

Three Options to Join the Meetings/Rooms

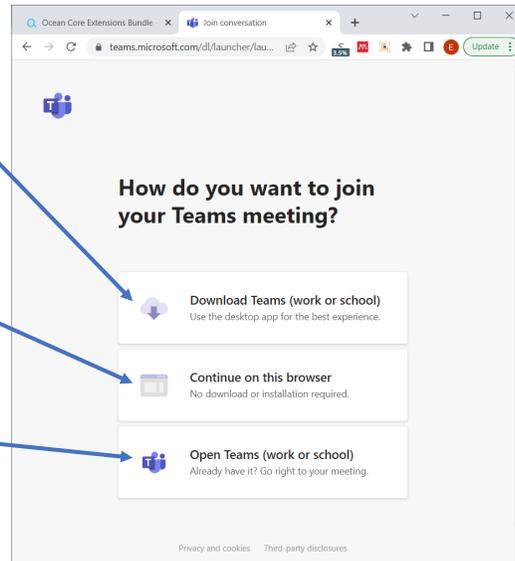
You do not need to create an account with Microsoft in order to join the virtual rooms of LANC 2022. However, to fully participate in the activities, you need a computer with a microphone and a camera. After clicking on the link provided by the LANC organization, you will have three options as shown below. Just select one of the three options according to your needs. The steps shown here apply to a desktop or laptop computer (i.e., not a smartphone). The browser was **Google Chrome**. Options might be different with another browser.

Download Teams (work or school):

Use this option if you prefer the desktop app over the web app, and it is not already installed in your computer. Follow the steps to download and install the Microsoft Teams app in your computer

Continue on this browser: This option allows you to join the rooms without needing to download and install the Microsoft Teams app. In this case, you will be using the web app

Open Teams (work or school): If you already have Microsoft Teams app installed in your computer, you can choose this option to join the meeting

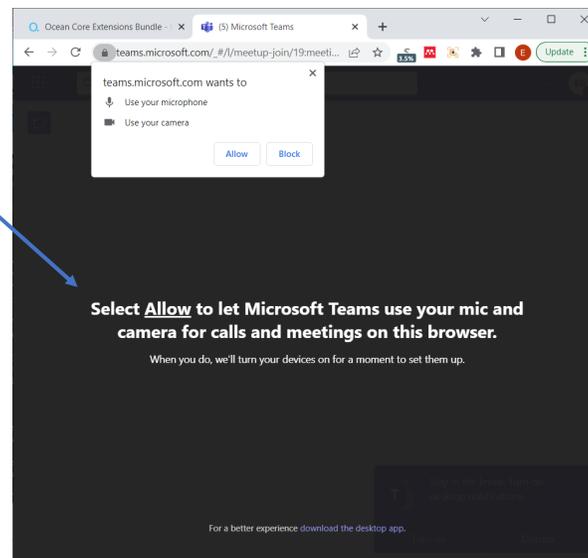


1

Web App

If you chose the web app, please follow these steps. For the desktop app, go to slide 4 (Desktop App).

Allow Microsoft Teams to use your microphone and camera: According to the actual configuration of your browser, you may see a request to allow Microsoft Teams to use your microphone and camera. If it is the case, select the "Allow" option



2

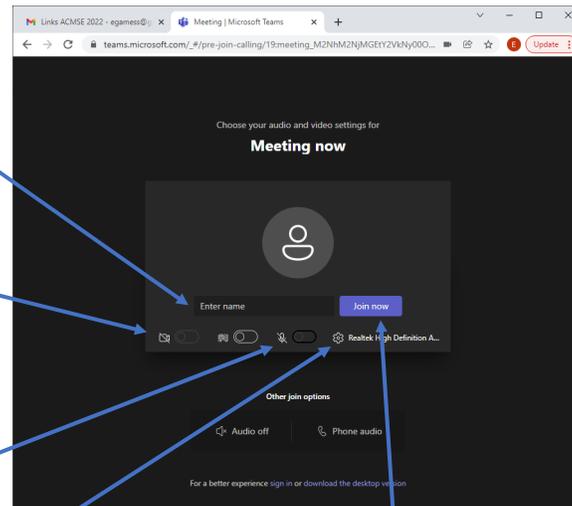
Web App - Continued

Name of attendee: In this textbox, enter your full name (FirstName LastName).

Enable/Disable your camera: This option will allow you to enable/disable your camera. You can change this option at any time during the meeting

Mute/Unmute your microphone: This option will allow you to mute/unmute your microphone. Please, **mute** your microphone when you enter. At any point in the meeting, you will be able to unmute your microphone when it is your turn to speak

Select microphone/camera: If you have several microphones and/or cameras connected to your computer, select the one that you want to use



Join the meeting: Press the "Join now" button to join the meeting.

3

Desktop App

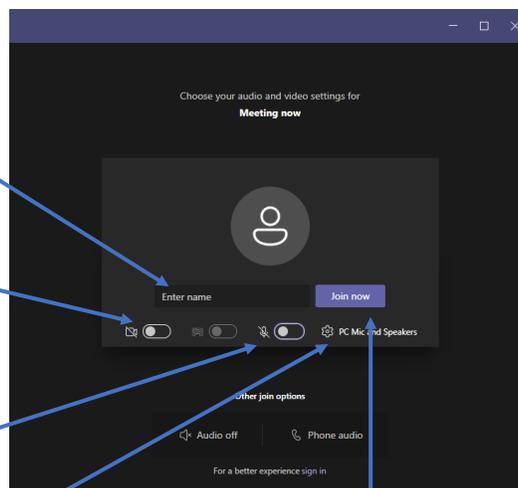
If you chose the desktop app, please follow these steps. For the web app, go to slide 2 (Web App).

Name of attendee: In this textbox, enter your full name (FirstName LastName).

Enable/Disable your camera: This option will allow you to enable/disable your camera. You can change this option at any time during the meeting

Mute/Unmute your microphone: This option will allow you to mute/unmute your microphone. Please, **mute** your microphone when you enter. At any point in the meeting, you will be able to unmute your microphone when it is your turn to talk

Select microphone/camera: If you have several microphones and/or cameras connected to your computer, select the one that you want to use

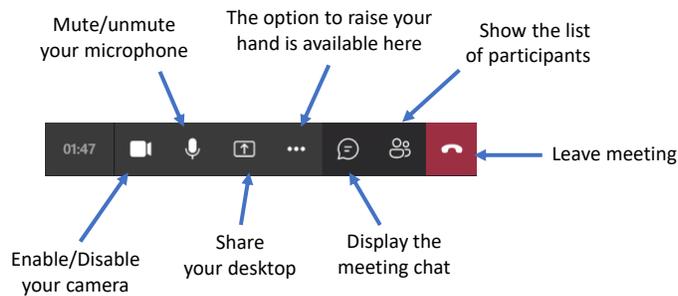
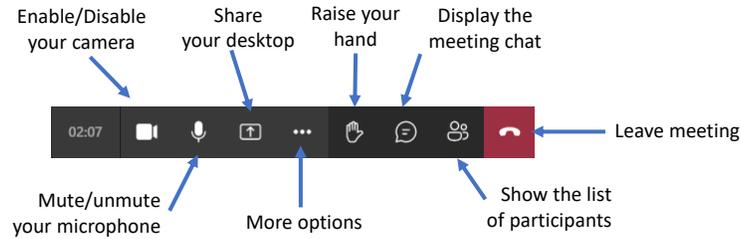


Join the meeting: Press the "Join now" button to join the meeting.

4

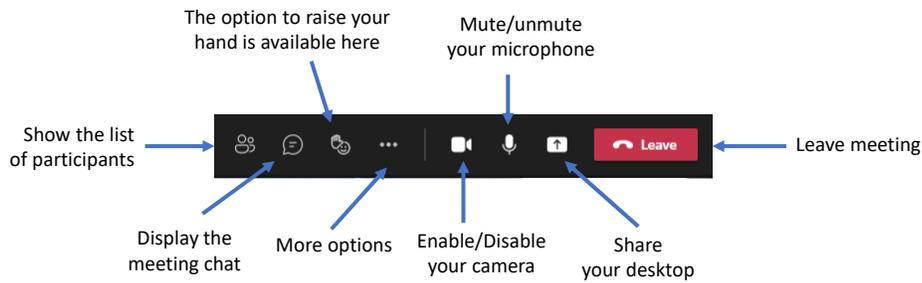
Toolbar of Microsoft Teams

The toolbar will vary with the type of app (web app vs desktop app) that you chose and your privileges in the meeting



5

Toolbar of Microsoft Teams - Continued



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