

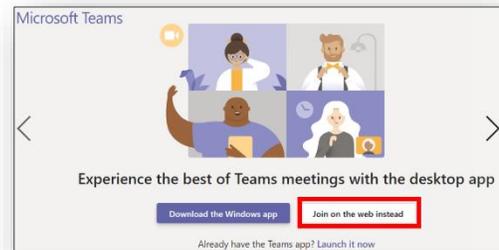
How Students and Guests Join Microsoft Teams Meetings

Cobb County School District personnel can schedule virtual meetings via Teams with students and guests from outside CCSD. These directions explain how students and guests join Teams Meetings.

1. Click the provided **Teams Meeting** access link.

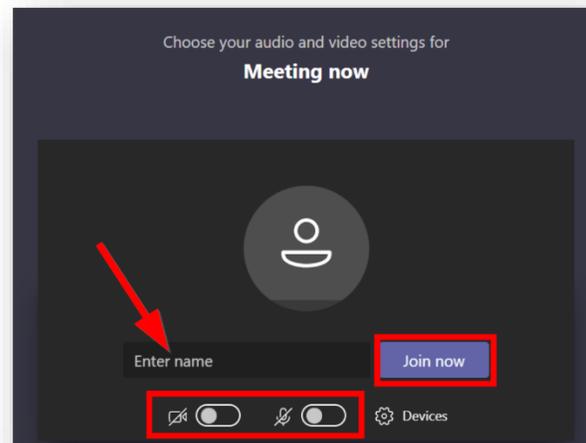
2. A pop-up box will appear on the screen. Click **Join on the web instead.**

Note: If you are using a mobile device, please launch the Teams app, or when prompted, download the Teams app.



3. A second pop-up box will appear on the screen. The student or guest enters his or her name in the **Enter name** field. To turn on the **camera and/or microphone**, move the buttons next to each symbol to the right. Finally, click **Join now.**

Note: A web camera is not required to join a Teams Meeting. Any student or guest can still participate by turning on the audio feature to actively hear and speak. Follow teacher's/host's directions to join with the camera or microphone turned on or off.



4. A third pop-up box will appear on the screen notifying the student or guest that the Teams Meeting host will admit he or she from the virtual lobby. The student or guest will receive immediate notification when admitted to the meeting.

