

# Instructions for Online Meeting at Microsoft Teams

## Step 1: Join the Team Meeting

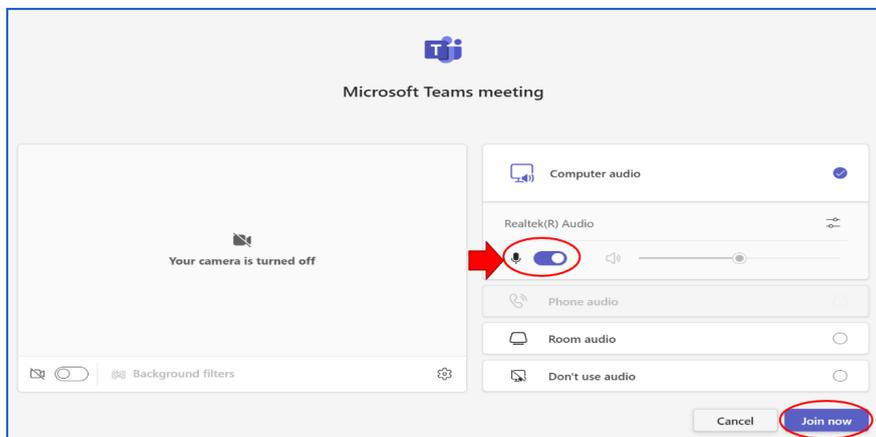
### Part 1A: Join the meeting:

- Click on this link to join the meeting:

<https://teams.live.com/meet/9394701480656?p=7kpbPy3FtJZU4VTSB1>

### Part 1B: Please follow the steps below to adjust the setting on Microsoft Teams:

- 1. Once you click the "**Join**" button, you will be directed to the meeting preview screen shown below. Here, you can adjust your camera, microphone, and audio settings.
- 2. Ensure that your audio is **muted** by the red arrow before entering the meeting. You can unmute your microphone when you need to speak during the session.
- 3. When you're ready, click "**Join now**" to enter the meeting.

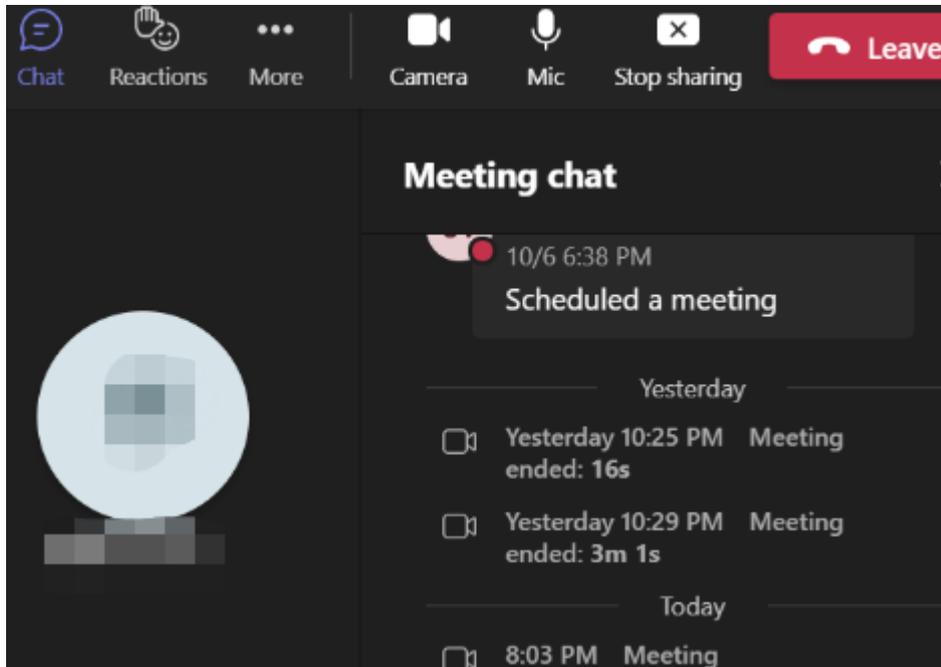


## Step 2: Testing Functions

Once you have entered the meeting room, please test the following communication and sharing features:

## 4.A Test Audio Setting

- 1. Can you hear any sound?
- 2. Can you successfully engage in conversation?
- 3. Can you see the chat dialog box?

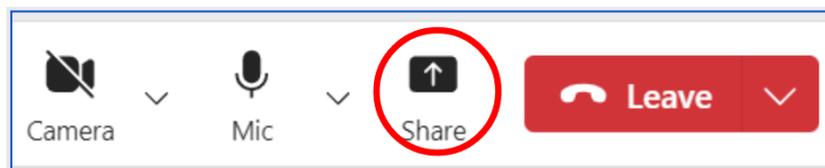


## 4.B Share Your Screen During the Session

- 1. Can you share your screen?
- 2. While sharing video on your screen, can you play sound from your computer?

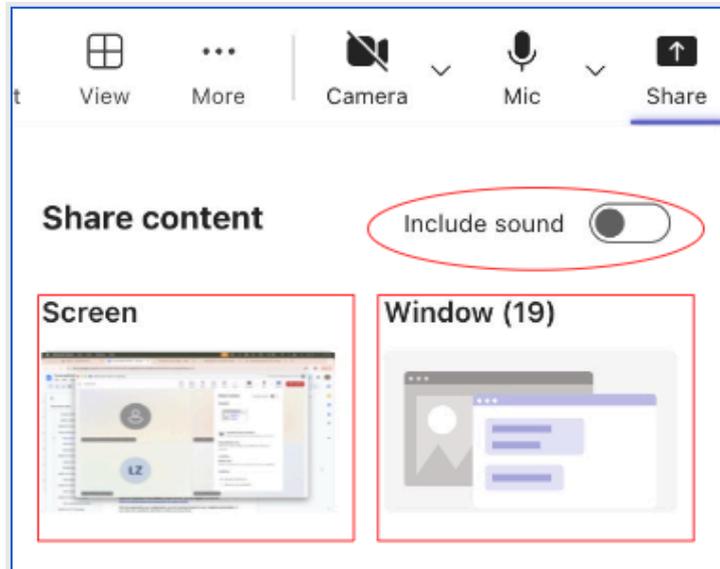
**Here below is the detailed instruction.**

- Click the "**Share Screen**" button within the Teams interface to share your presentation or any other materials. You will be prompted to select the window or screen you wish to share.



- If you need to include your computer's sound in the presentation, please ensure that the "**Include sound**" option (at the top) is turned on, as shown in the image below.
- You will then have two primary sharing options:
  - **[1] Share your entire screen:** This will allow participants to see everything on your screen, including switching between applications.

- **[2]Share a specific window:** This allows you to choose a particular application window to share, ensuring only that window is visible to participants.
- Please choose option 1 for better performance, click on the screen, to enable screen sharing.



- Once you have finished your presentation, please return to the Microsoft Teams interface and click the "**Stop Sharing**" button to stop sharing your screen.

