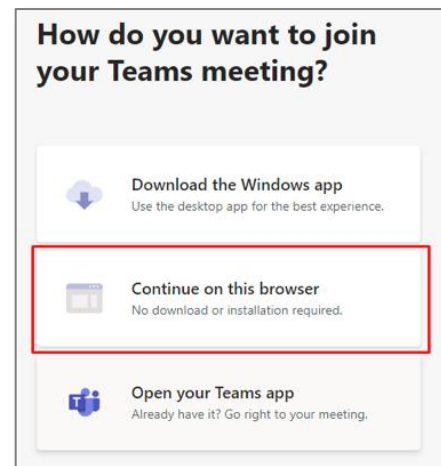
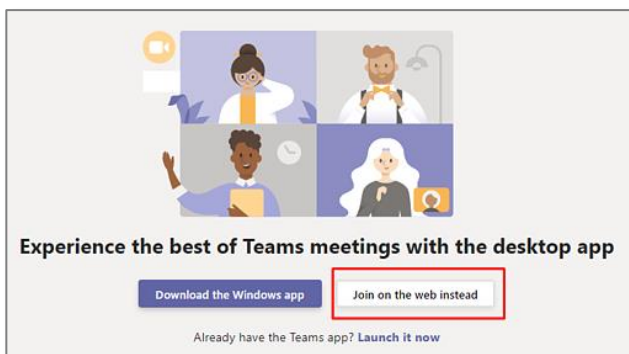


The Richmond School District is using Microsoft Teams as its core communication and collaboration platform, including video conferencing. Below are instructions on how to join a Microsoft Teams video conferencing call or meeting.

You can join a Microsoft Teams meeting anytime, from any device. You can either install the Teams application on your computer or mobile device, or you can join through a web browser (Edge/Chrome).

1. Go to the meeting invitation and select '[Click here to join the meeting](#)'
2. The link will open a web page, where you will see two choices: 'Download the Windows/Mac app' or 'Join on the web instead'.



3. If you join on the web, you can use either Microsoft Edge or Google Chrome as your browser.



4. Your browser may ask for your permission for Teams to use your mic and camera – be sure to allow so you'll be seen and heard in your meeting.
5. Enter your first and last name and choose your audio and video settings. If joining on a computer, select 'Computer Audio'. If joining on a mobile device, select 'Phone Audio'. Please turn your camera on so that your identity can be verified when you join the meeting.
6. When you are ready, click 'Join now'
7. This will bring you into the meeting lobby. It will notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Please note: Guests do not have full access to all the features in a Teams meeting.