



CONNECT WITH ONE MORE CHILD VIA MICROSOFT TEAMS

ACCESS VIA COMPUTER

YOU WILL NEED: A web camera and/or microphone with a reliable internet connection.

- 1 Select the link for the meeting you wish to connect to. This link will be sent via email. For this example, select the “Click here to join the meeting” link.

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID:

Passcode:

[Download Teams](#) | [Join on the web](#)

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

- 2 **CONNECT:** Choose your method of entering the meeting.

You can download the Microsoft Teams application onto your device or continue using the web browser. We recommend using the browser for a faster experience. If you encounter audio and/or video problems, it may help to download and install the application.

Microsoft | Teams Products Solutions Pricing Resources

Microsoft Teams

Join a Teams meeting.

Enter meeting ID

Enter meeting passcode

[Join a meeting](#)

Join your Teams meeting

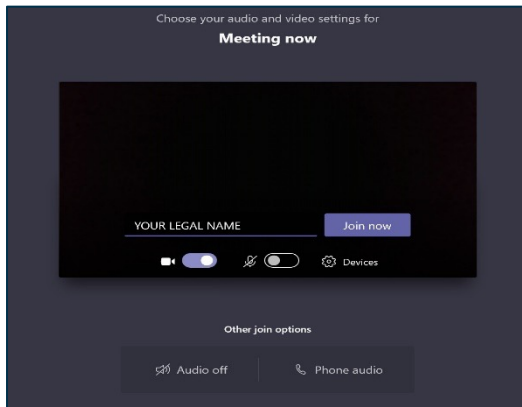
[Continue on this browser](#)

[Join on the Teams app](#)

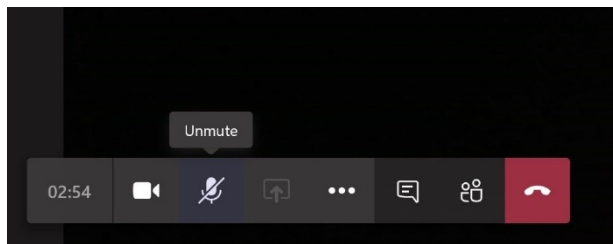
Don't have the app?
[Download it now](#)

- 3 You may be prompted to allow Microsoft Teams to use your camera and microphone. We recommend selecting “Yes” or “Allow.” This allows your browser to process your video and audio into the virtual meeting.
- 4 Enter your name, select your audio and video settings, and join the virtual meeting. Please enter your full name with your video camera on.

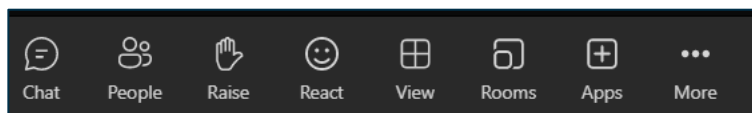
When ready, select “Join now” and you will enter the virtual meeting lobby. Please wait for access to be granted by One More Child staff.



- 5 **JOINING THE MEETING:**
Once you are in the meeting room, please wait patiently for the rest of the participants to join.
The settings bar at the bottom or top of your screen may automatically hide, but it can be brought back by moving your cursor.
Hover over the microphone and select “Unmute” when you wish to speak. If your internet connection is slow, you may experience some delay in audio and/or video.



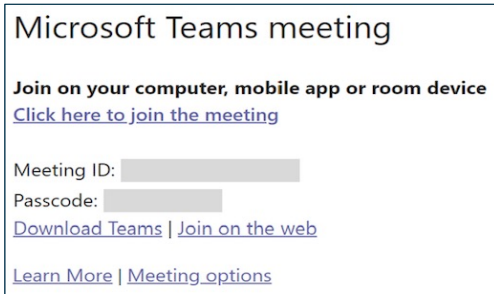
- 6 **OTHER TOOLS:**
The Chat Box: As long as the chat has not been disabled by the host, everyone should have access to the chat. Click “chat” to see the discussion.
Hand Raise: You can raise your “virtual hand” if you have a question or wish to speak up during a meeting, or you can “react” by giving virtual applause, laughter, love, etc.




- 7 **LEAVING THE MEETING:**
When your meeting is finished, select the red “Hang up” or “Leave Meeting” button to leave the virtual meeting. You may now close out of your browser.

ACCESS VIA SMARTPHONE OR TABLET

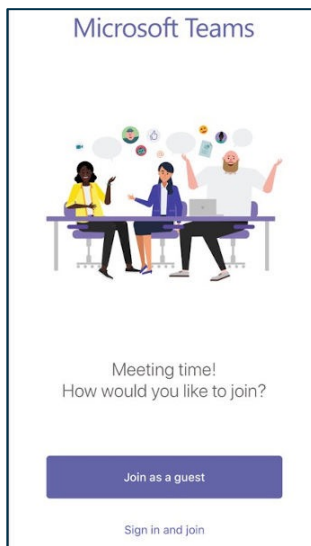
- 1 In the meeting invite, select “Click here to join the meeting.”



- 2 If you don't already have the Teams mobile app, you will be taken to your app store to download it. Please note this is a free third-party application provided by Microsoft, not One More Child.

- 3 Download and open the app. 
 - For Android devices, open the app from the app store page.
 - For an iOS device, tap the meeting link again to open the app.

- 4 Select the large purple button labeled “Join as a guest.” Type your full name, and join the meeting.



- 5 DISPLAY OPTIONS:
 - Please mute your device when you enter the virtual meeting by making sure your microphone icon at the bottom is set to MUTE. If it is not, press the microphone icon one time to mute. You will see the icon now has a slash going across it.
 - Please turn your camera on unless there are circumstances preventing you from doing so.

- 6 THE CHAT BOX: As long as the chat has not been disabled by the host, everyone should have access to the chat. First click on the three dots to see your additional settings on the menu bar. Next you will click on the “Chat” button to see what was said in the chat or to interact with other meeting participants. You can also react by raising your hand, applauding, laughing, etc.
 - 7 When you are finished, you may exit the virtual meeting by selecting the red button at the end of the menu bar at the bottom. If at any time you cannot locate the bottom menu bar, please tap your device on the screen and it should reappear.
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ACCESS VIA PHONE

1. If you are accessing a virtual meeting by telephone call only, please dial the number provided to you. This is a Microsoft Teams number that will transfer you to the appropriate meeting by entering in your Conference ID# provided.
2. At the prompt, enter in your Conference ID number followed by the pound symbol (#).
3. When you press the pound symbol (#), it will announce that you are joining to the parties already on the call. Please mute until you are ready to speak.

OTHER HELPFUL LINKS

- Joining a Meeting:
<https://support.microsoft.com/en-us/office/join-a-meeting-in-teams>
- Joining a Meeting without a Teams Account:
<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account>
- Join by Phone:
<https://support.microsoft.com/en-us/office/join-a-teams-meeting-by-phone>