First, select the “Join Microsoft Teams Meeting” link provided by your teacher in your itslearning course.

A Microsoft Teams tab will open in the Chrome browser. Select **Open your Teams app**.

If prompted to type your name, select **sign in** at the bottom of the screen.

Select the desired settings for your camera and microphone and then click **Join now**.

You will be in the **lobby** of the meeting. Your teacher will **admit you** when the meeting begins.
Once admitted to the meeting, you will see your teacher and other meeting attendees. Use the meeting controls to:

A. Turn off/on camera and microphone  
B. Raise/lower your hand  
C. Access the meeting chat  
D. Leave (end) the meeting

You have multiple response options within the meeting chat.

A. Hover over a comment to use instant emojis to provide feedback to your teacher or a peer.

B. Use the emoji icon when typing a new message to get a menu of emoji options with which to respond to your teacher or a peer.

C. Use the text formatting icon to have advanced text formatting options.