Microsoft Teams for Remote Participation

DC Academy of Veterinary Medicine

Delaware Valley of Veterinary Medicine

Introduction

After nearly 13 years with WebEx, we have decided that the platform no longer meets the needs of our mission to provide high quality, easily accessible continuing education for graduate veterinarians who choose to participate remotely. To that end, we are adopting Microsoft's Teams platforms. *-Phil and Larry*

How to Join a Microsoft Teams Meeting

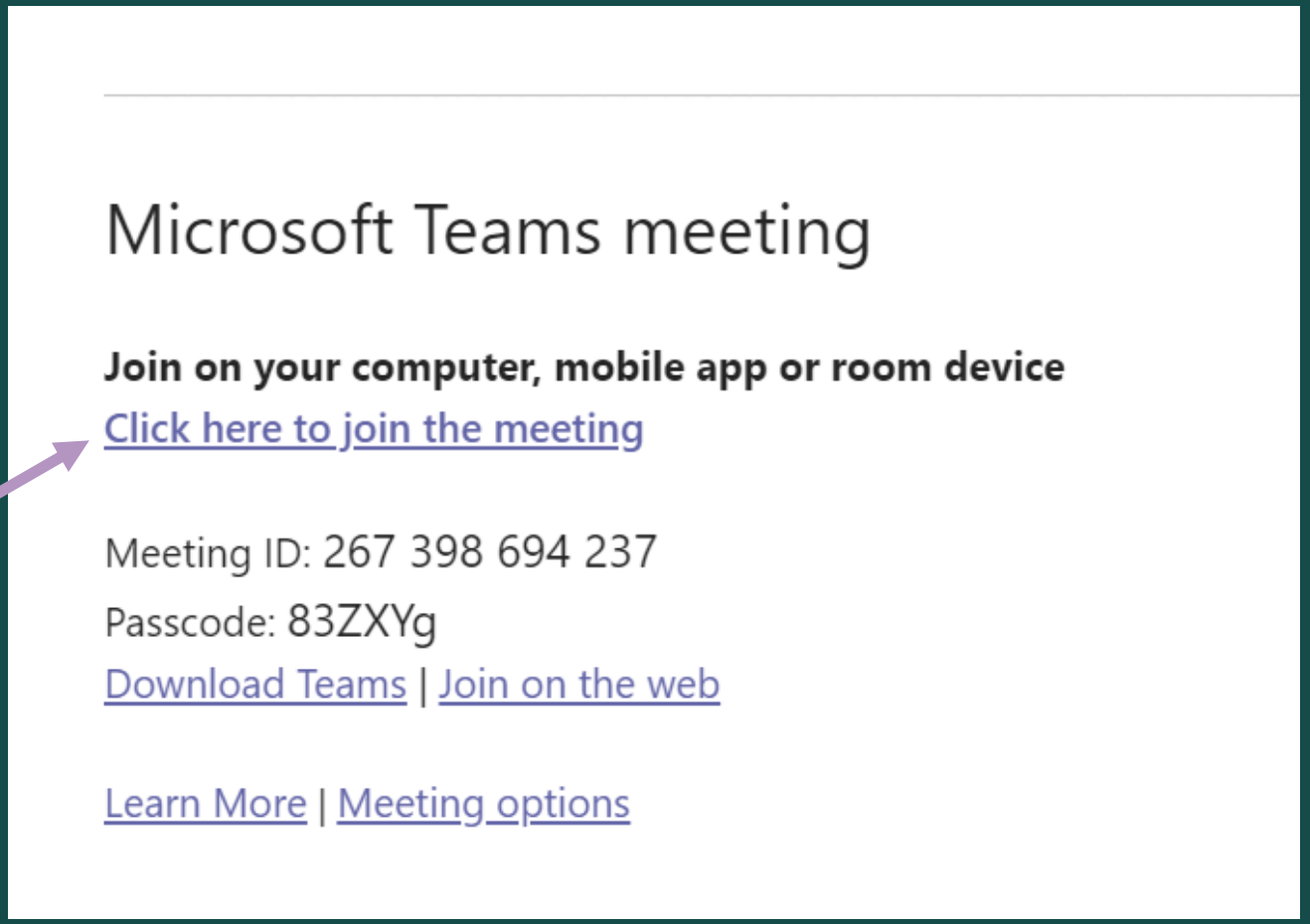
Join Email: Meeting information block

How to prepare for the meeting

1. Make sure you have the Join Meeting email
2. Make sure your speakers are on and your volume is up
3. Find a quiet place, grab a cup of coffee

How to join the meeting

1. Open your Join Meeting Email
2. Click where it says "**Click here to join the meeting.**"



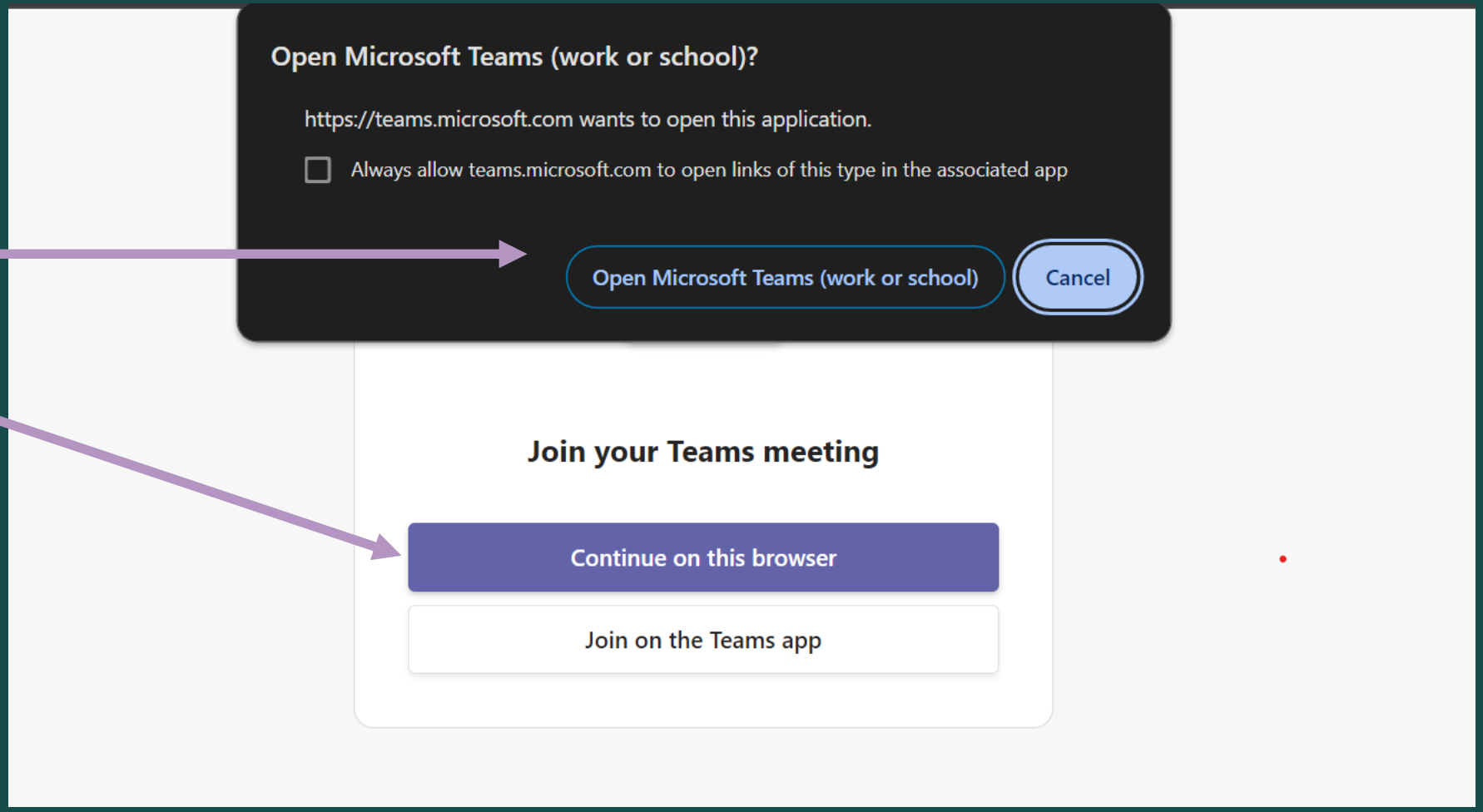
Now that you've clicked the link

What to expect?

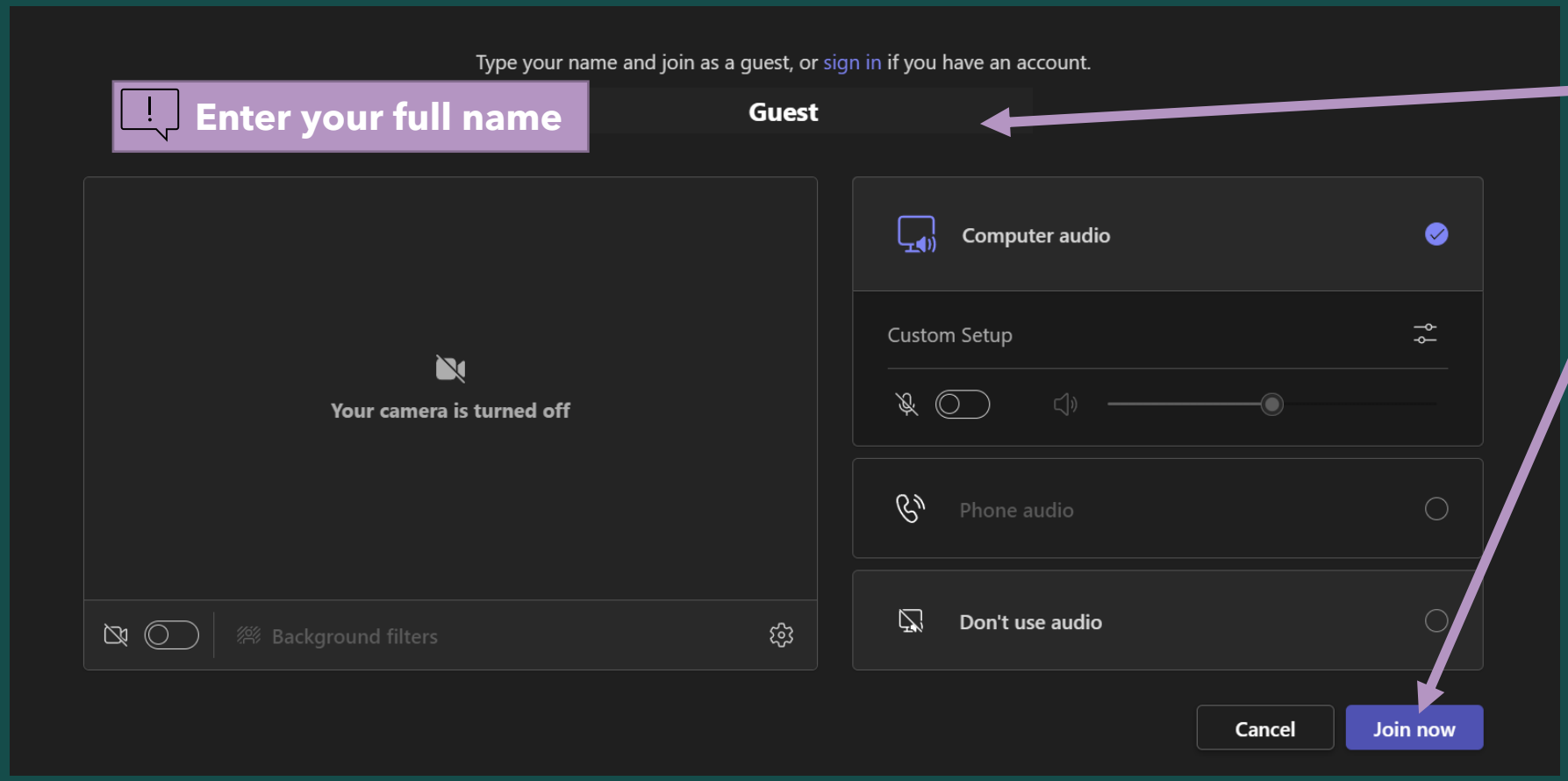
1. If you have the Teams desktop app installed you see a pop-up (**click open ONLY if you have Teams installed**)
2. Otherwise, click cancel and then click "**Continue on this Browser**"

Meeting password

1. When prompted to enter the meeting password, use the password found in the Join email.



The Join Meeting Window:



What to do

1. Enter your full name
2. Click Join Now
3. Teams will already connect to your default audio device

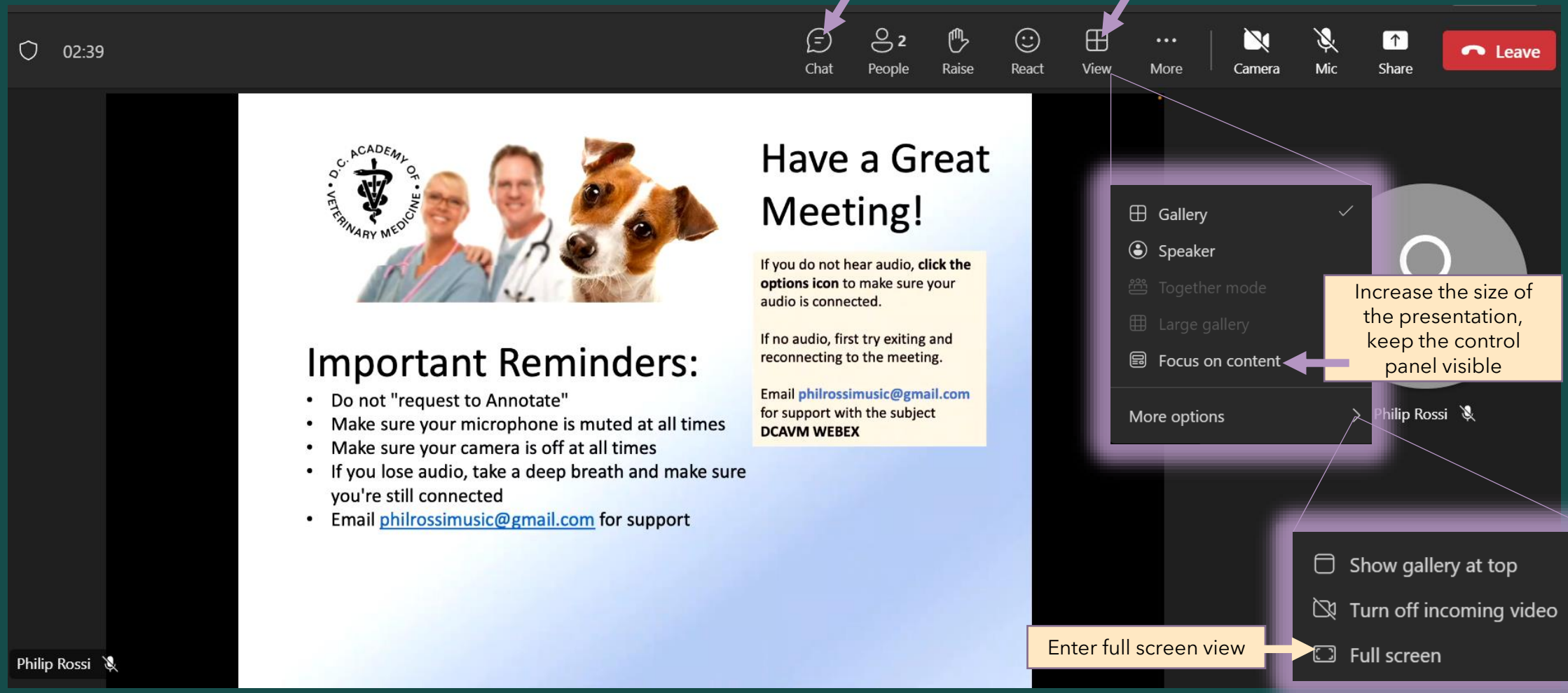
Do I need to Turn Off my Camera?

1. Cameras and microphones are disabled by default

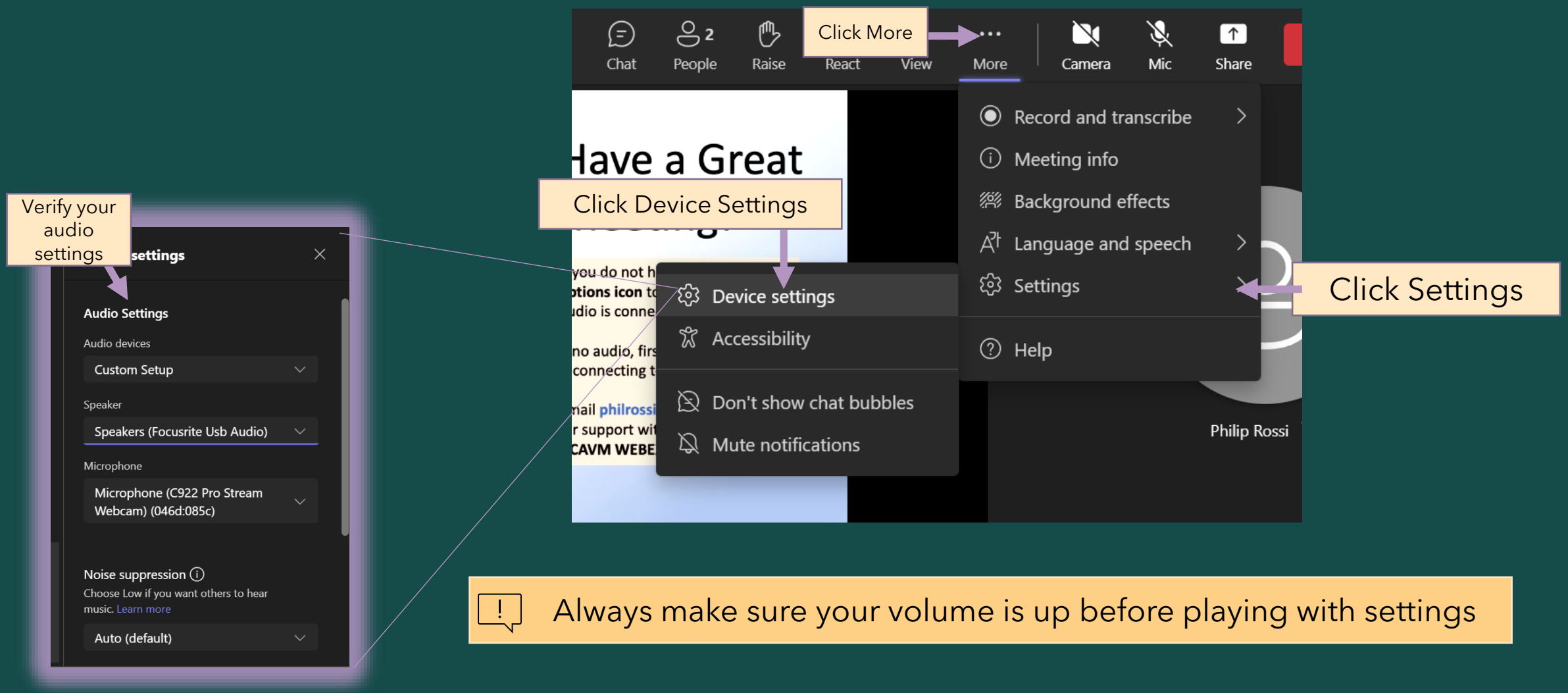
If you do not enter your full name, you will not receive credit

The Meeting Window

The Meeting Window



No Sound? Check your Device Settings.



Always make sure your volume is up before playing with settings

For Technical issues:

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