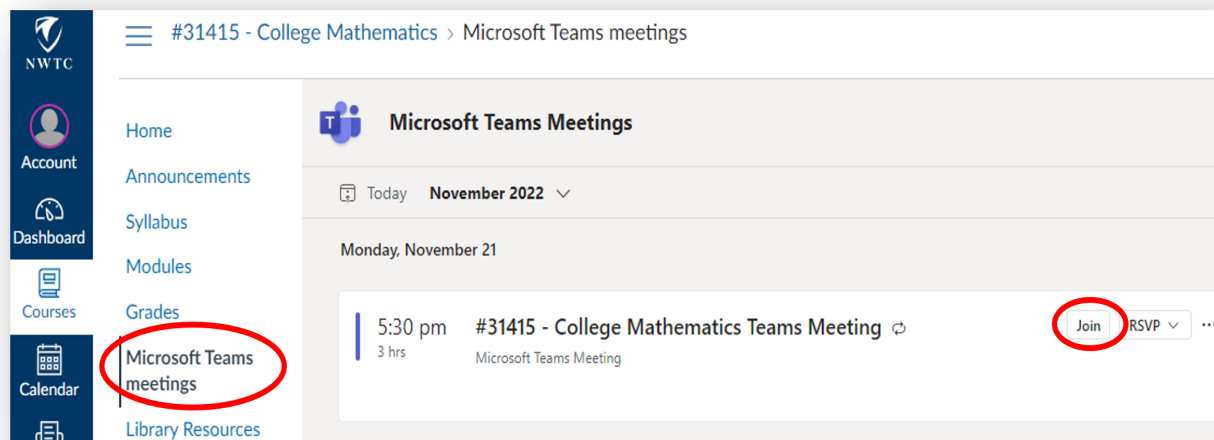


Microsoft Teams Meetings



Use Microsoft Teams meetings to connect with your instructor and other students through web conferencing in your Canvas class. For the best experience, use your PC, Mac, Chromebook or other mobile device with an up-to-date operating system, a headset with a microphone, and a [good internet connection](#).

Find the **Microsoft Teams meetings** button on the left side of your Canvas class with the other navigational buttons such as Modules. In the meetings space, click on the link to join the class session for today's date.



You may also have a link to the Teams meeting in your Canvas calendar. Access recorded sessions through the Chat option in the Microsoft Teams application.

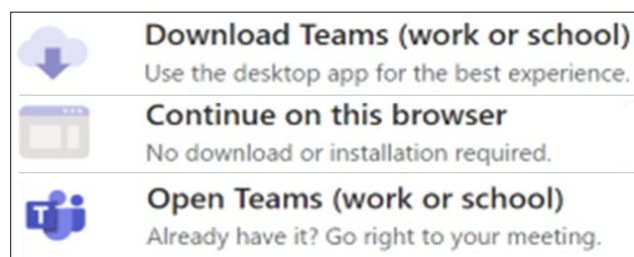
Getting Started

You will be prompted to select how you want to open the web conference. Choose to Download Teams for free on a computer for the best experience.

To log in, enter your username as *your student number* @nwtc.edu (for example, 12345678@nwtc.edu).

The password is your normal NWTC password.

Mobile and Chromebook users can download the app through Google Play or the Apple Store.



Testing Audio/Video

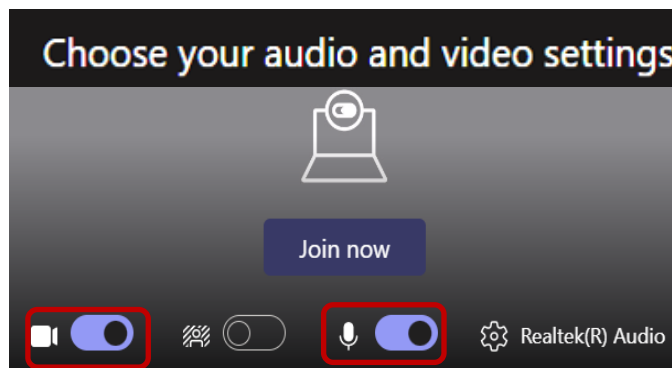
Teams should auto-detect your microphone and camera when you start. If you need to change your audio device, click the settings icon.

Use the video and microphone toggles on the bottom to turn them on or off.

You will see a preview of your video feed when it is turned on.

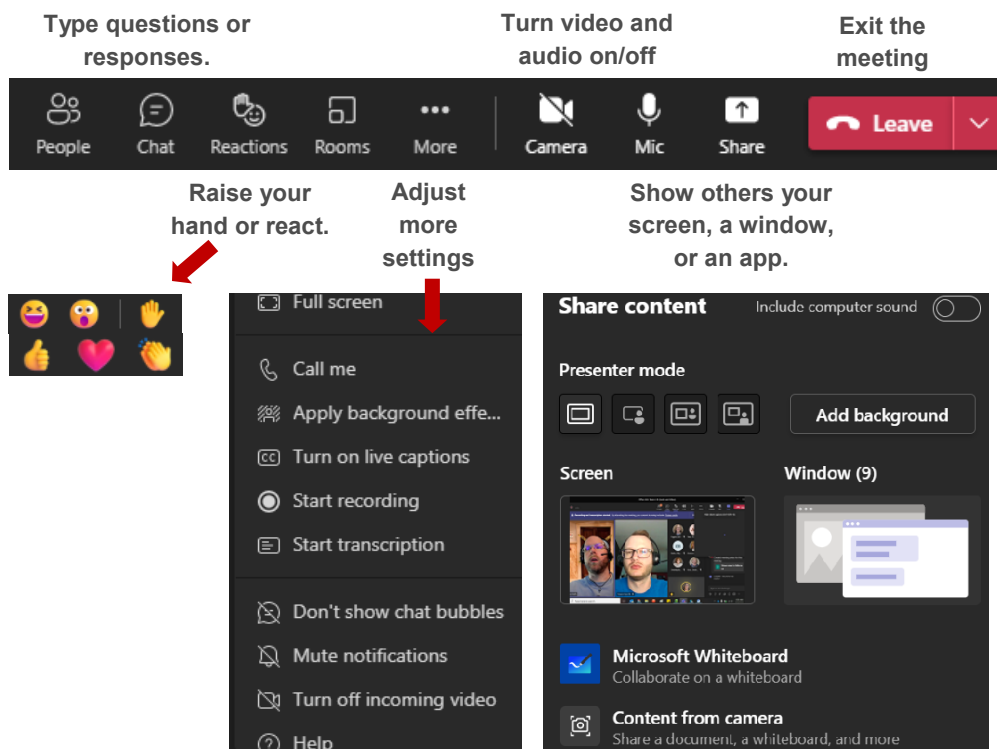
Remember to keep your microphone turned off during the meeting when you are not speaking.

Click **Join Now** to enter the web conference.



Communicate

Use the toolbar to share information and adjust settings, including your camera and microphone settings. Click Chat to open during each session.

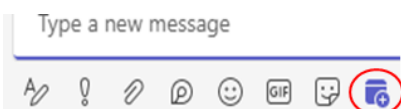


Start Your Own Meeting

Sometimes you may need to meet online with other classmates or invite an instructor to meet with you. You can start meetings right away or schedule them for specific times.



In the Outlook Calendar or Teams Calendar, choose **Meet Now**, then click **Join Now** and send the meeting link or add participants. Or you can select **New Teams Meeting** to invite participants for a specific schedule time and send an invitation to them.



In Teams Chat, you can click the Meeting icon to schedule a meeting and click Send to share the invitation.

Get Help from NWTC Student Technical Support

24/7 Support at <https://www.nwtc.edu/helpdesk>

Troubleshooting Audio

For the best audio quality, use a headset that has a microphone.

If you cannot hear others:

- Check your headset or speaker volume.
- Ensure that the headset is plugged in and turned on.
- Check your computer's system volume (if muted, an exclamation mark should show). Click the speaker icon in the lower right task bar or go to the Control Panel to adjust the system volume.

If others cannot hear you:

- Check your Mic setting. If it is crossed through, you are muted.



- Ensure that your microphone is plugged in and turned on.

Slow Connection Issues

If the session is loading slowly, log off and log back in again.

Close all applications except Teams.

Technology 101 Video Series

Need more help? View our very short technology videos at

<https://go.nwtc.edu/tech101>