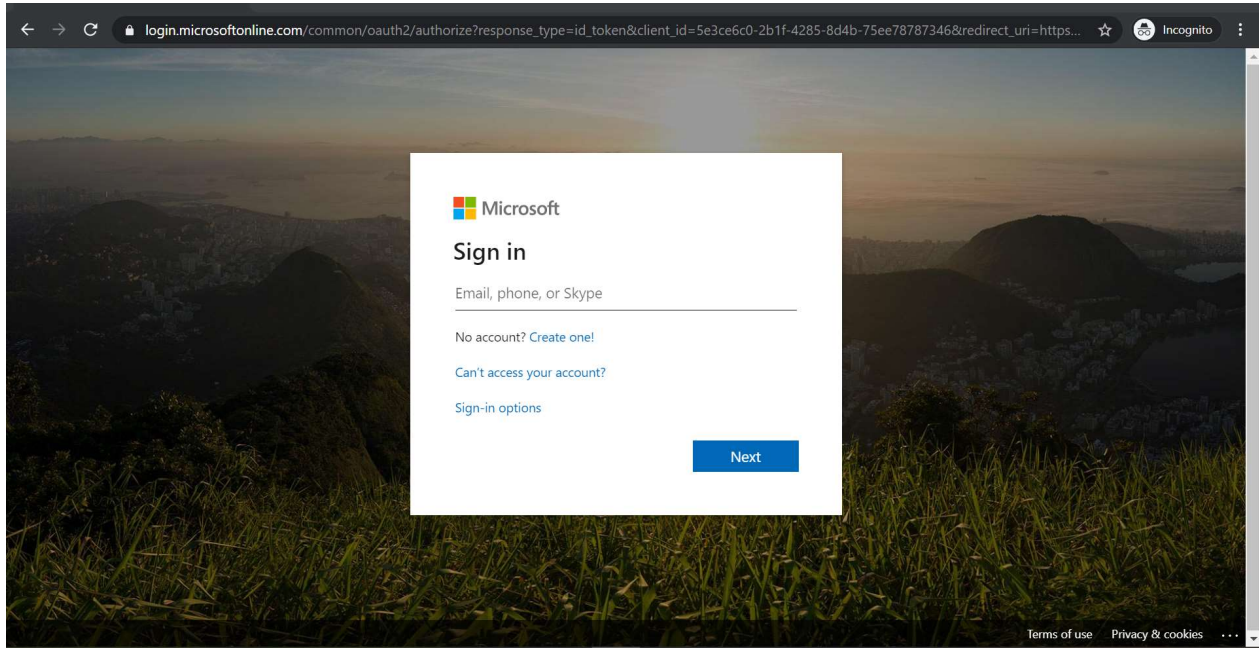


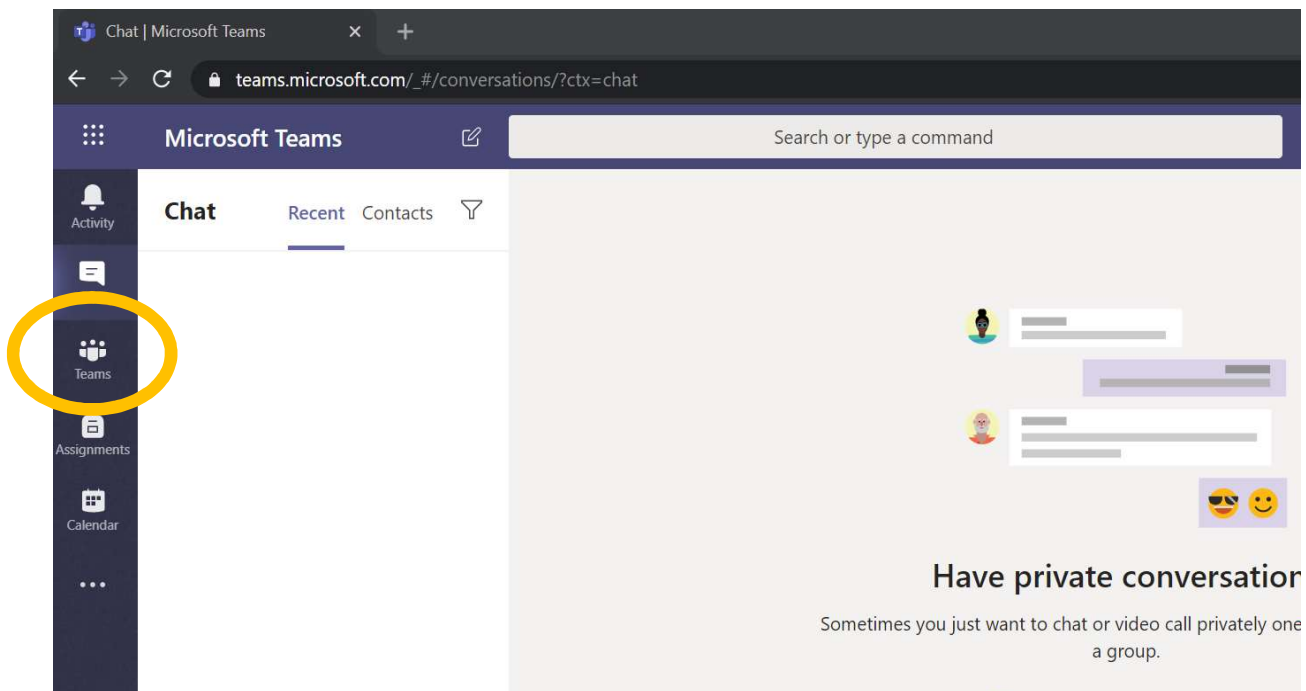
# Attending Online Lectures in Microsoft Teams

## Open Microsoft Teams

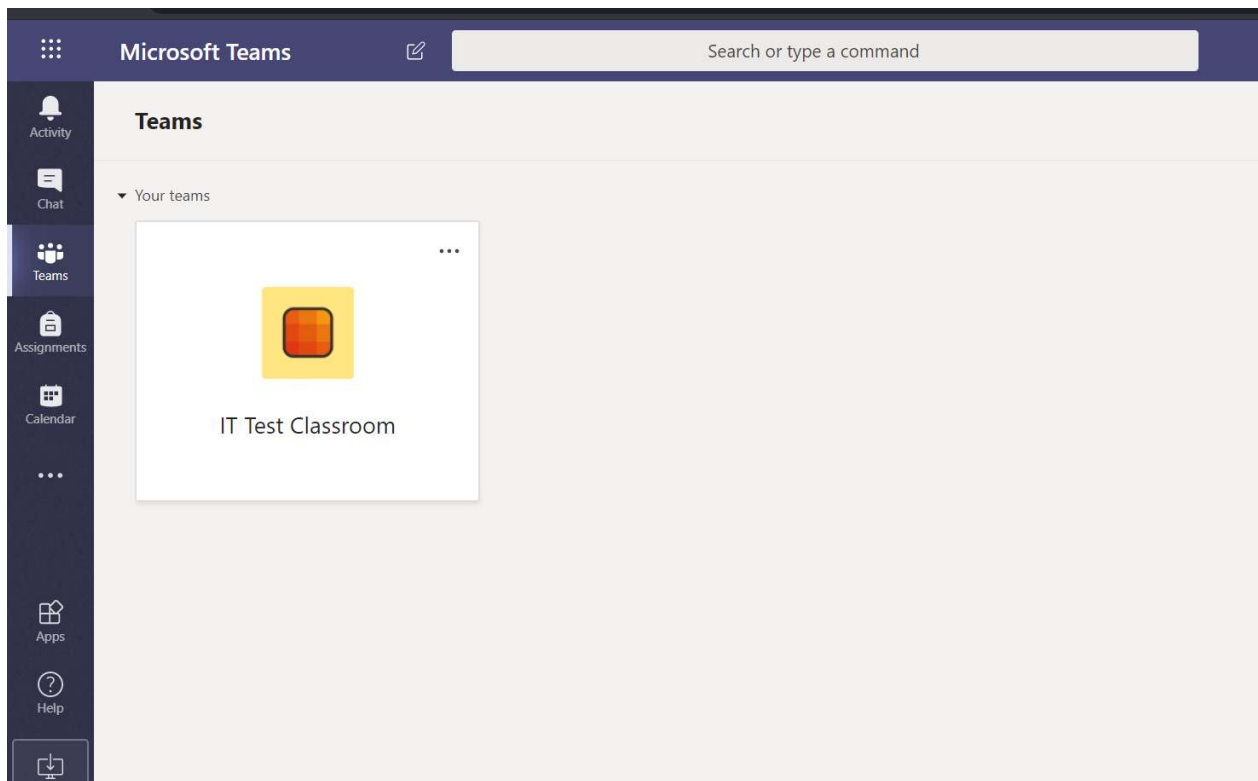
1. Open the Microsoft Teams desktop app or go to [teams.office.com](https://teams.office.com). (Both options offer the same functionality and the remaining instructions will be the same regardless of which you choose.)
2. If you are not already signed in with your Hanover account, you will be prompted to sign in using your Hanover email and password.



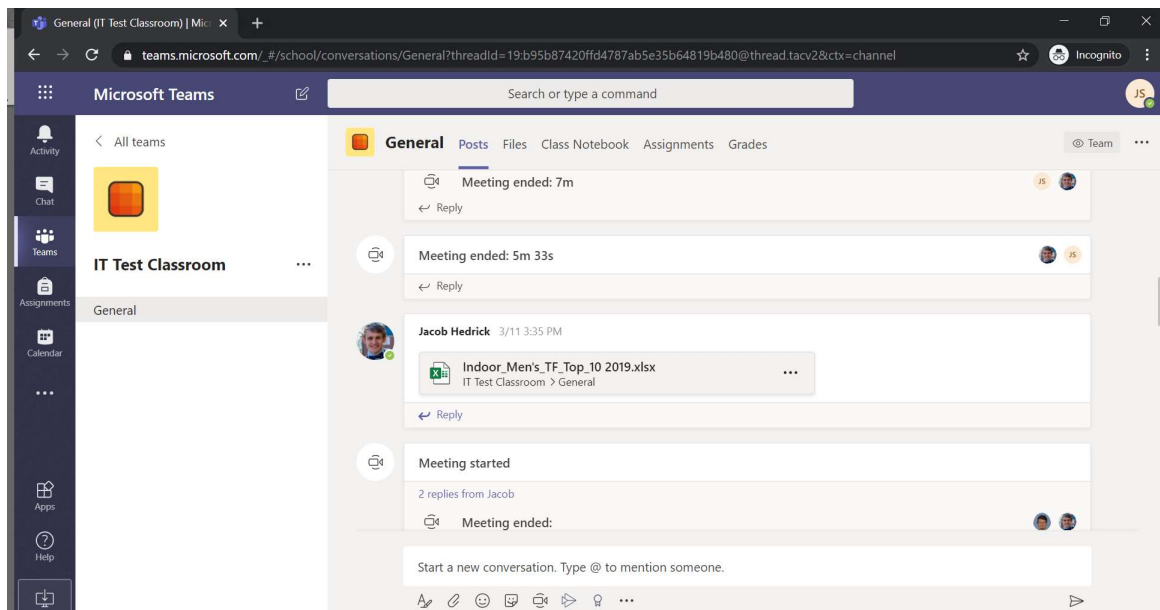
3. After you sign in, click the Teams button on the left side of the screen.



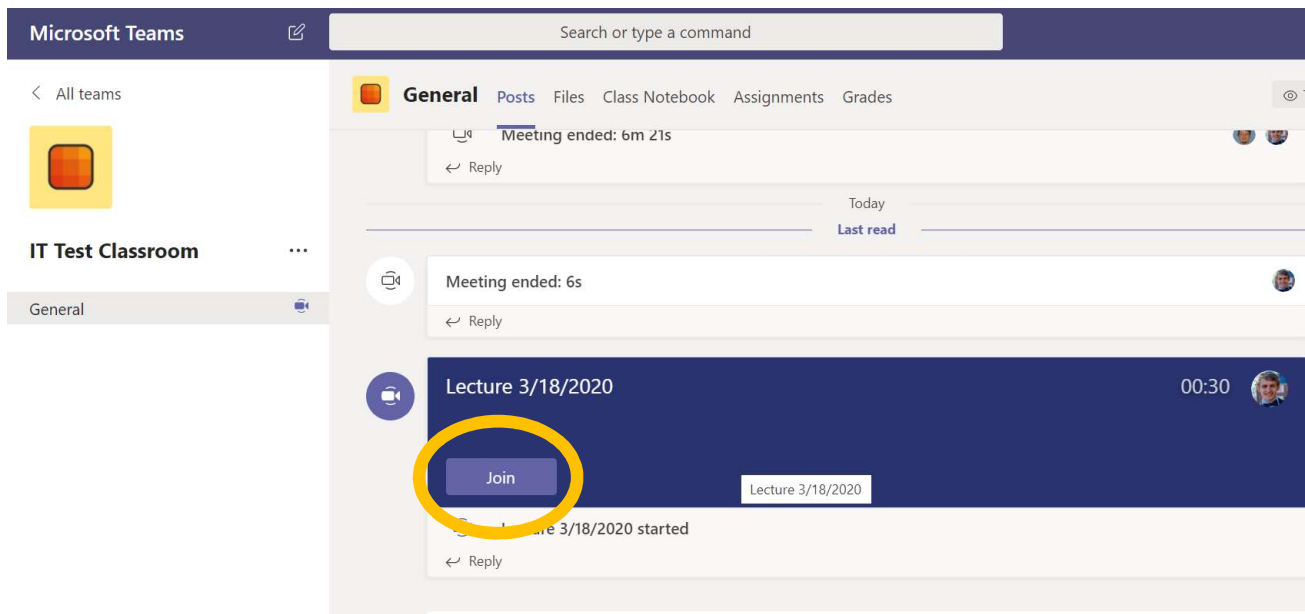
4. Then you will see a list of any classes your professors have created in Teams. (If you do not, clicking the Teams button a second time should fix the problem.)



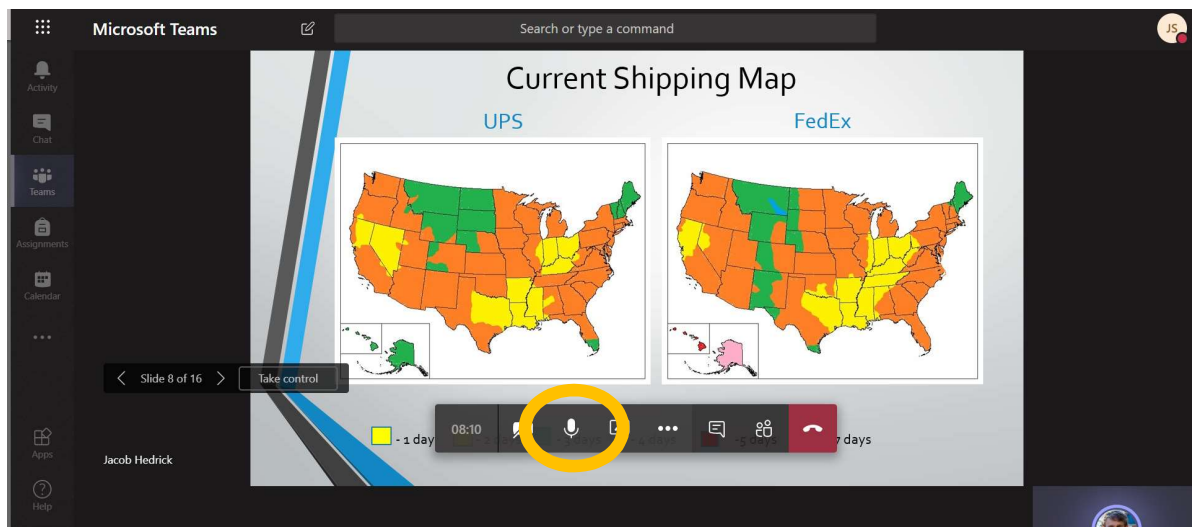
5. To access content for a class, click the tile that corresponds with the class you wish to view.
6. After selecting a class, you will see a page like the one below. This page will show you any class content that has been saved in Teams.



7. This is also the page you will use to enter live lectures and meetings you may have with your class. Once your professor creates the meeting room for your class session, the meeting will become visible to you and you can join by clicking the "Join" button.



8. After you join the meeting, you will be able to see your professor's content and communicate through webcam, microphone, or meeting chat.
9. We recommend muting your microphone, unless your professor instructs you to unmute to answer a question or give feedback, to help cut down on distracting noises and interference. You can mute and unmute your mic by clicking the icon circled below.



10. When class is over, you can exit the meeting by clicking the red phone button on the right of the control panel as in the image above.