

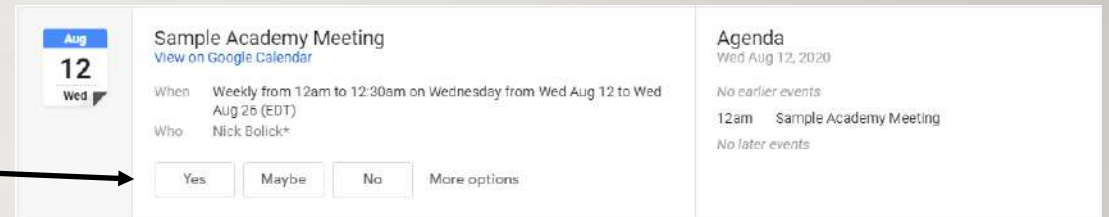
# HOW TO USE MICROSOFT TEAMS FOR STUDENTS

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USCA EPCEC

# HOW TO JOIN A MEETING

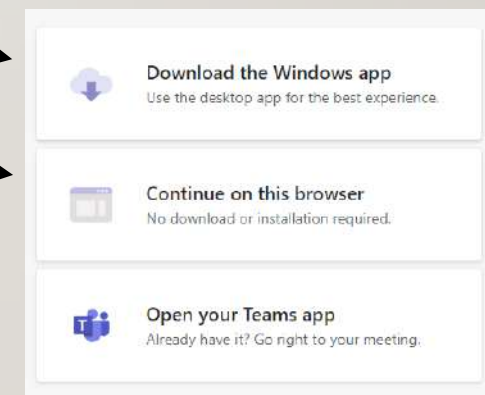
- Prior to the meeting, you will receive an invitation from EPCEC staff. RSVP for the meeting by clicking “Yes”.



- The meeting will now appear in your Teams Calendar. On the meeting day, you will receive another notification allowing you to join the meeting.



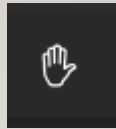
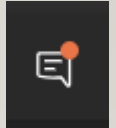
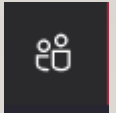


- Next, you may choose to download the Microsoft Teams app, or simply continue in your browser.



- Note: Downloading Teams on your machine could make getting into a class easier and allow you to use certain features, but using a browser will not hinder your experience in any way. **If you choose to use a browser to access a Teams meeting, you must use either Google Chrome or Microsoft Edge.**

# ONCE IN A MEETING

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- Once you have joined the meeting, you will see whatever the instructor has prepared for their presentation.
- If you have a question for the instructor, you can click the hand icon to “raise your hand.” the instructor will be notified and proceed accordingly. You can then click the hand icon again to “lower your hand.” 
- To share a message with the whole class, select the “Show Conversation” button. You can return to the lecture by clicking the same button again. 
- To view all participants of the meeting, click the “Show Participants” button, this will show you everyone in the meeting. Clicking this button again will bring you back to the presentation. 
- To mute your microphone, click the mic button. 
- To stop sharing your face-cam, click the camera button. 

# CONGRATULATIONS!

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- You should now be familiar with the basics of using Microsoft Teams.
- If you have any further questions, feel free to Email Chris Teelon: [cteelon@usca.edu](mailto:cteelon@usca.edu)