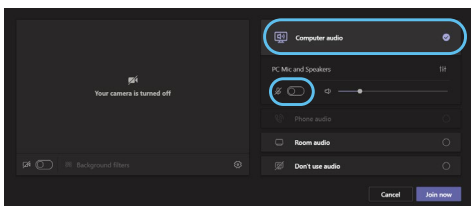


SETTINGS WHEN JOINING A TEAMS MEETING

When joining a Teams Meeting (e.g. Form or Subject classes) you will need to do the following:

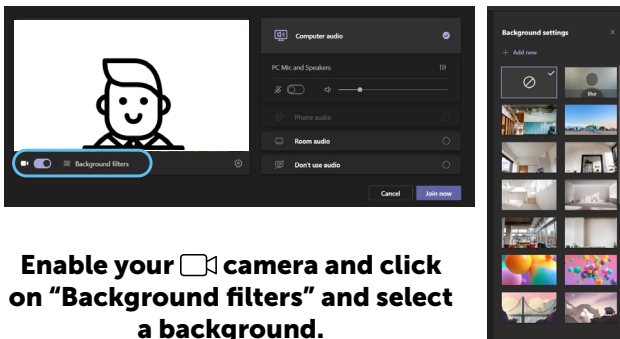
Remember that College [Student Code of Conduct](#) , [Digital Citizenship Policy Agreement](#) and ALL College policies apply at all times during Off-Campus Learning.


1



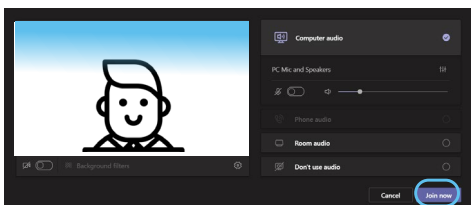
Select  "Computer Audio" and  mute your mic.

2



Enable your  camera and click on "Background filters" and select a background.

3



Click "Join Now" to attend the meeting.



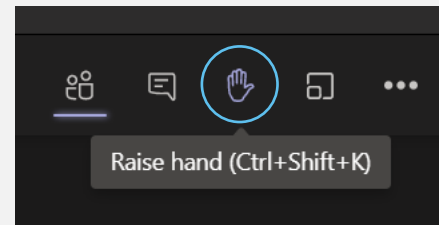
Putting your hand up to speak

If you would like to say something in a Teams Meeting, you can either:

- Put up your hand in front of the camera or
- Use the Raise Hands button in the Team Meeting

How to use the Raise Hand Button in a meeting

- When you would like to speak, click on the Hand icon at the top right of the Window. Alternatively, you can click **Ctrl+Shift+K** to raise your hand



- If you no longer want to speak, click on the Raise Hands button again to lower your hand.

