Center for Educational Technology Indian Institute of Technology Guwahati

Dear Participants,

You can join the live session via Ms-Teams by using Mobile or Computer. Please note that, to join the event you donot need any license key, you will be able to join the event free-ofcost.

Once you open the live session link on the **computer**, you will redirect to the below screen:

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			Continue on this browser No download or installation required.
How do you want to join your Teams meeting?			Download the Linux app Use the desktop app for the best experience.
		ជ្រាំ	Open your Teams app Already have it? Go right to your meeting.
Privacy and cookies	Third-party dis	closures	

The first option is to join the meeting via your browser. Click on the "Continue on this browser" option.

You will be redirected to the below window:

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	🕴 Use your microphone								
	Use your camera								
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		۰ ۲	elect Allow to let	Microsoft Te	ams use vour m	ic and			
		5	camera for calls	and meeting	is on this brows	er.			
			When you do, we'll t	urn your devices on for a	moment to set them up.				
				tter experience download th					

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Once the Teams ask for permission to use your Mic and Camera, Click on "Allow". Without these two devices, you will not able to turn on the camera and Mic during the session. However, you will still be able to hear the meeting conversation.

Now, a window will appear like shown below:

Choose your audio and video settings for <b>Meeting now</b>	
Enter your name beel Xon now	
Other join options	

Now, You have to enter your name to join the meeting. You may also choose whether you want to turn on/turn off the mic and camera while joining the session. We recommended that you should turn off the Mic while joining the session.

After setting up all the options, Click on "Join Now" Button.

You will be redirected to the meeting room. If the meeting has been started already you will be able to join the ongoing session.

Or if; the meeting hasn't been started now, you will be in the waiting room. Once the Host started the session you will automatically be in the session.

The waiting room window is like below:

Now lets check how to join via MS-Teams software installed on your system.

		The second se	
Wher	the meeting starts, we'll let people know you're wa	aiting.	
	If you're the organizer or the invite came from your work or school, please sign in.		
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You may go to the below link to download the software :

https://www.microsoft.com/en-in/microsoft-teams/download-app

Upon clicking on the event link you will be redirected to the below screen:

Open your Teams app   Already have it? Go right to your meeting.
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To open the session in MS Teams Click on the "Open Your Teams App".

You will need to enter your name to join. Also, you will also be able to turn on/off mic and Camera while entering the event.

We recommend turning off Mic while joining the event. Click on "Join Now" button.

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Choose your audio and video settings for	
Meeting	
Enter your name here Join now	
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Other join options	
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Now, if the event has been started already then you will be on the event directly and if, the event hasn't been started yet, then you need to wait for the event to start.

You will see a screen like below:

	Close
When the meeting starts, we'll let people know you're waiting.	
If you're the organiser or the invite came from your work or school, please sign in.	
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### Now, Let's see how to join from your phone:

Download and install the application on your Phone.

Click on the event link and Join the event on the MS-Teams application.

You will see a window like below:



Click on "Join Meeting". And the application will ask you to "Type your name".

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Now Click on "Join meeting" button.

If the event already has been started then you will be in the event room. And if the event hasn't been started then you will be able to join once the host started the event.