

Joining a Teams Meeting on a Laptop or Desktop Computer

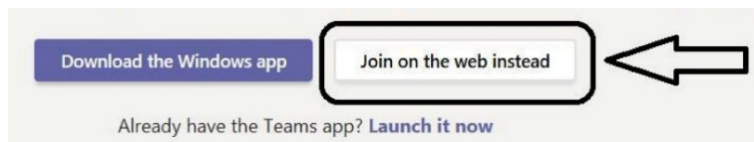
The link to join the meeting will be available 24 hours before the meeting start time.

Step 1: Click on the meeting invite link

This meeting invite link can be found on the Tk'emlúps te Secwépemc Facebook Page (<https://www.facebook.com/TkemlupsteSecwepemc>) or by visiting TteS's website (<https://tkemlups.ca>).

Step 2: Select "Join on the web instead" to join meeting

If you already have the app downloaded on your computer, feel free to join the meeting through your app. If this is your first-time using Teams, select "Join on the web instead".



Step 3: Allow Teams to access your webcam and microphone

We ask that during the meeting you keep yourself muted, to ensure minimal background noise. If you would like to virtually raise your hand (see next page) the meeting host will call on you shortly and ask you to unmute your microphone.

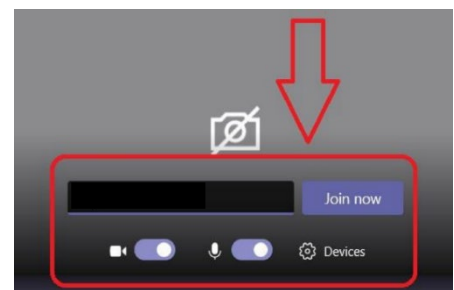
Please note that this pop-up may look different to you depending on the browser. Please allow access.



Step 4: Type in your name and mute your microphone

We kindly ask that you type your first and last name into the name bar. You may also choose to turn off your video or audio as well during this time. Don't worry, you can always turn your video and microphone on again later in the meeting.

Now that you are ready to go, select the "Join now" meeting button and it will take you to the next screen.

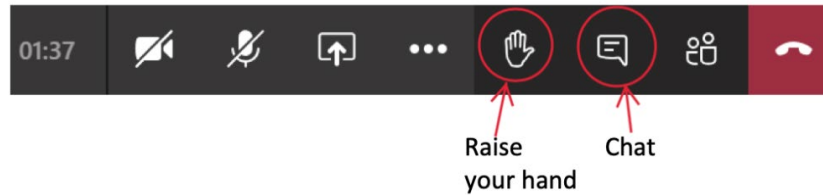


Step 5: Now that you've joined the meeting...

You're all set! Depending on when you've joined, you may be placed in the virtual waiting room or lobby. We ask that you be patient and the meeting host will admit you in shortly.

Navigating Your Experience During the Meeting

Now that you are in the meeting, there will be the icon bar at the top of your screen. There you will be able to mute and unmute your audio, turn your video on and off, raise your hand and access the meeting chat.



To ensure optimal meeting success, we recommend the following:

- Try clicking the meeting invite link 24 hours prior to the meeting to ensure access. Follow through with the steps above, which will get you as far as the meeting lobby. Once you are there, you know that everything works and you can leave the meeting.

If you are having difficulties getting through these steps, please contact Tatiana by email at tgilbert@forwardlaw.ca or by calling 250-434-2333 (ext. 214).

- On the day of the meeting, follow the same steps you did to get to the meeting last time and someone will admit you once you are in the virtual lobby.
- Please note that the images above may look or appear differently, depending on the device used.

More Resources and Troubleshooting Tips:

- **Video from Microsoft on How to Join a Teams Meeting**
<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>
- **Article on How to Join a Teams Meeting**
<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>