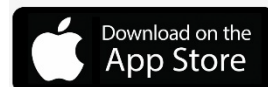


Joining a Teams Meeting on a Tablet or Smartphone

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

Step 1: If you don't already have Teams installed on your tablet or phone, it is critical that you download it onto your device in order to join the meeting

You can download Microsoft Teams by visiting the Apple Store, Google Play or however you download new apps onto your device. **Important:** if you do not download the app, you will not be able to join the meeting.



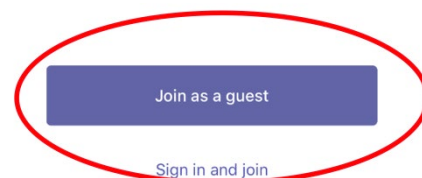
Step 2: Click on the meeting invite link

Once you have installed Teams onto your device, please click the meeting invite link, which 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 3: Join the meeting as a guest

After clicking on the meeting invite link, it should open the link in your Teams app.

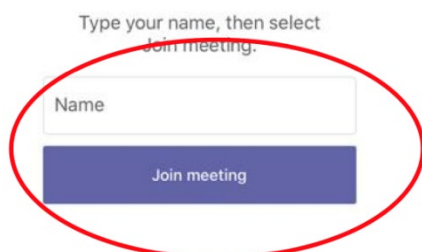
Please select "Join as a guest" if this is your first-time using Teams. If not, feel free to sign in and join the meeting.



Step 4: Type in your name

After joining as a guest, it will ask you to add in your name. We ask that you please write your first and last name before clicking the button "Join meeting".

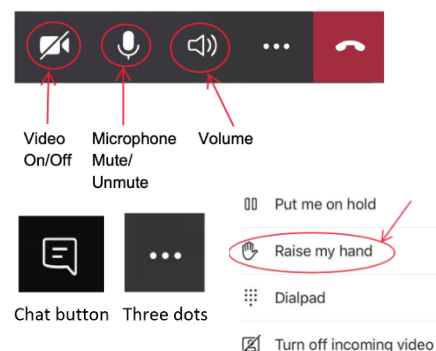
You're all set! Depending on when you've joined, you may be placed in the virtual waiting room or lobby. We ask that you please be patient and the meeting host will admit you in shortly.



Navigation while in the Meeting:

We ask that you mute yourself for the duration of the meeting to help keep background noise to a minimum. If you would like to speak, please virtually raise your hand and the meeting host will get to you shortly. There is also a chat, where you are welcome to share thoughts, questions, or celebrations with meeting participants.

To raise your hand, simply click the three dots and a menu will pop up and select "Raise my hand". To access the meeting chat, click the chat button in the top right corner of your screen.



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 before the meeting 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>