar** on the left side of Teams to see your meetings.
2. Open the meeting you want, and then select **Join**.



Set initial meeting settings

1. Before entering meeting, you'll see a pop-up that will allow you to toggle audio and video settings.
2. Use the switches to toggle your preferences. (These settings can be updated once you're in the meeting.)
3. Once you're ready, select **Join now** to enter the meeting.

Turn the camera on or off

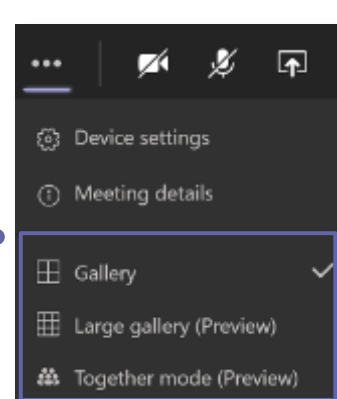
Apply background effects

Choose your audio input/output and mute or unmute your mic

During a meeting

Change the meeting view

1. Once you're in the call, click on the **More actions** icon
2. In the drop-down menu, there are three different view options: **Gallery**, **Large gallery**, and **Together mode**. Click on the view you want to see.
 - Teams also provides a view for smaller, breakout rooms. Only teachers can turn on this option, and students will not be able to change to this view themselves.



Gallery (default)

For smaller group calls or collaboration. This mode is the default view for every meeting.



Large gallery

For when you want to view the entire class. This view shows up to 49 attendees in a 7x7 grid.



Together mode

For larger discussion groups. This view helps students feel relaxed and avoid meeting fatigue.

Mute and unmute

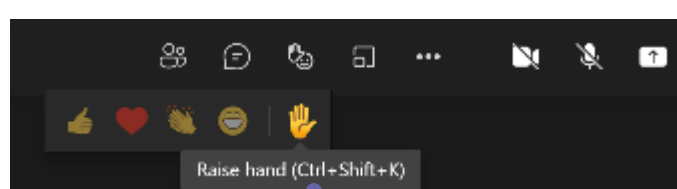
1. In the meeting, navigate your mouse to the **microphone** icon.
2. Clicking the icon will mute yourself to all other participants. You'll know you're muted if the icon looks like this.
3. To unmute yourself, click the icon again.



Raise hand or send a live reaction

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation—or you can send live reactions like thumbs up, heart, clapping, and laughing.

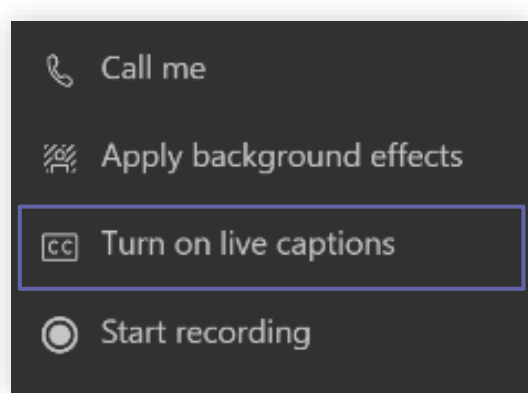
1. Select the **reaction** icon in the meeting controls.
2. To raise your hand, click the **raise hand** icon. Everyone in the meeting will see that you've raised your hand. Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk. You can click the icon again to put your hand down.
3. To react, press one of the reaction icons, and everyone in the meeting will see your reaction.



Turn on live captions

For students with needs related to hearing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.

1. Click on the **More actions** icon
2. Select **Turn on live captions** from the menu.



After the meeting

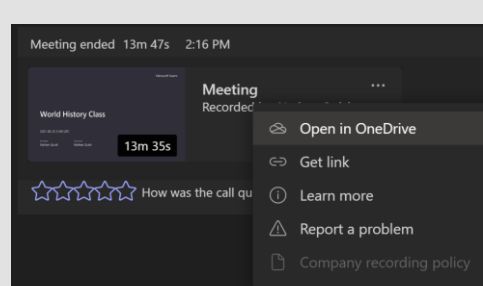
Leave the meeting



1. To leave a meeting, click on the red **Leave** button.
2. You'll know you've successfully left when the meeting window is closed.

Check the meeting recording

1. In the Teams navigation bar, find your recording in either your chat history or the relevant channel...
 - Select the **Chat** icon, find your meeting, and go to the Chat history. You should see the recording at the end of the history.
 - Or select the **Teams** icon and find the right team and channel for the class. You should see the recording posted in the channel.
2. You can watch the recording in the chat, or select the **More actions** icon > **Open in OneDrive** to watch the video on OneDrive
 - You can turn on **closed captions** when watching the video on OneDrive
 - Each video on OneDrive includes a **searchable transcript**, in case you miss part of the class and need to find your spot



Need help with Teams? [Click here](#) to learn more.

[Visit here](#) for more information about keeping students safe online

