

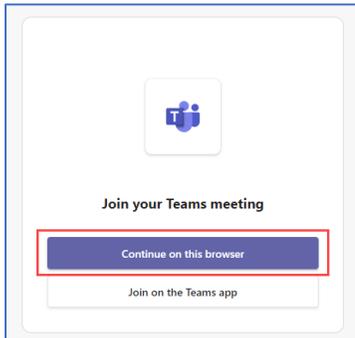
TRC Systems

Teams Meetings/Trainings

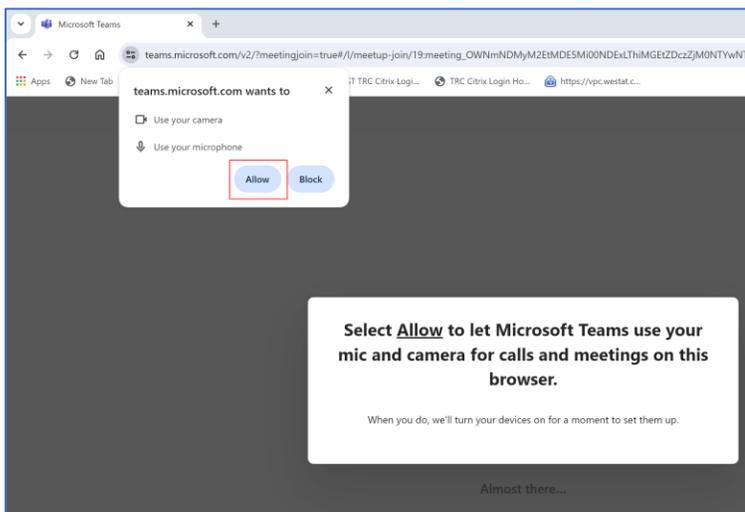


Joining the Meeting

1. To join the meeting, click the meeting link located in your email invitation. The link will launch a tab in your default browser.
2. Once the link launches in your browser, you should select **“Continue on this browser”** to join without using the Teams App.

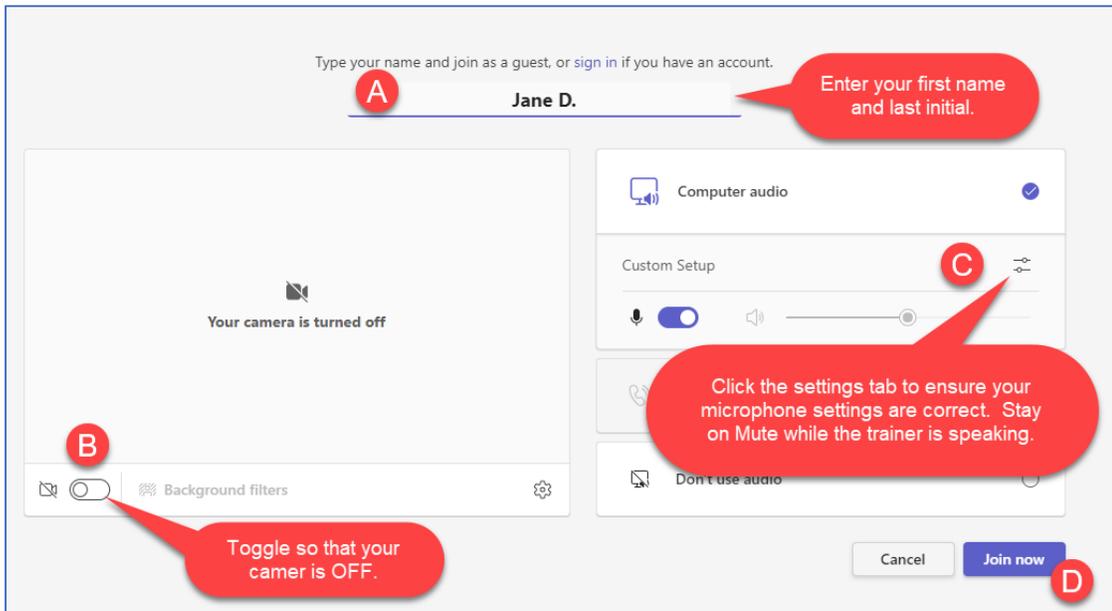


3. Next, you will be prompted to allow your microphone and camera to be accessed. Click **“Allow.”**

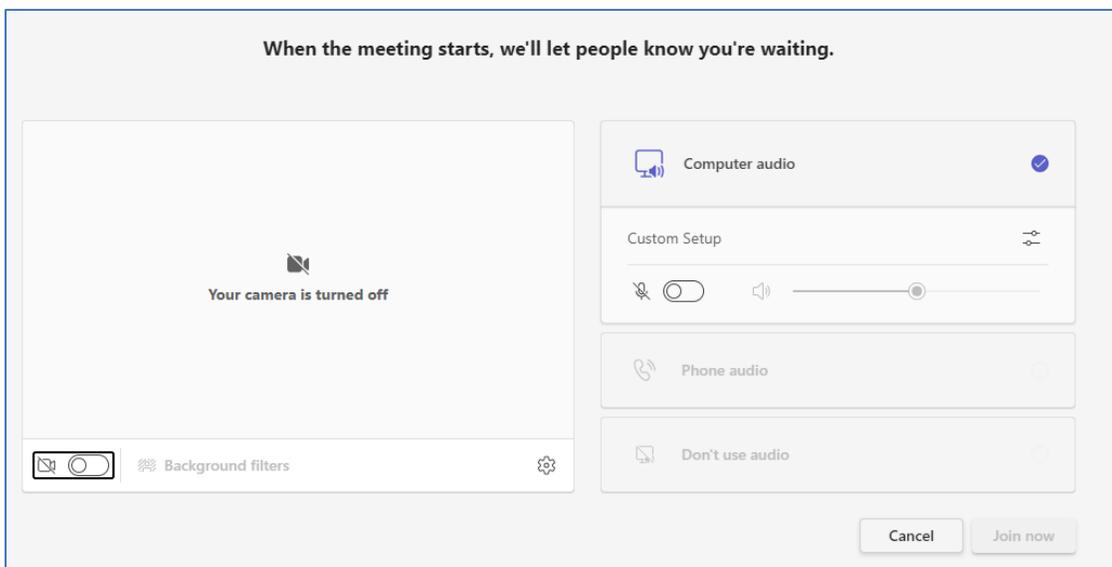


****Note**** You will NOT share your video during the session.

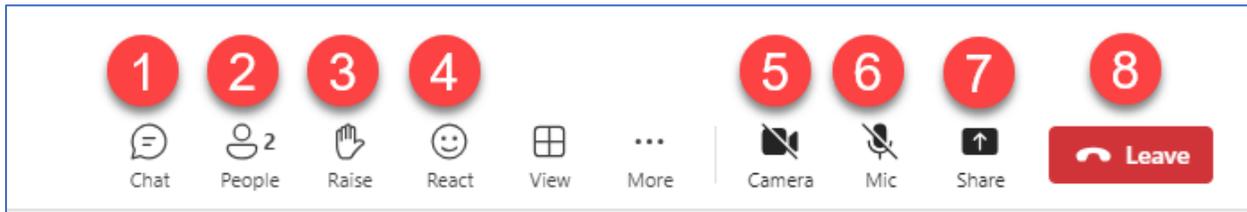
4. Before joining the meeting, you will be asked to add your name and confirm your settings.
 - a. Enter your first name and last initial. (DO NOT enter your full last name).
 - b. Turn your camera off.
 - c. Make sure your microphone settings are correct. You should keep yourself on mute while the trainer is speaking.
 - d. Click 'Join now.'



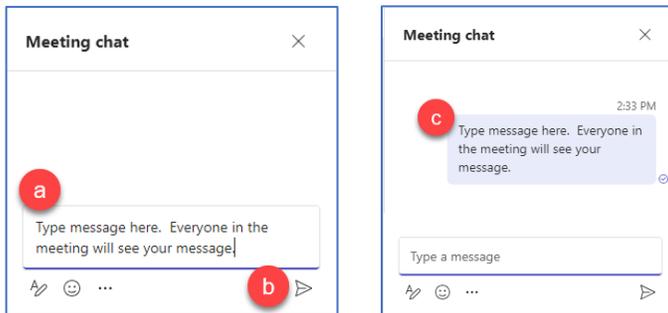
5. You will be admitted to the lobby. The host will be alerted of your request to join the meeting.



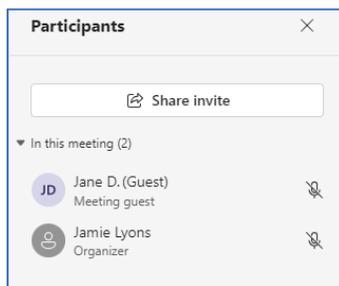
Meeting Controls



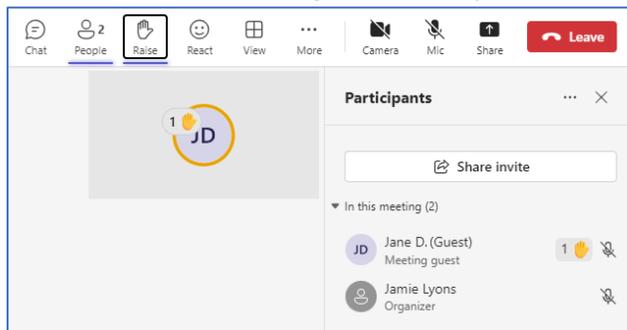
1. Click on the Chat icon to open the Chat Window.
 - a) Type your message.
 - b) Press the send icon.
 - c) Messages will be sent to everyone in the meeting.



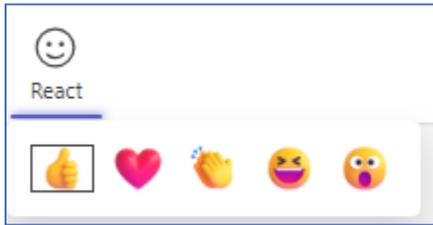
2. Click on the People icon to see the participant list.



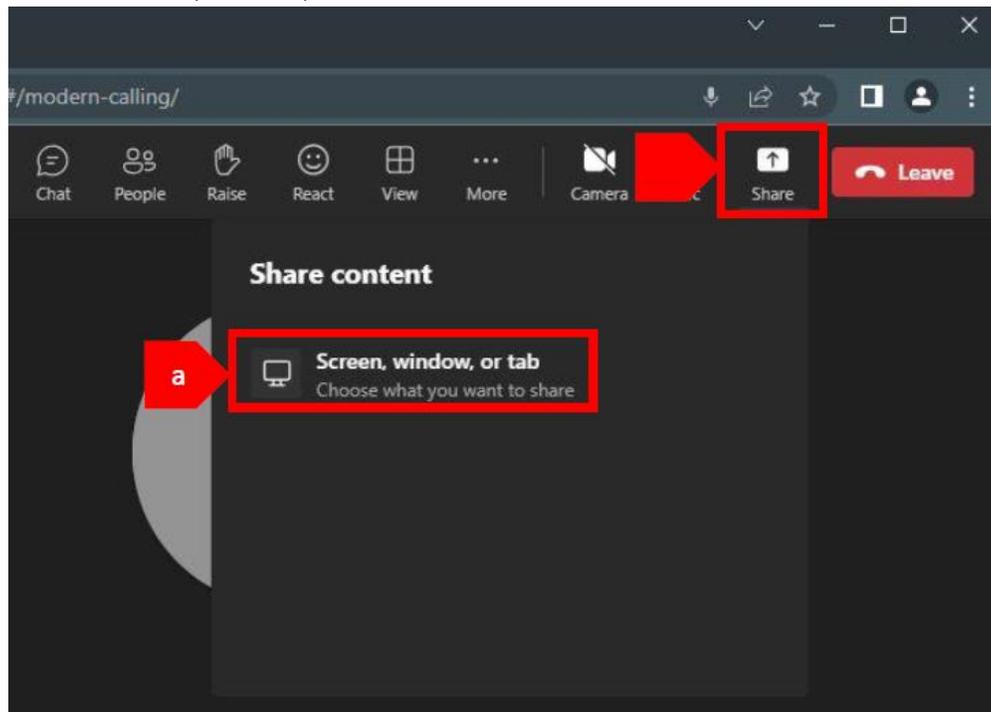
3. Click the Raise icon to virtually indicate that you would like to ask a question or make a comment. Click the icon again to lower your hand.



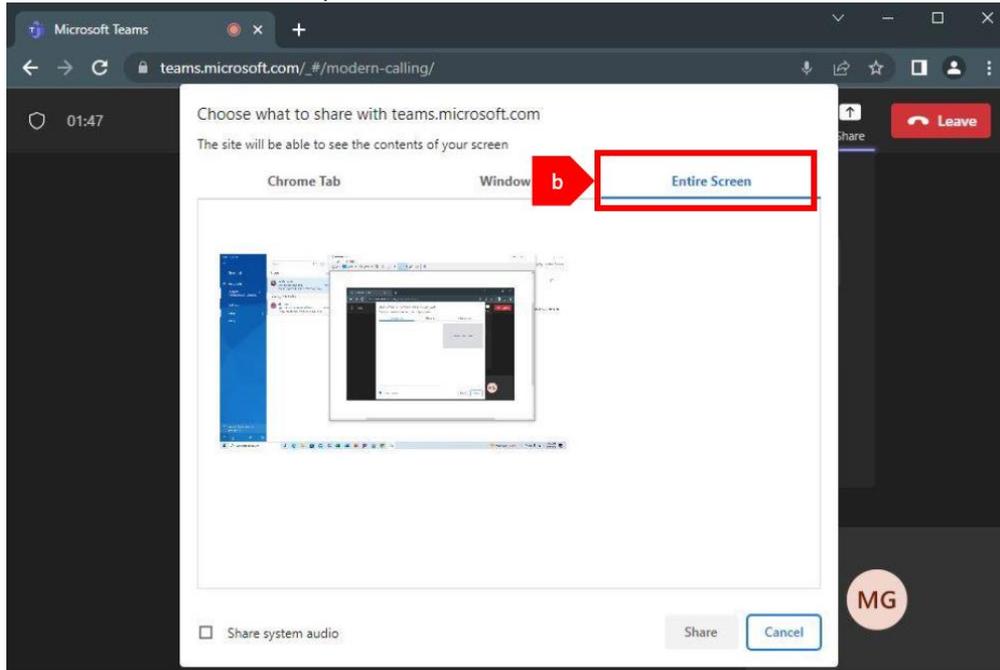
- Click the React icon to select a reaction emoji to send to the group.



- The Camera icon will turn your camera on and off. Please leave your camera off. The diagonal line over the icon indicates that the camera is off.
- The Mic icon will mute and unmute your microphone. The diagonal line over the icon indicates that your mic is muted. Please keep your microphone muted while the trainer is speaking. If you have a question, virtually raise your hand, or send a chat message.
- If you are asked to share your screen during the session (1-on-1 Coaching Sessions will require you to share your screen), click on the share icon.
 - Choose "Screen, window, or tab."

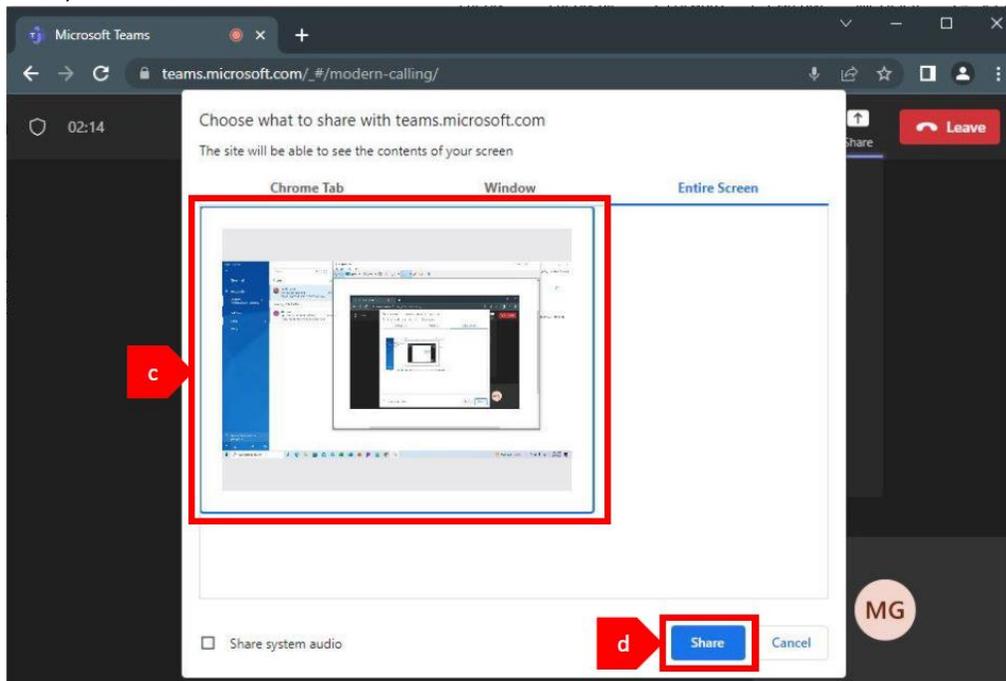


b. Select the “Entire Screen option.”

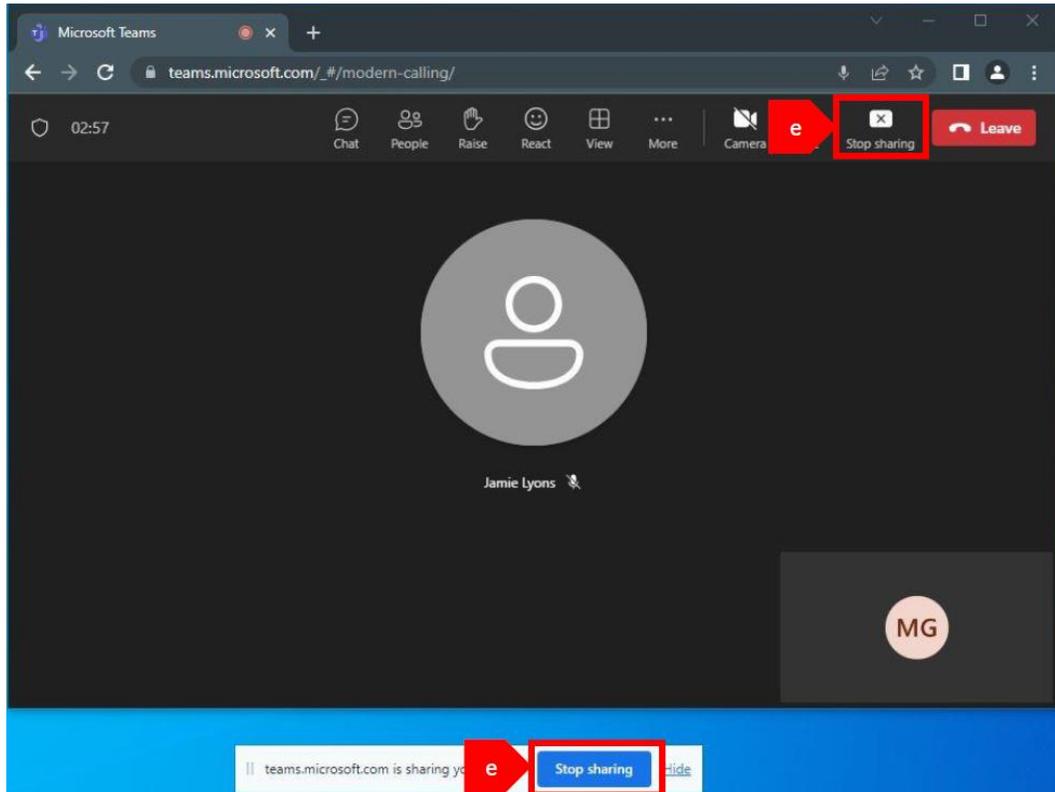


c. Select the Screen you would like to share. If you only have one screen, you will still need to select the screen to continue.

d. Then, click the “Share” button.



- e. To stop sharing, click on the “Stop sharing” button located in teams or at the bottom of your screen.



8. Click the Leave button to leave the meeting.