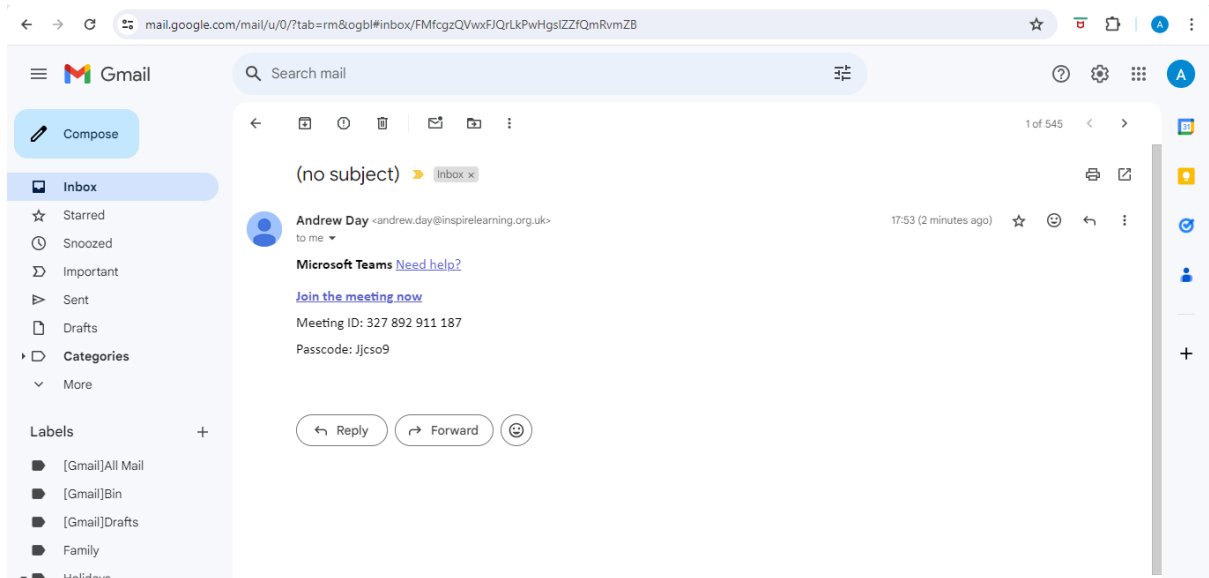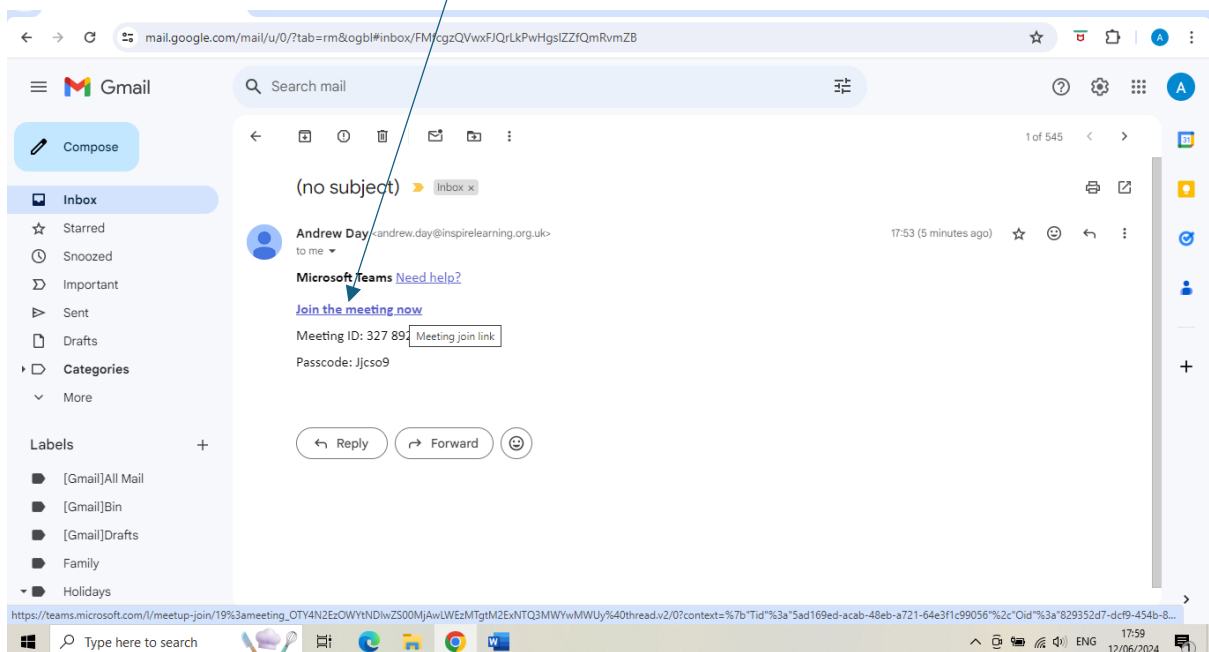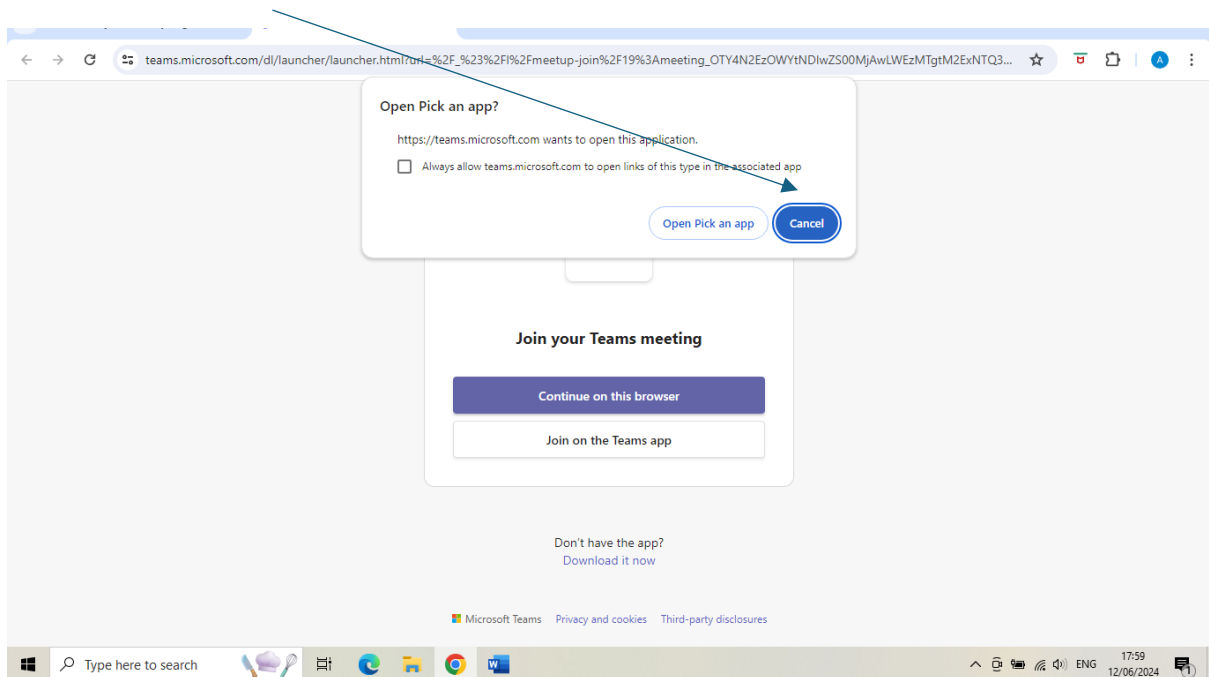# Accessing your session on Microsoft Teams

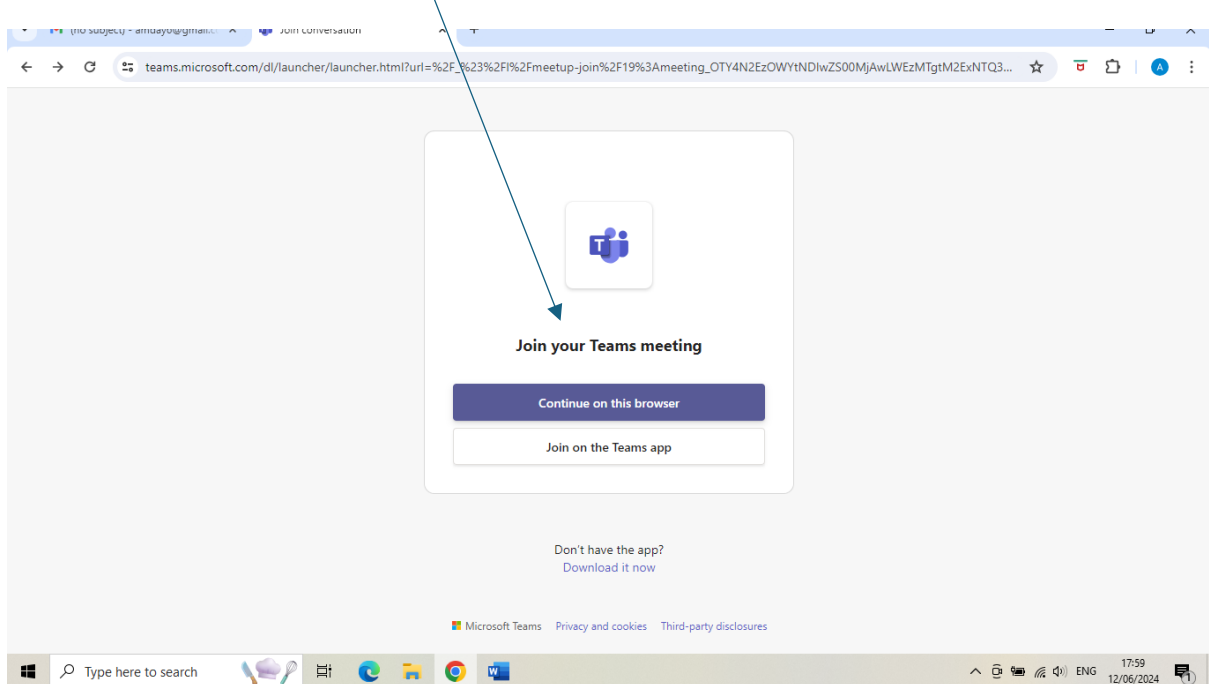1. You will receive an email prior to the course which contains link to access your session.

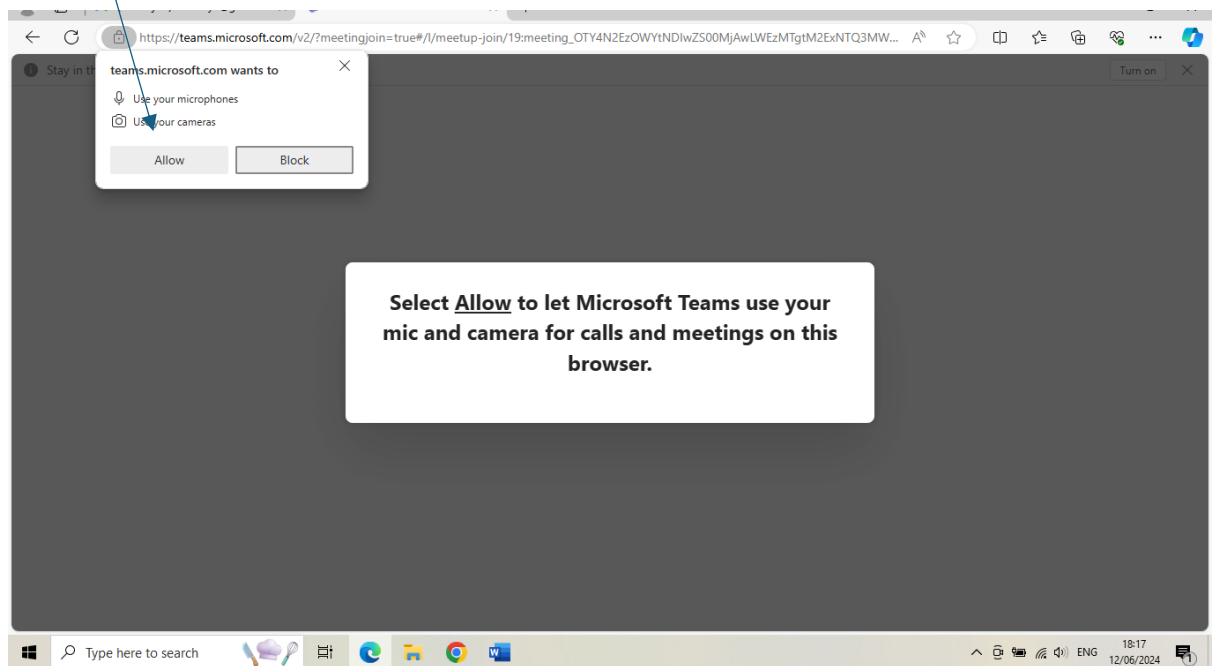2. Click on the 'Join the meeting now' link.
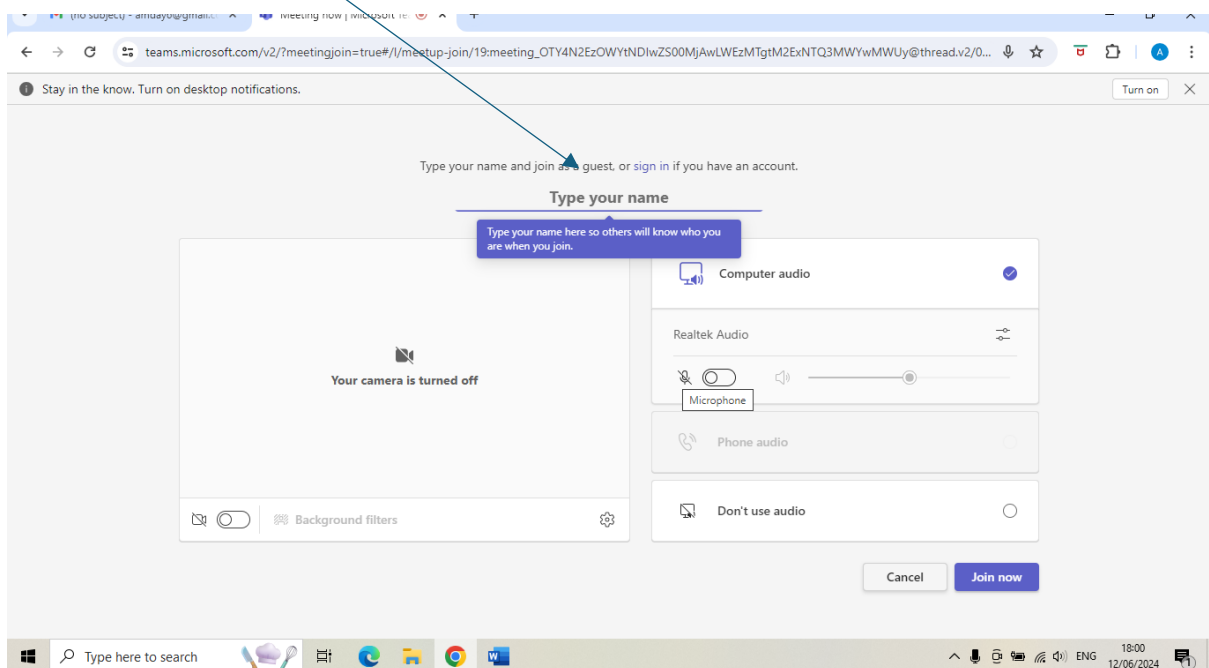
3. Click on 'Cancel'.

4. Click on 'Continue on this browser' (unless you already have the Teams app – if you do, please skip to instruction 12).
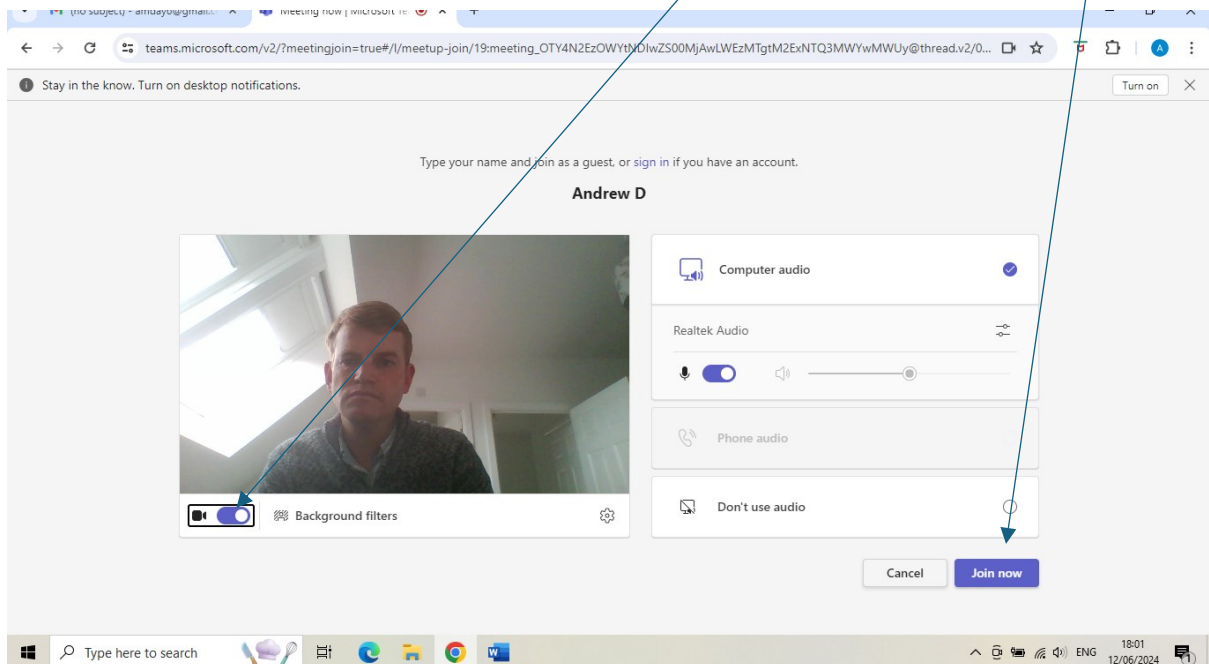
5. You may see this screen if it is the first time you have used Teams. If so, click on 'Allow' so you can be heard and seen in the session.
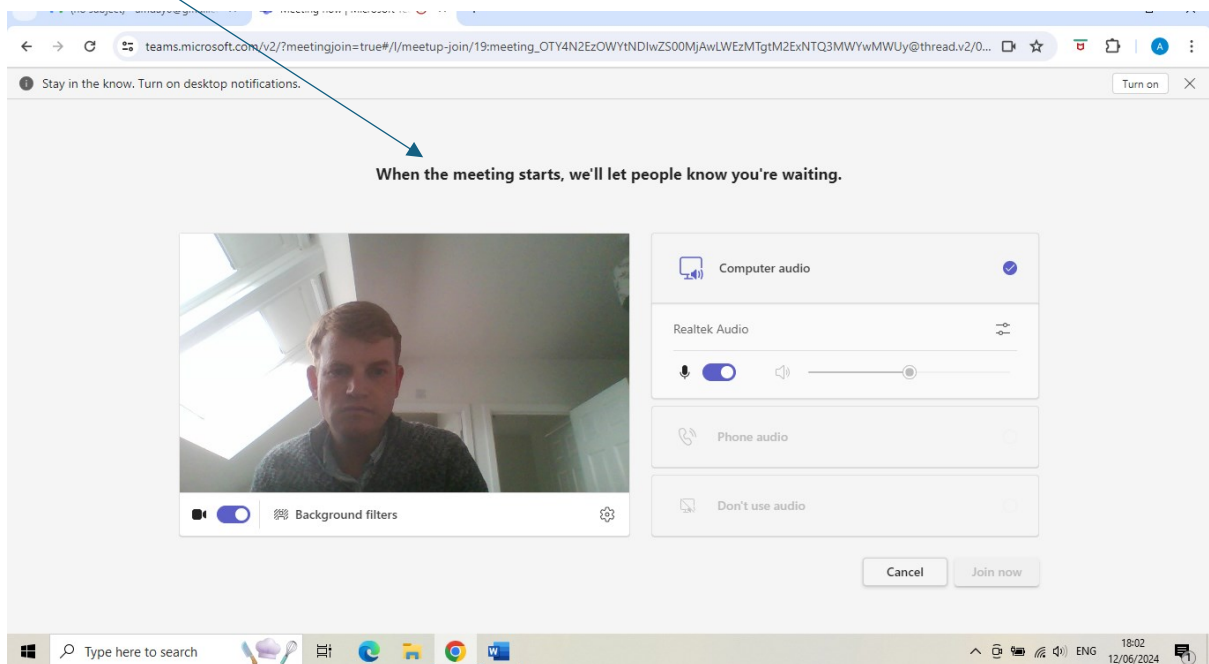

6. This page will appear – type your first name and the first letter of your last name into the box (do not sign in). If a name appears here, you will need to sign out of that account or enter the meeting in an 'InPrivate' window.
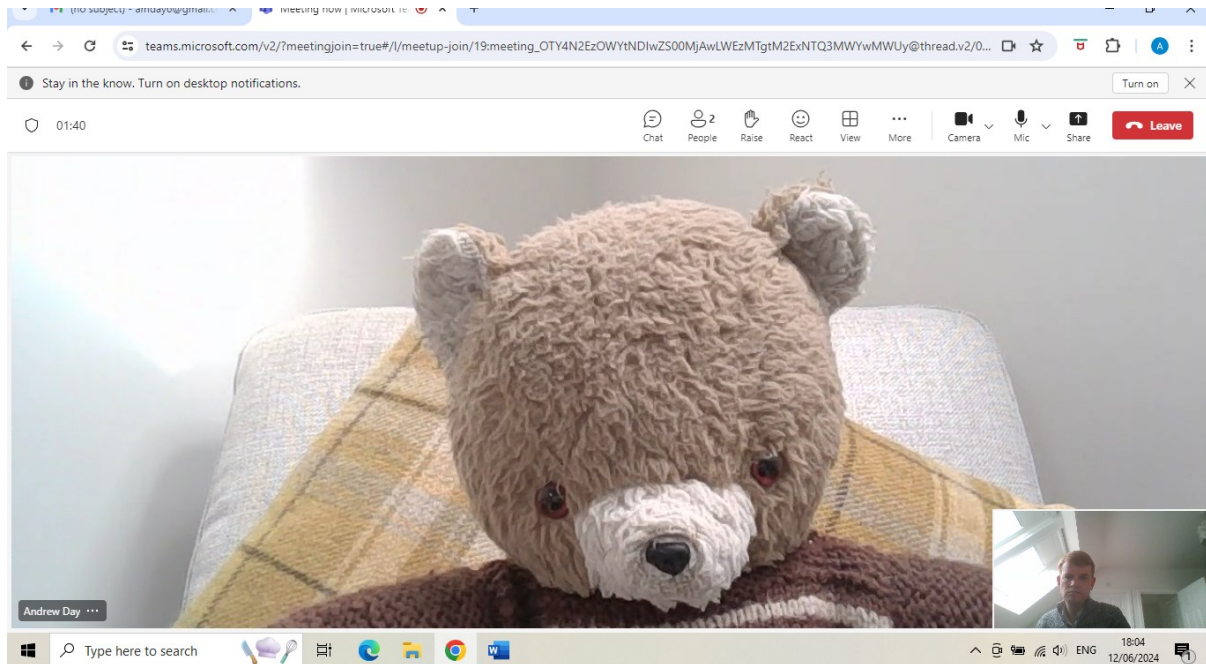
7. Switch on your camera by pressing the toggle switch, then click on 'Join now'.
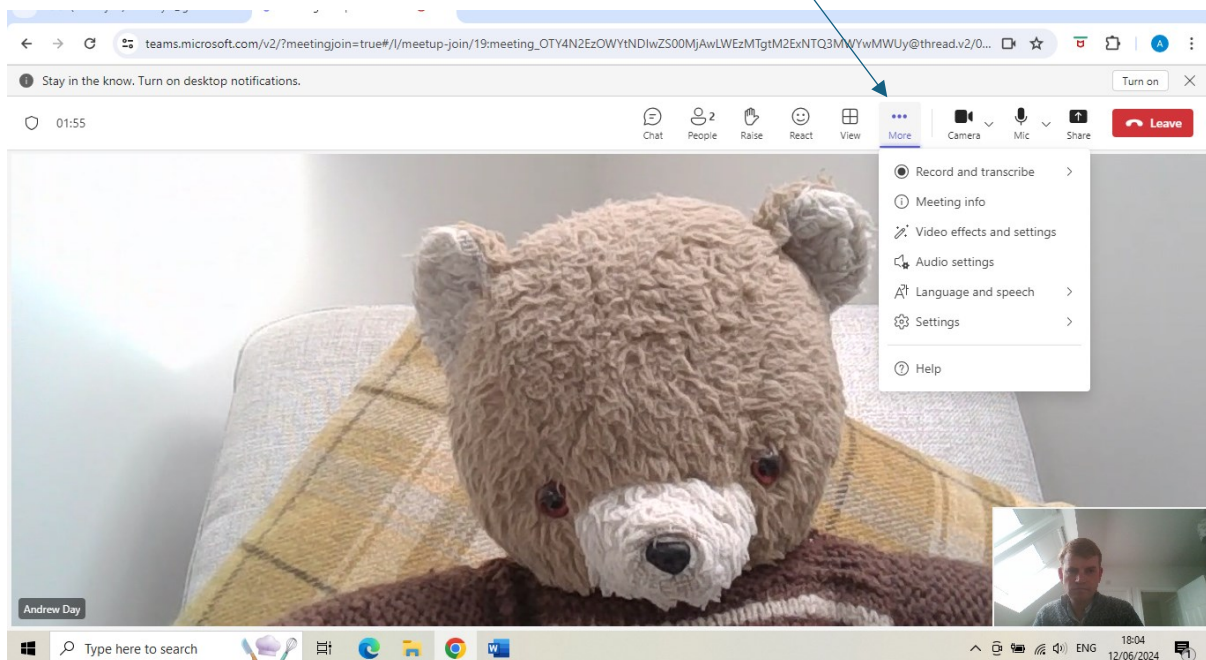

8. If the session has already started, you will skip to step 9, if not, you will see this message – you may need to wait until nearer the time of your session.
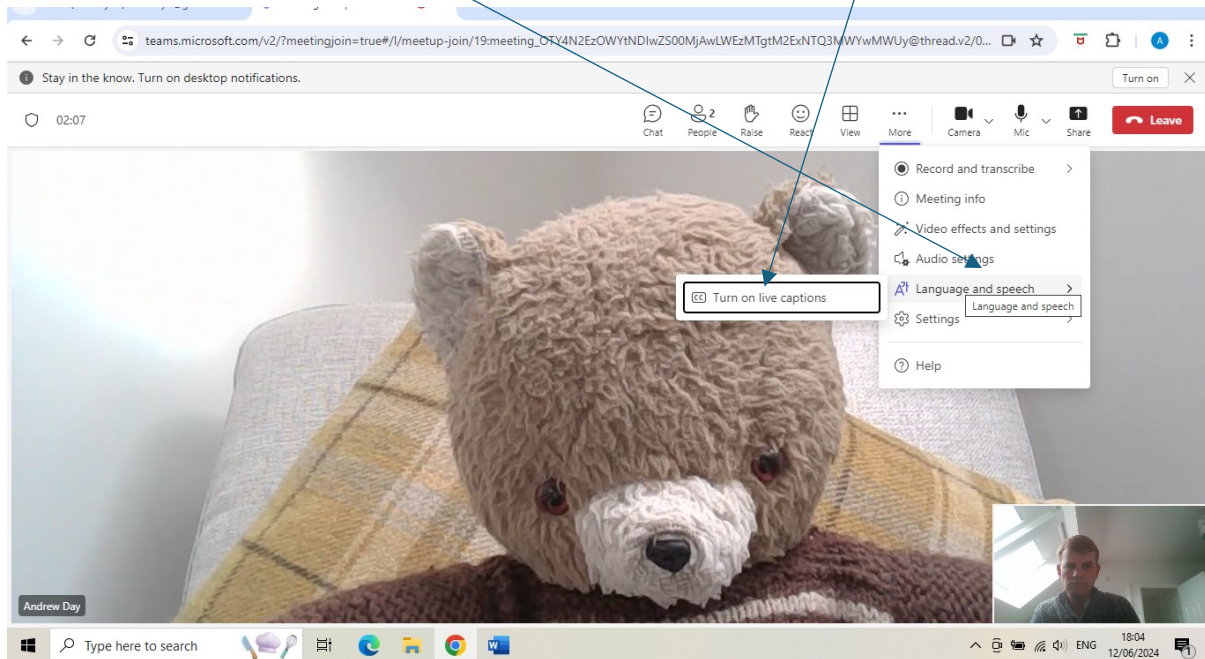
9. When the meeting has started, you will be admitted and be able to see the other people in the meeting:

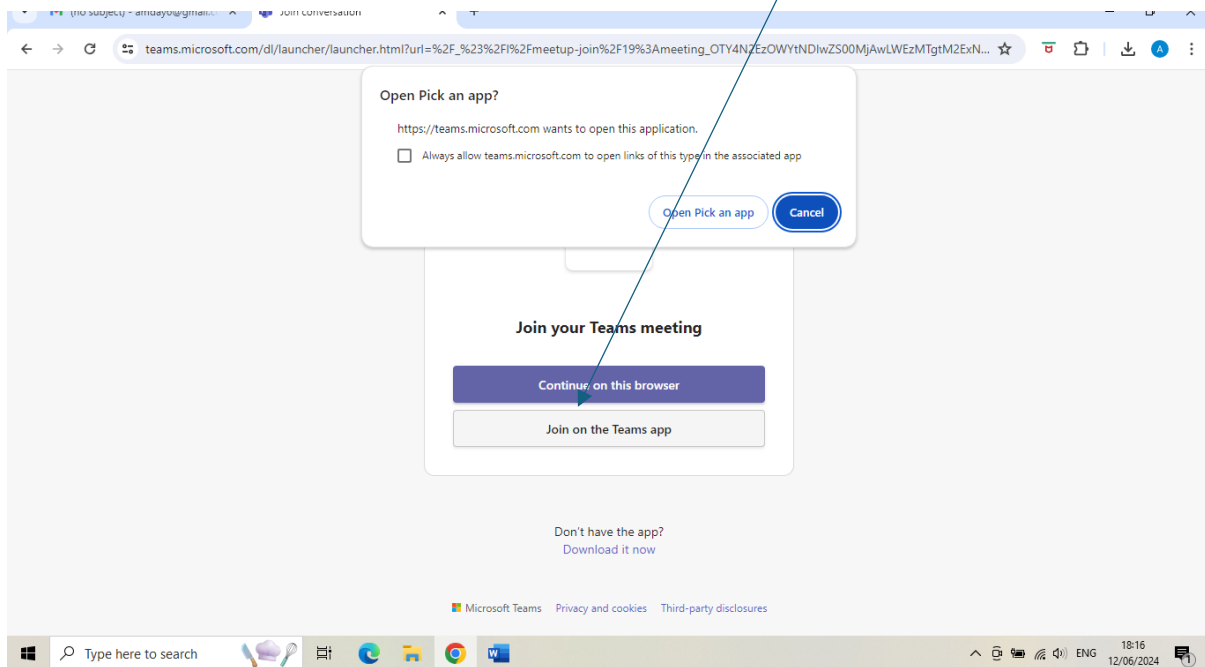10. If you wish to use the live captions, click on the 'More' menu.

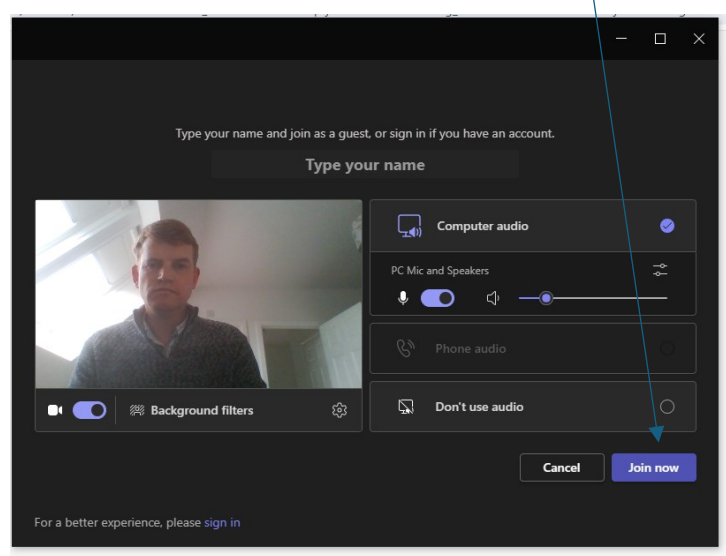11. Click on 'Language and speech' and then click 'Turn on live captions'.
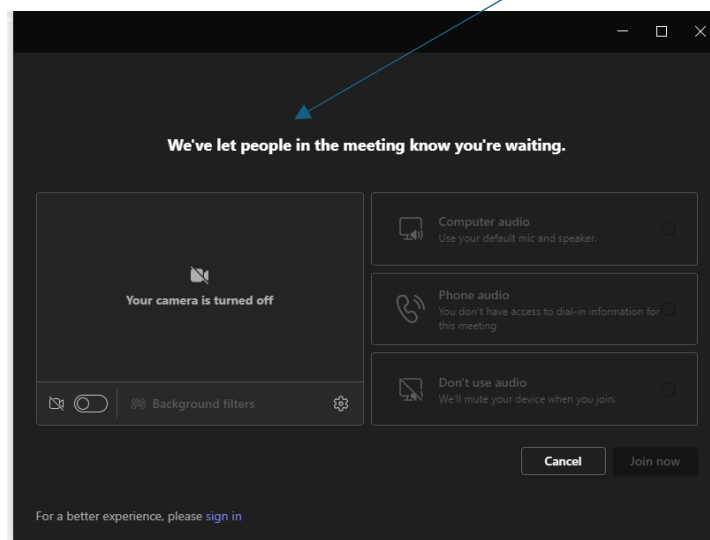

Joining on the Teams app:

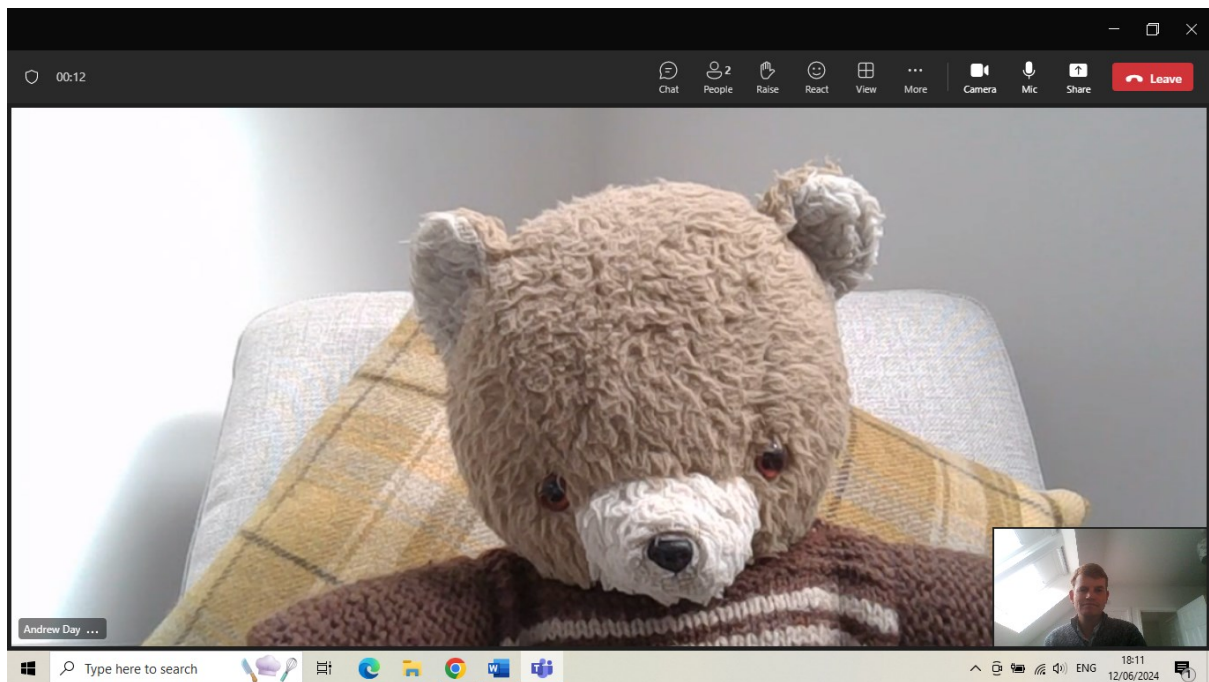12. Alternatively, you can join on Teams. Click on 'Join on the Teams app'.

13. This will open the Teams app to this page. Click on 'Join now'.

14. If the session has already started, you will see this message before you are admitted.

15. Once you have been admitted to the session, you will be able to see the other people. Other meeting controls are similar to those in the browser view.

Leaving the session:

At the end of the session, click on the red 'Leave' button: