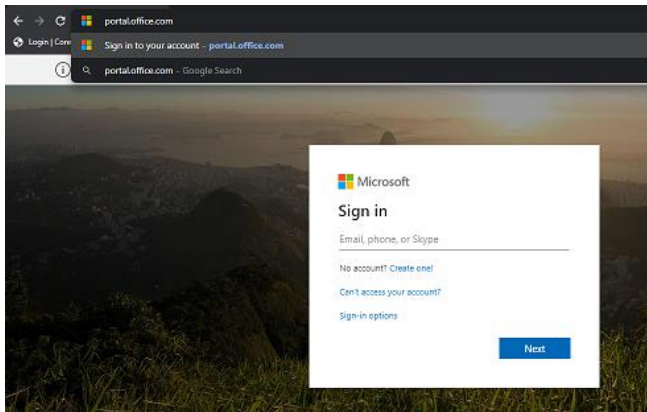


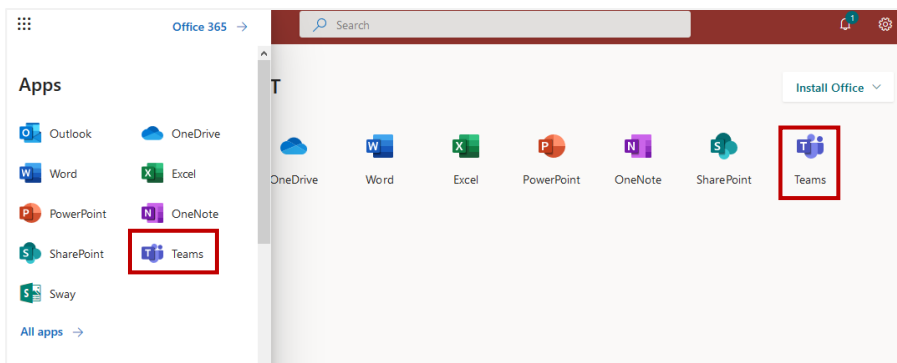
Microsoft Teams: Join an Online Class

This guide provides an overview on how to join a Microsoft Teams Online Class via the Teams app.

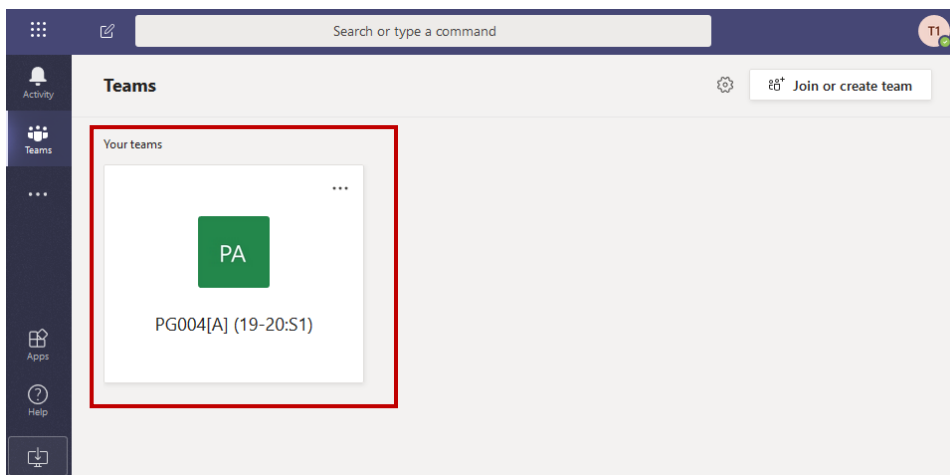
1. Log into *portal.office.com* with your Maynooth University credentials. For full audio and video functionality, it is recommended that you join the online class via Google Chrome or download the Microsoft Teams app.



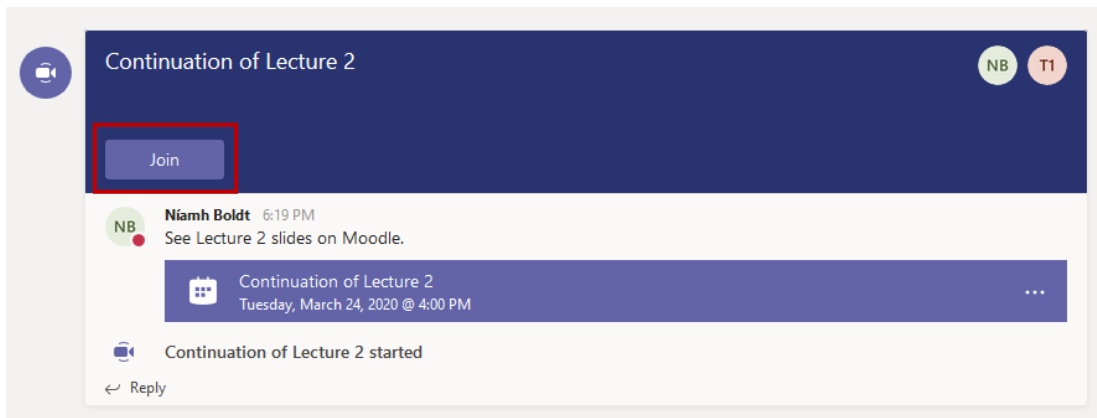
2. Select the *Teams* app from the Office 365 dashboard or from the all apps button in the top left-hand corner of the browser window.



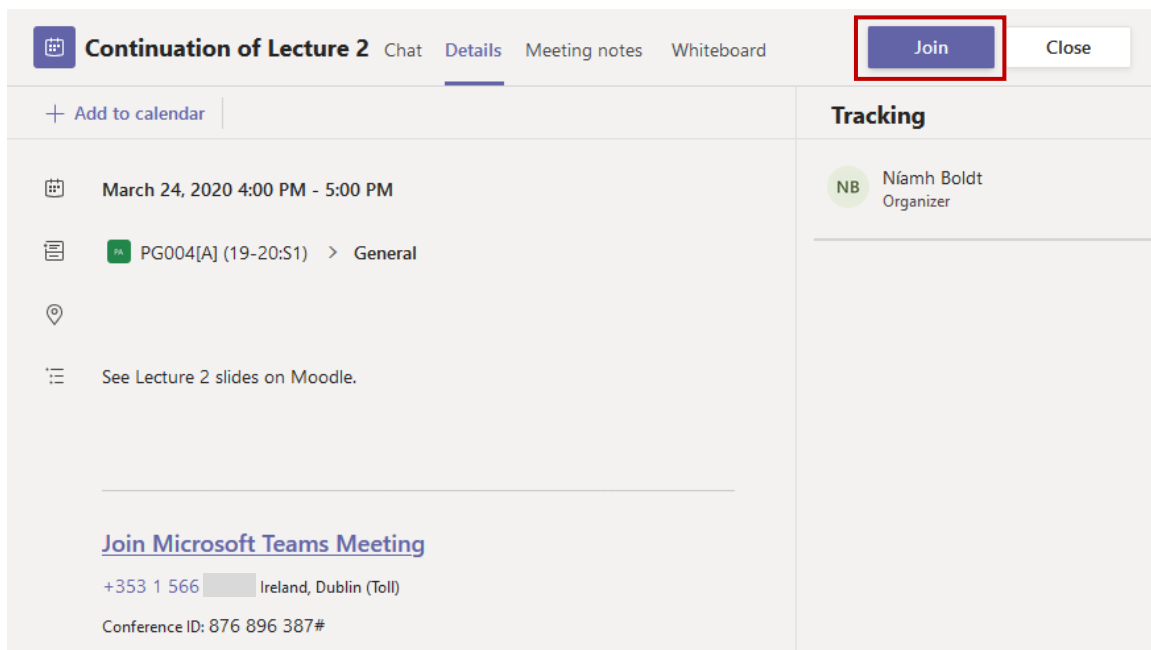
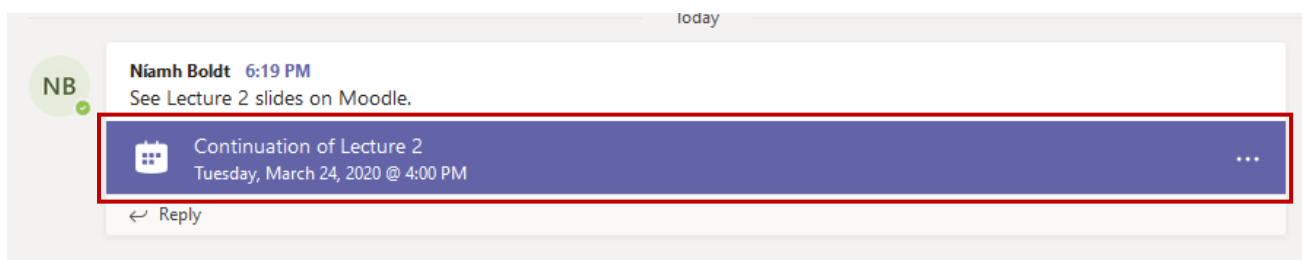
3. A team has been auto-created for each of your class modules. Select the relevant team from the *Your teams* section.



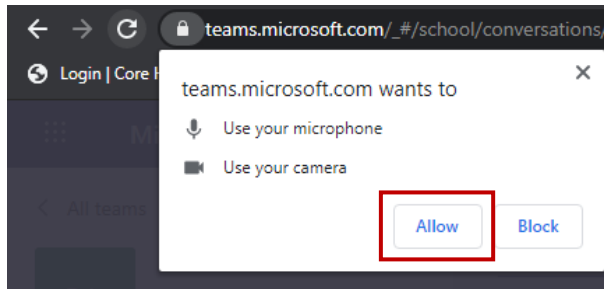
4. Below is an example of a scheduled class via Microsoft Teams. If the class has already started, you will see a video icon on the left – click *Join* to attend the online class.



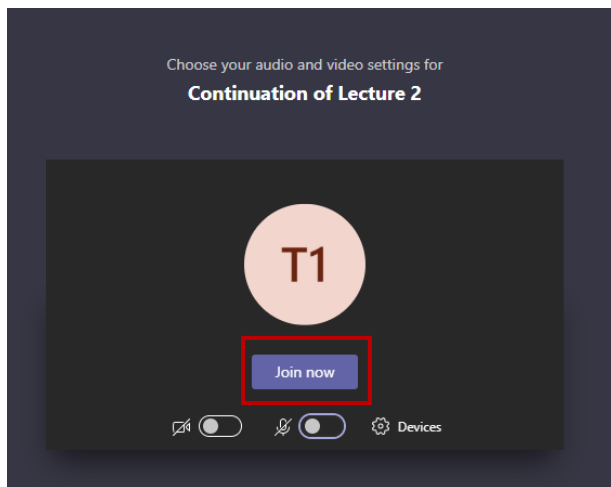
If the class has not yet started, select the class invite (as shown below) and click *Join*.



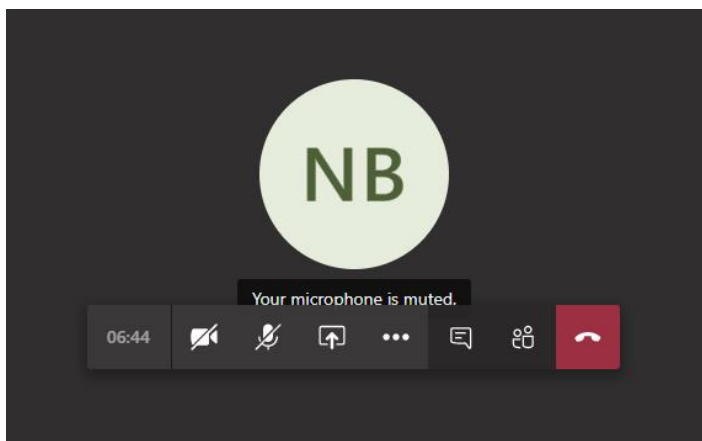
5. When you attempt to join the class, the following pop-up may appear, select *Allow* to join the class successfully. It will always be possible to turn off your camera or mute your microphone at any point during the online class.



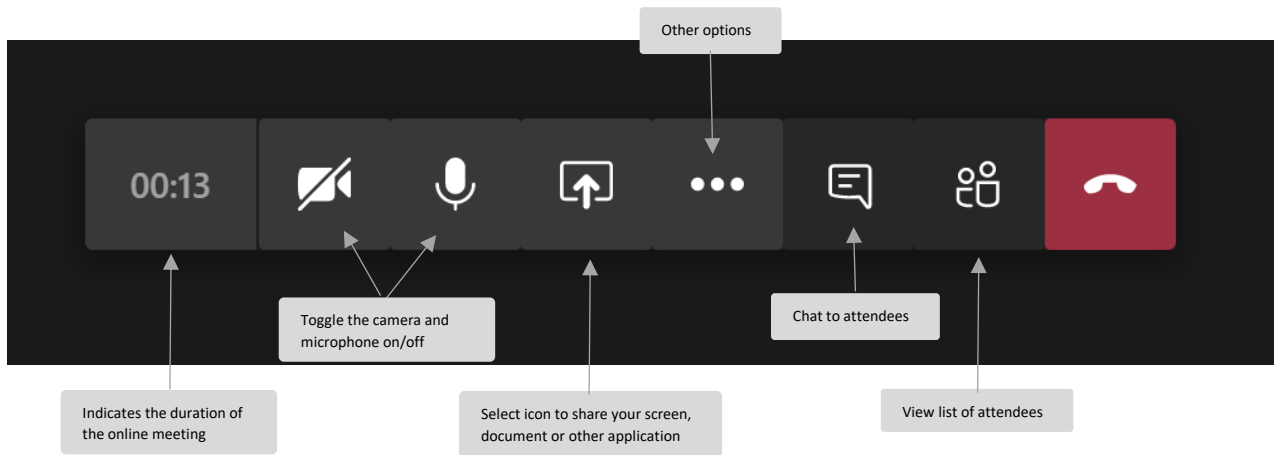
6. The following screen will be displayed. Select *Join now*.



7. The following screen will then be displayed. You should then be able to hear the organizer of the class, see any screen that they share and participate if required. When the class is over, select the red icon to leave the class.

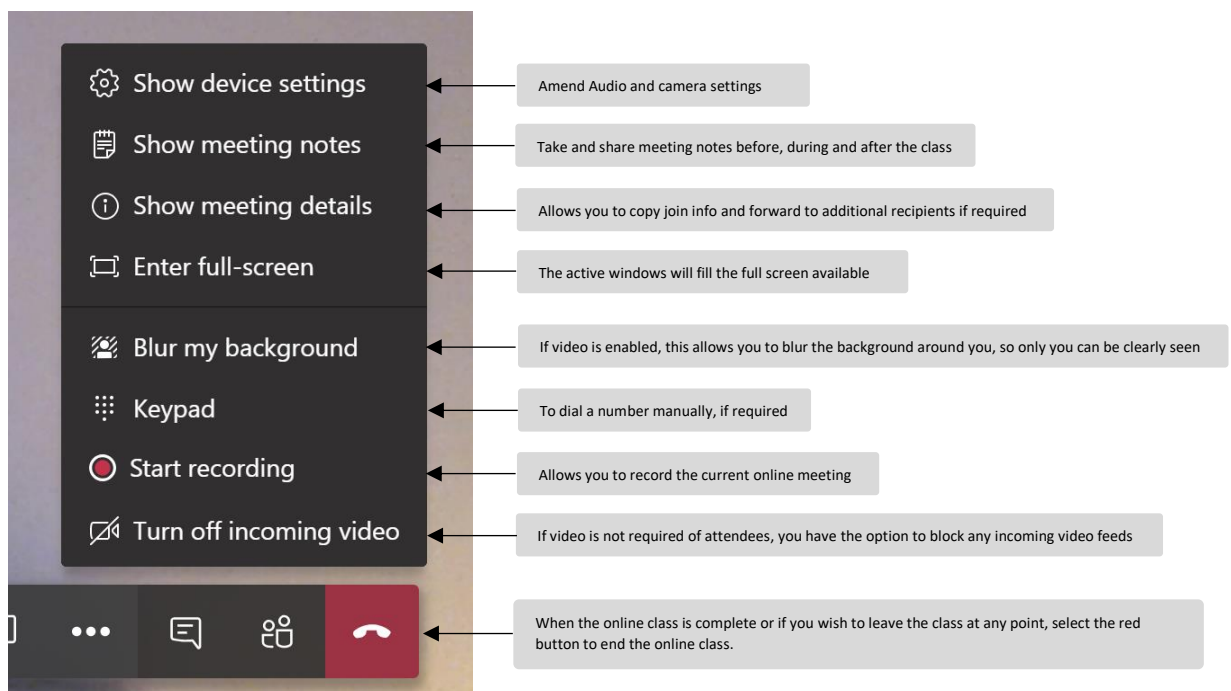


Navigation during the class



Other call options

When using the Microsoft Teams desktop application, and once the camera is enabled, the following call options are available:



If you have any queries in regard to the above, please email servicedesk@mu.ie.