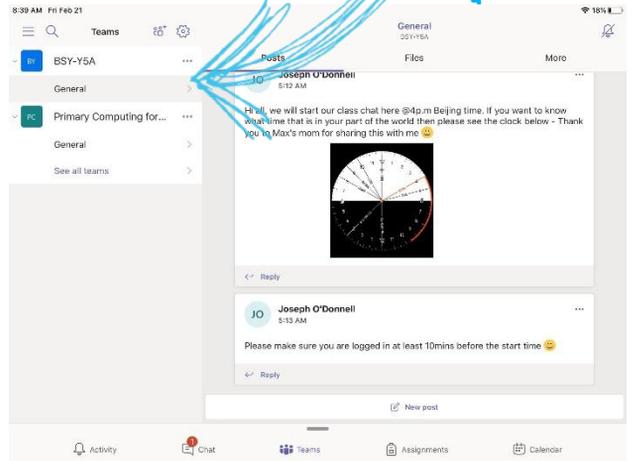
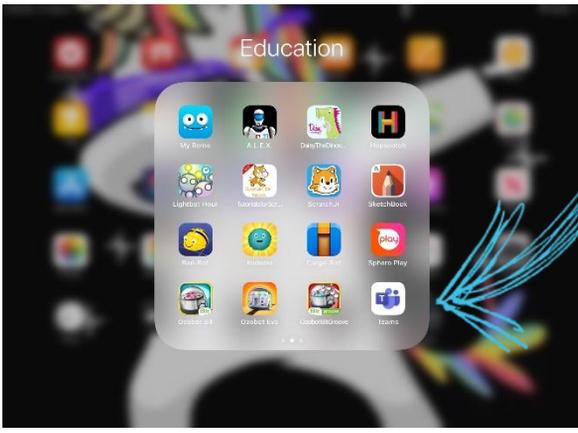
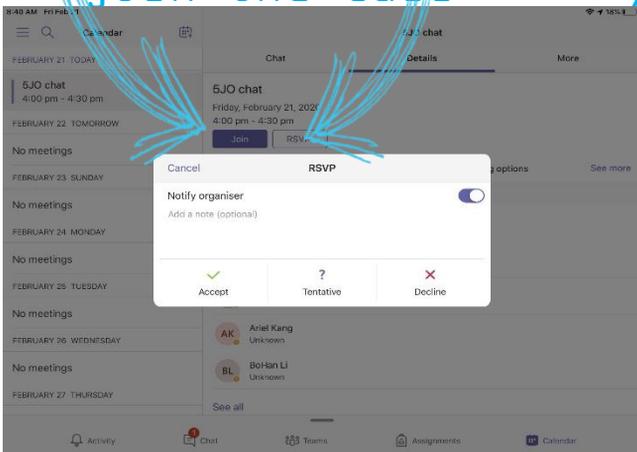


# Joining MS Teams call from iP

1. Open your MS Teams app and log in using your School Email
2. Select your



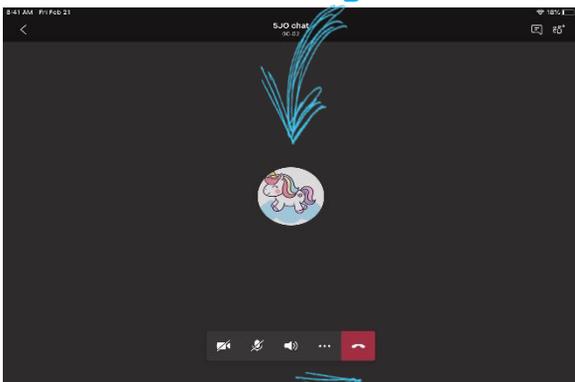
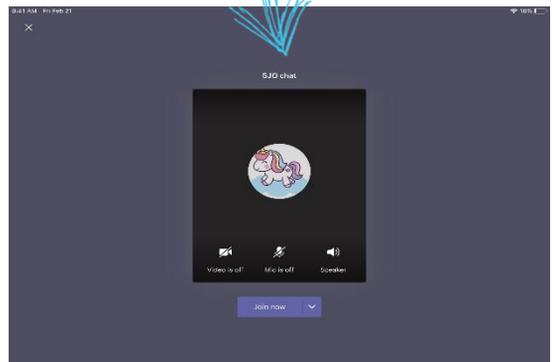
4. In Calendar, you may want to accept then join the call



3. In your Class go to Calendar

5. Click Join now to join the call

6. After joining check that your audio and video are working



7. You can explore more settings by clicking the three dots. For example Chat etc.



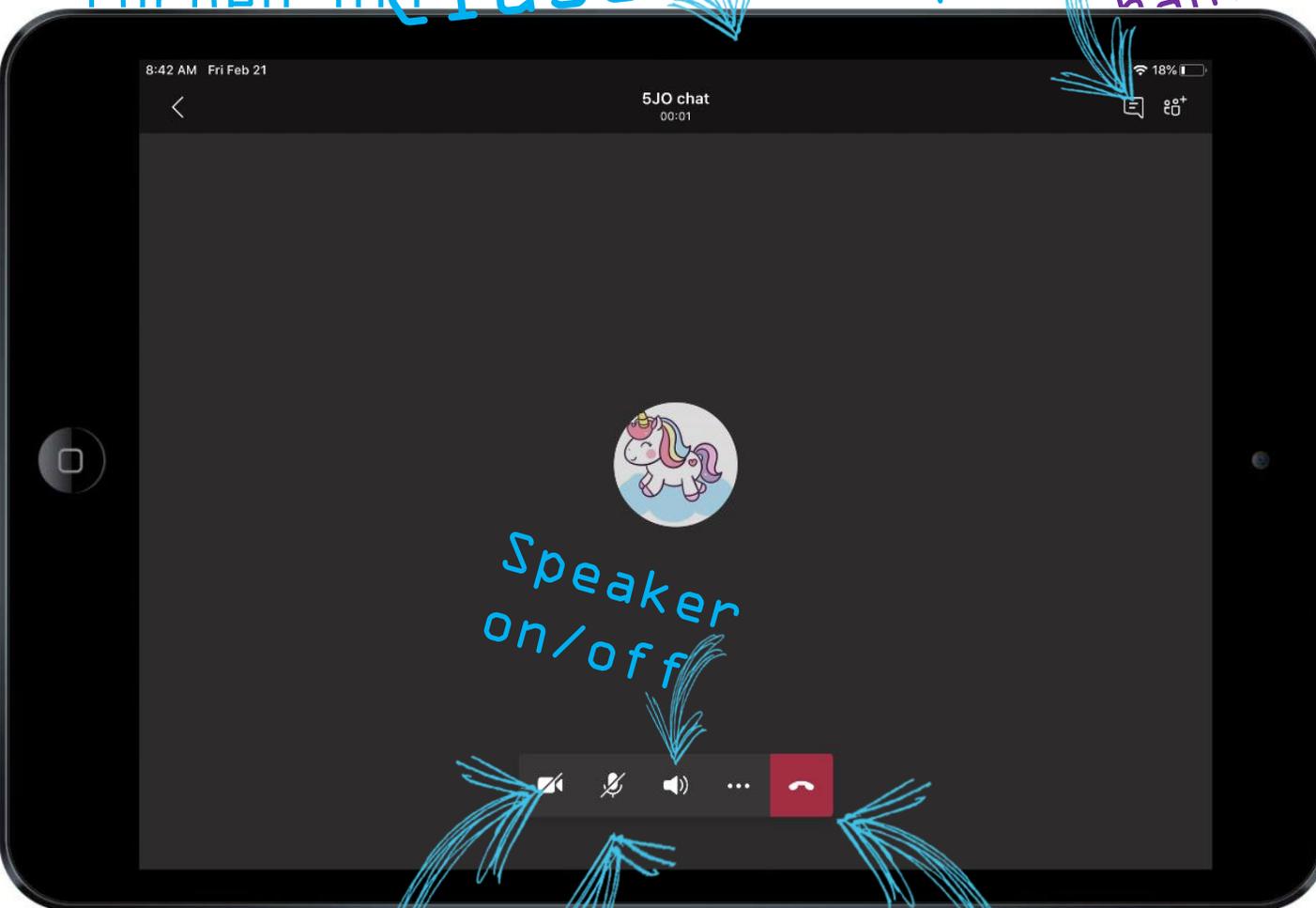
8. End the call

1. Please mute when you are NOT speaking. Otherwise everyone can hear your background noises including cats and dogs :)

2. Turn off your video when you are not speaking to reduce network traffic on the Internet Super Highway. If your Wi-Fi is not good, keep your video turned off

In-Meeting Chat  
Click here to see real time in-meeting chats and for 'raising hand'

Your class



Speaker on/off

Video on/off

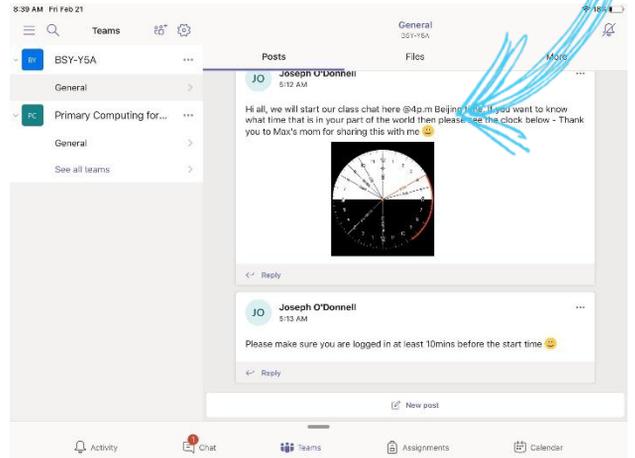
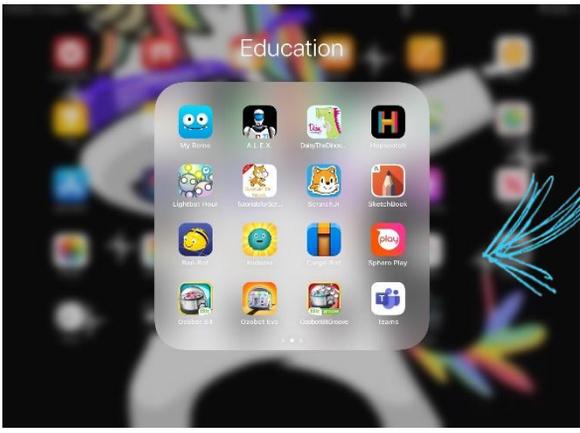
Mic Mute/Unmute

**Important!!!**  
Remember to 'hang-up' when you are finished with the meeting because your device

# 利用平板电脑加入微软团队

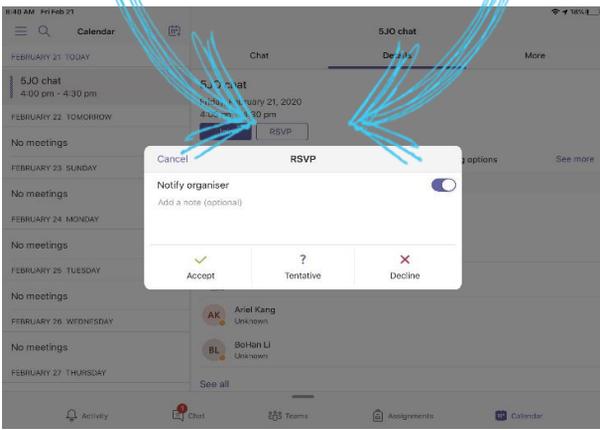
1. 打开MS Teams 微软团队软件，并用孩子的学校邮箱和密码登录

2. 选择孩子所属的班级



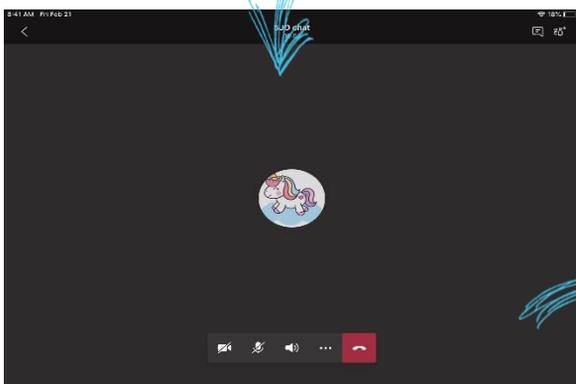
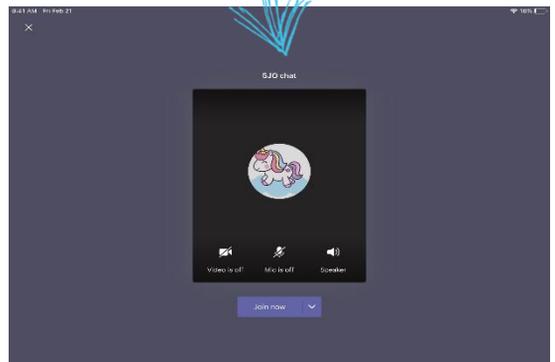
4. 进入班级日历后，会弹出“是否加入”选项

3. 进入班级后点击日历选项

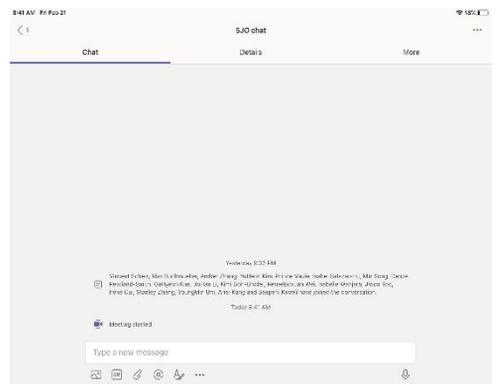


5. 点击加入然后进入班级对话

6. 进入班级对话后请检查您的话筒和摄像头连接良好



7. 您可以点击这三个小点来进行更多设置



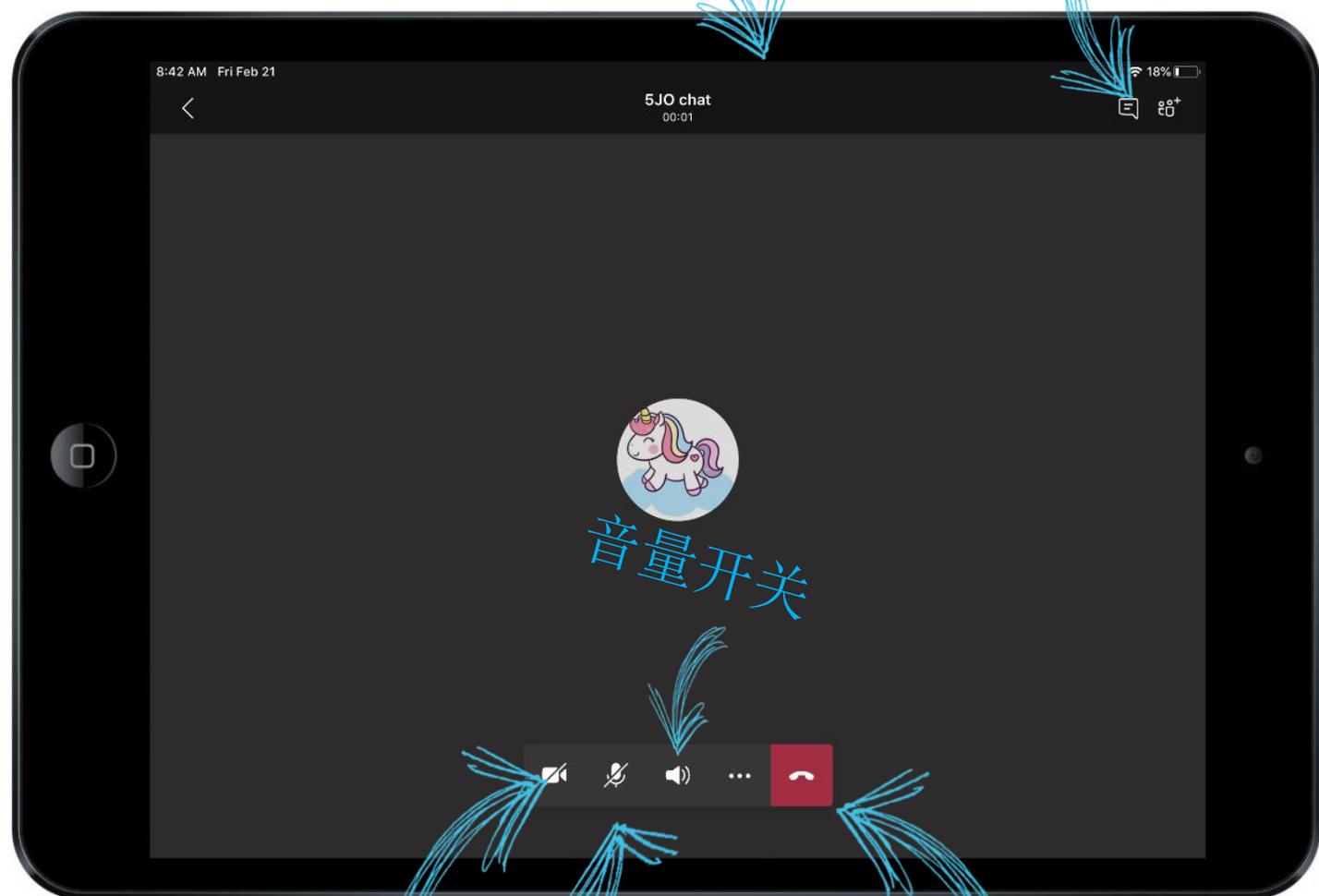
8. 点击这里结束对话

1. 请在不说话的时候保持安静，否则每个人都能听到你的背景噪音，包括猫和狗😊

2. 当您不说话的时候请关掉您的视频，以减少互联网高速的网络流量。如果您的无线网络不稳定，请关闭视频

你孩子的  
班级

会议聊天  
单击此处查看会议聊天的实时性，以及“举手”询问聊天中的任何问题



音量开关

视频开关

话筒开关

**重要!!!**

会议结束后记得“挂断”，因为您的设备（电话、平板电脑、计算机）没有断开