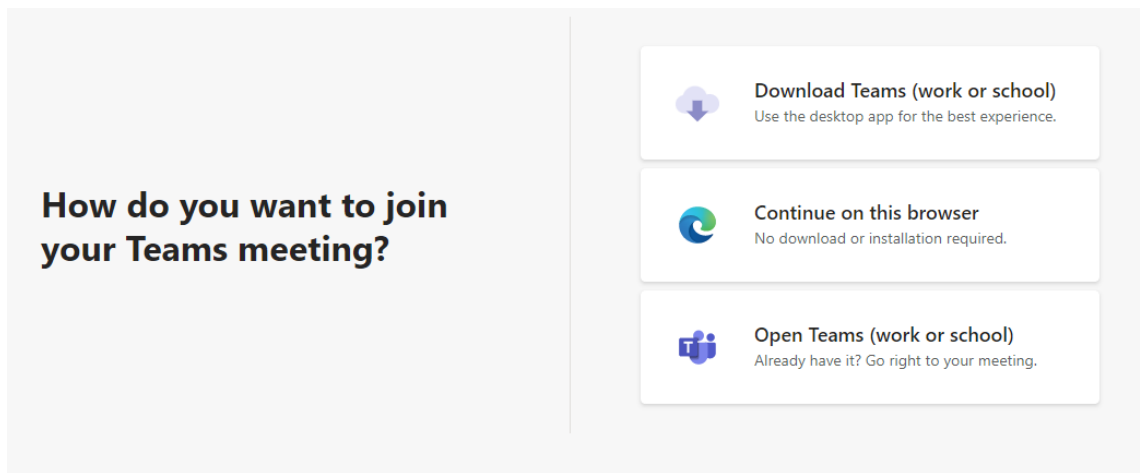


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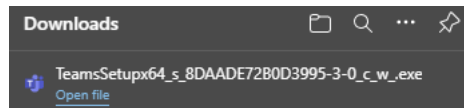
## *Virtual Attendance MS Teams Client Guide*

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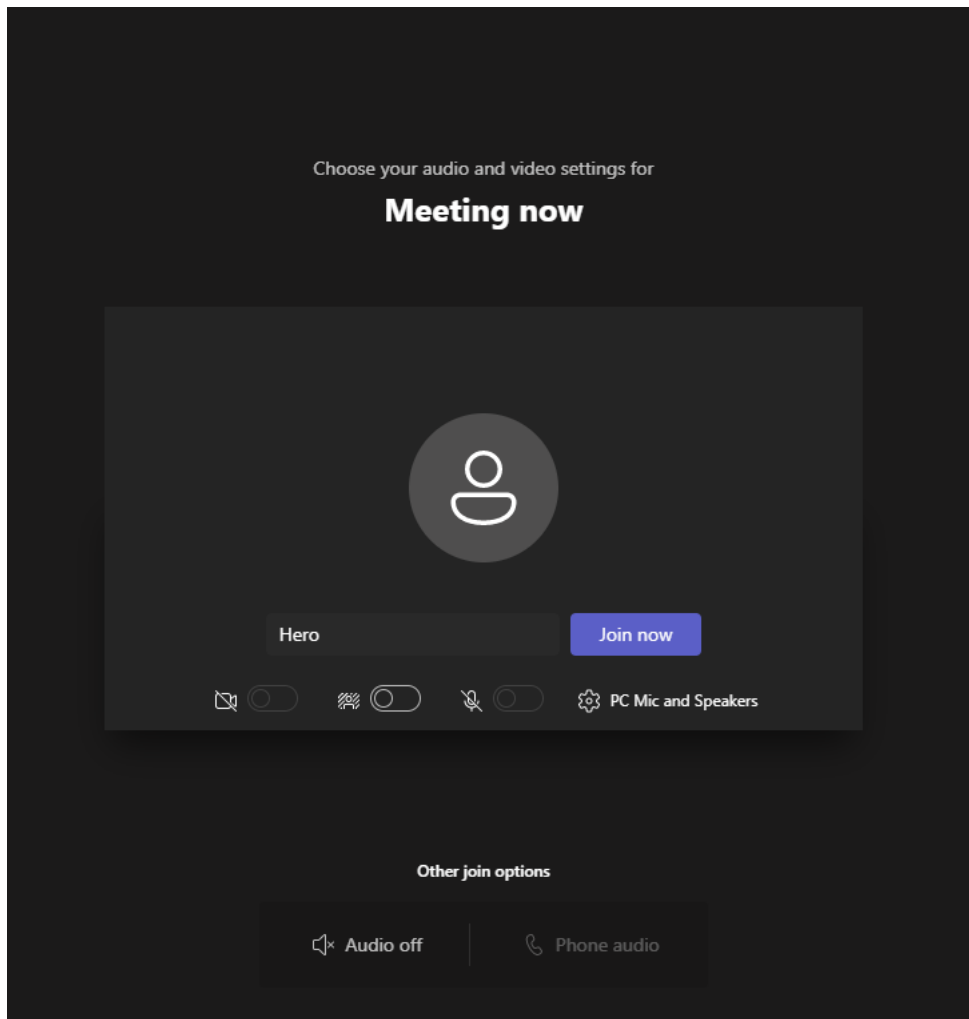
1. Click the link for the session you wish to attend (Chrome or Edge is recommended).
2. When the link opens, you're presented with several options to join:



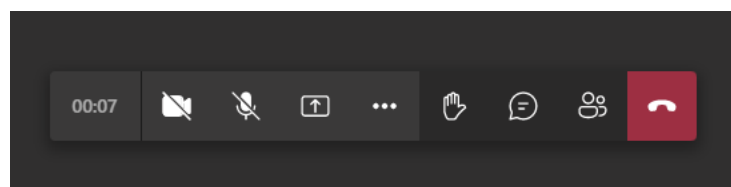
3. If your organization uses Teams, you can click the link to 'Open Teams' and you'll join the meeting as any other Teams meeting.
4. Alternatively, you can choose to 'Download Teams'. Click 'Open' when Teams downloads and install



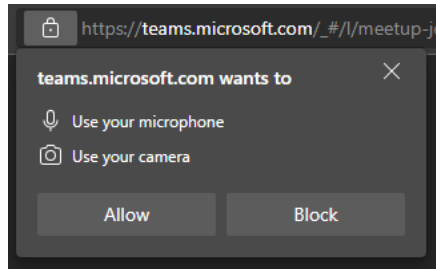
5. After Teams installs, it will open and prompt you to type your name, select audio and video options, and join the meeting



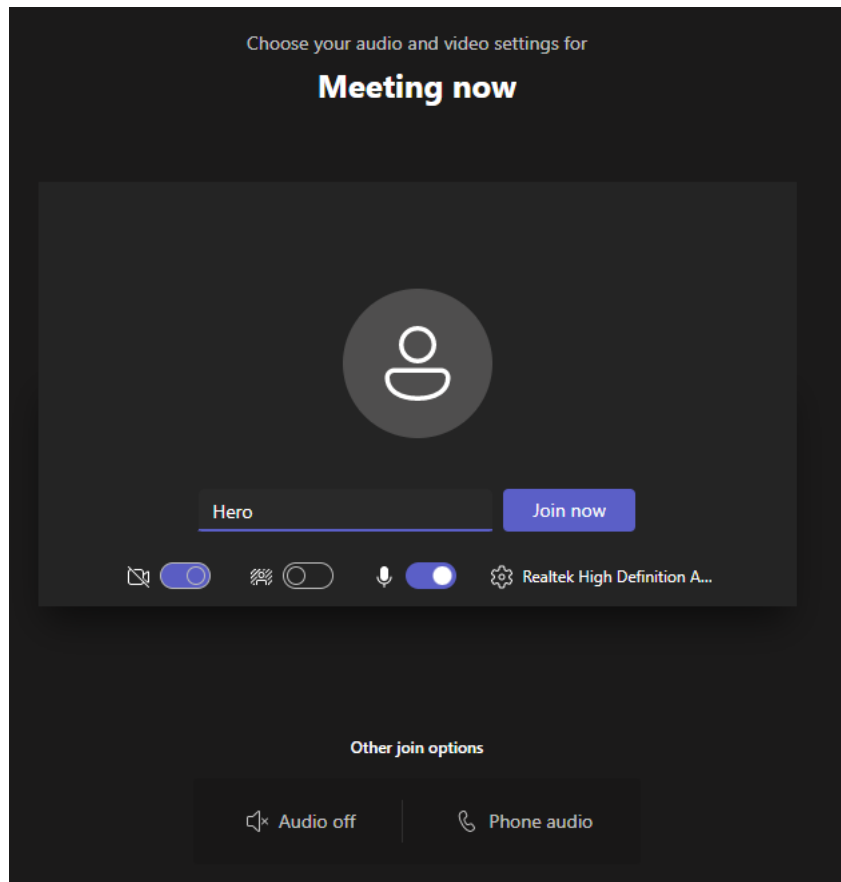
6. Hover over the meeting window to manage controls such as mute, camera, chat, etc.



7. If you're using the browser option, you may be prompted to allow microphone and camera access, click to allow this access if you wish to be able to speak and be seen in the sessions



8. After clicking allow, you should be joined to the meeting. If not, refresh your browser window and rejoin the meeting from the link.
9. Type your name and select audio and camera options, then click to join



10. Once in the meeting, hover over the meeting window to manage muting, camera, chat, etc.

