

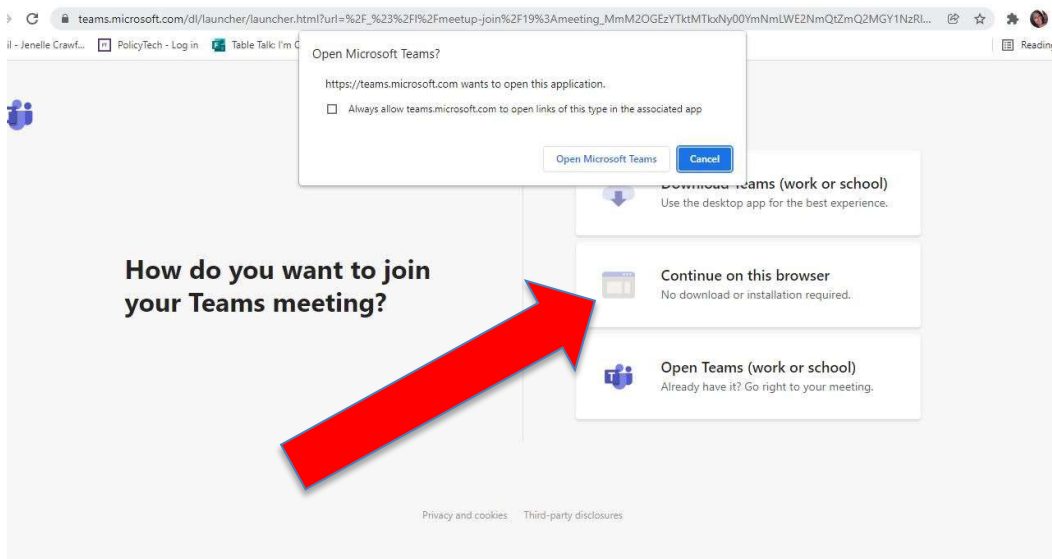
ACCESSING VIRTUAL CLASSES VIA MICROSOFT TEAMS

HOW TO CONNECT TO MICROSOFT (MS) TEAMS

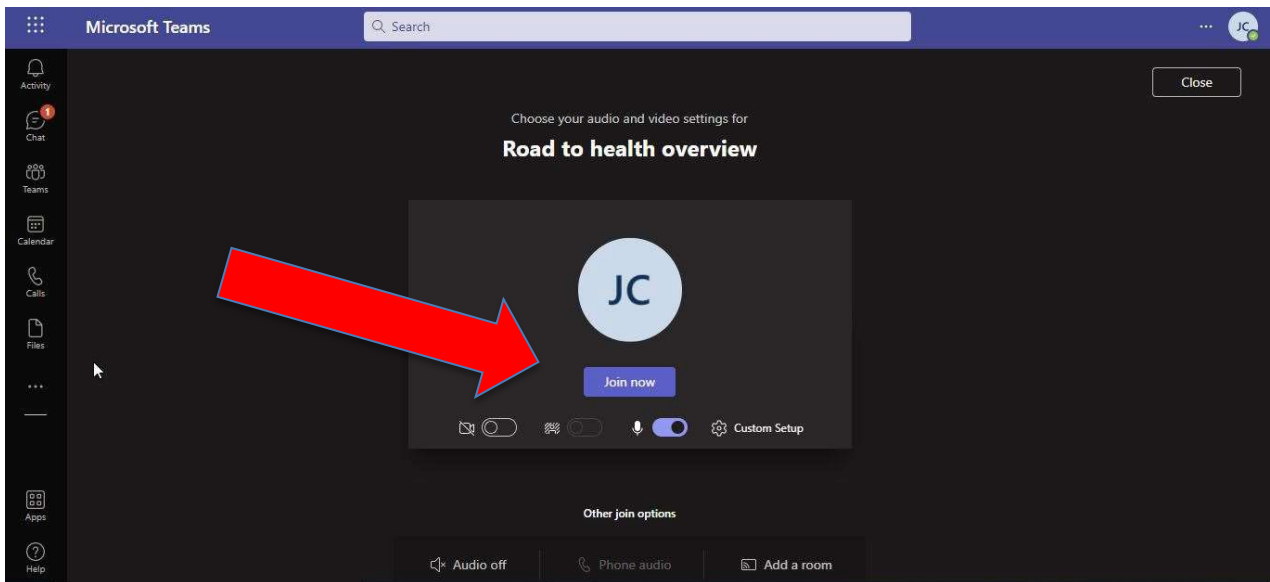
Thank you for registering for a Holy Cross Health virtual class! Following are easy instructions for sign-in to your meeting either using your computer or your phone:

From Your Computer or Laptop (Note: MAC users must download the Teams App)

1. About 15 minutes before your meeting starts, find your Microsoft Teams meeting invitation in your e-mail and open your email. .
2. To log -in, click on the link “ Click here to join the meeting”
Join on your computer or mobile app
[Click here to join the meeting](#)
3. Enter your name, email address and the meeting password (if required).
4. When you see the screen “**How do you want to join your Teams meeting**”, please select “**Continue on this browser**”- see screenshot below.



5. Click in the “Join Meeting button” as shown below:



Using your phone or MAC computer



1. Get the MS Teams app on your phone (you may want to do this a day in advance of your meeting). **You must download the Teams App to access the meeting via the phone, tablet or MAC computer.**
2. About 15 minutes before your meeting starts, find your MS Teams meeting invitation in your e-mail
3. Click on the: **Join on your computer or mobile app**
[Click here to join the meeting](#)

9:05 ↗



Description

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)



Mail



Search



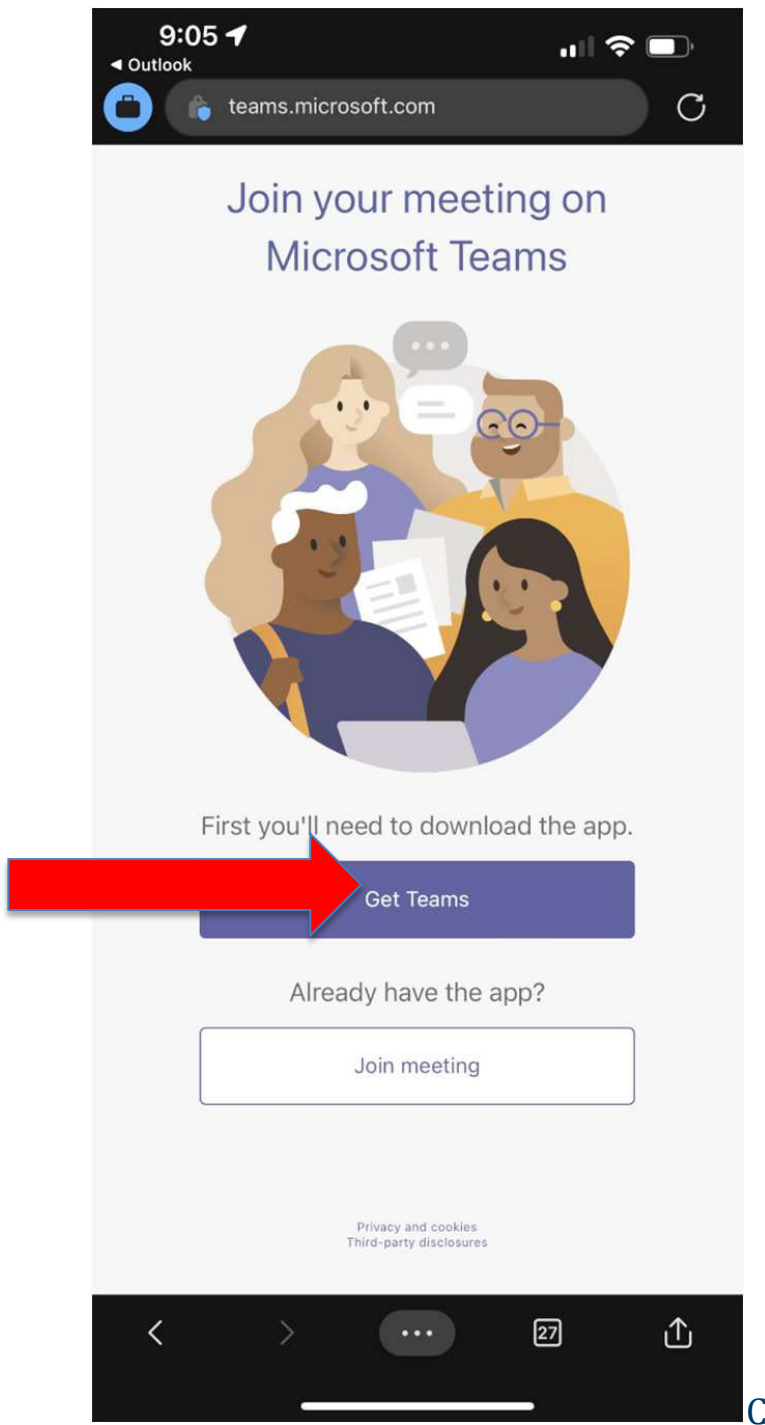
Calendar

**HOLY CROSS
HEALTH**

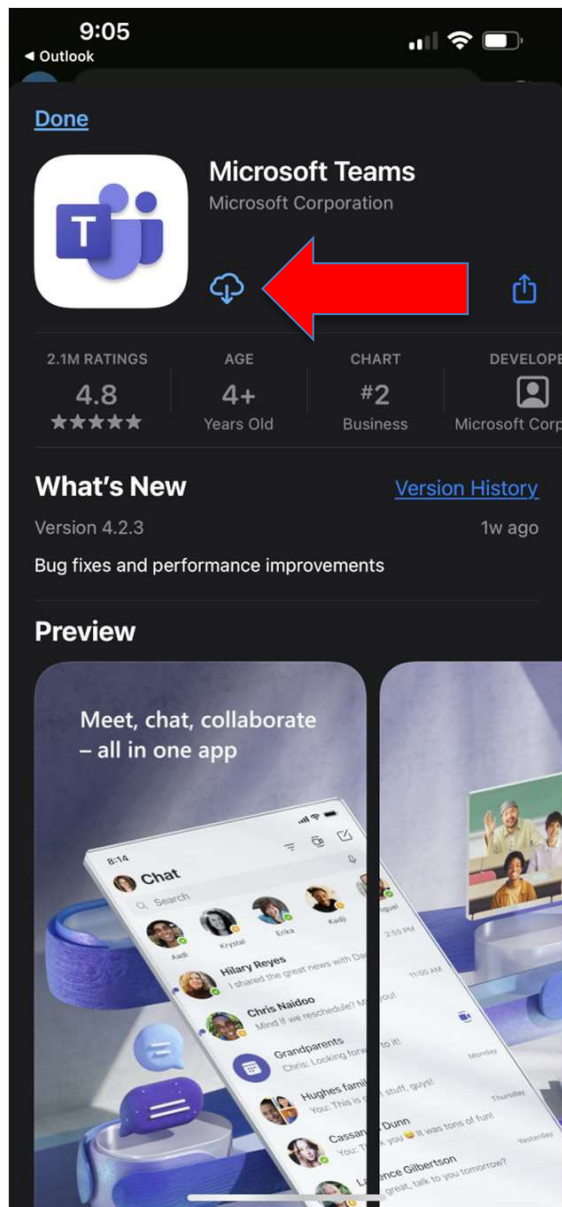
A Member of Trinity Health

Moving Life Ahead

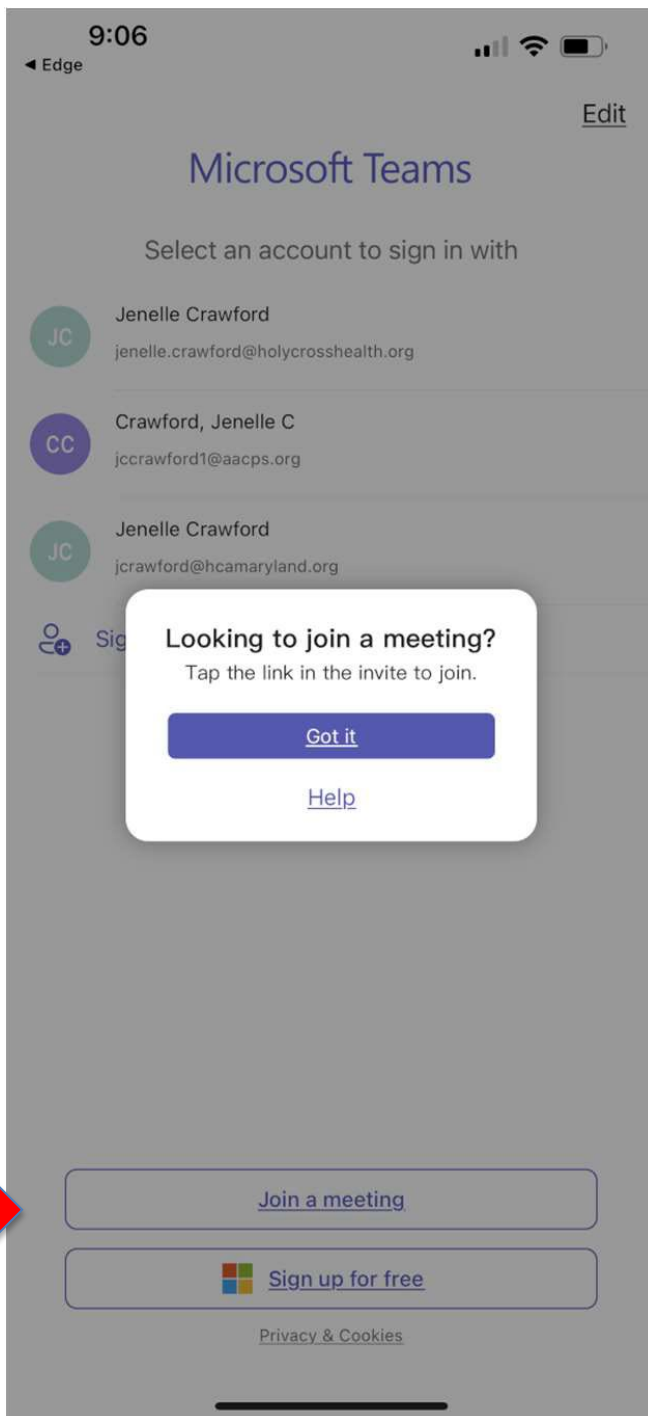
4. If you haven't already done so, you will be asked to download free Microsoft Teams App.



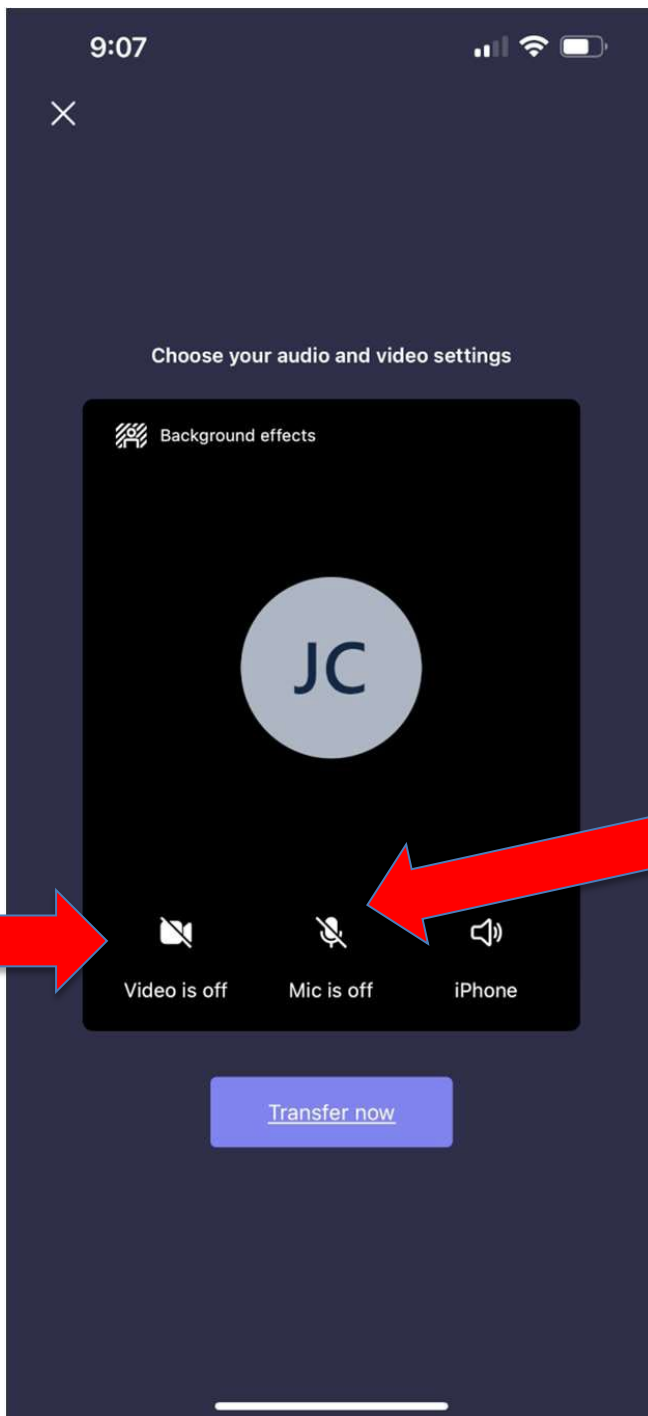
5. Download Teams – screenshot below



6. Click the “Join a meeting” button. See screenshot below.



7. You will now be in the meeting and will need to click on the "Mic is off" and "Video is off" buttons to unmute and enable your video- screenshot below



If you need more information on how to join a MS Teams meeting, click on the link below:

[Join a Teams meeting \(microsoft.com\)](https://microsoft.com/join)