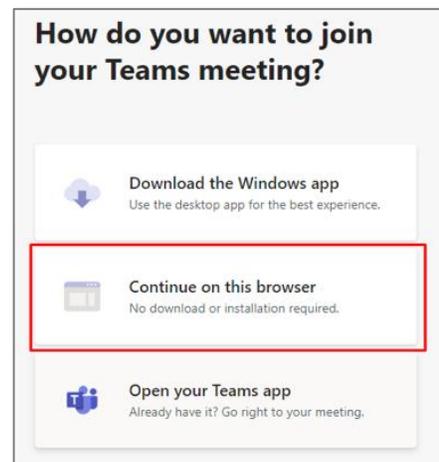
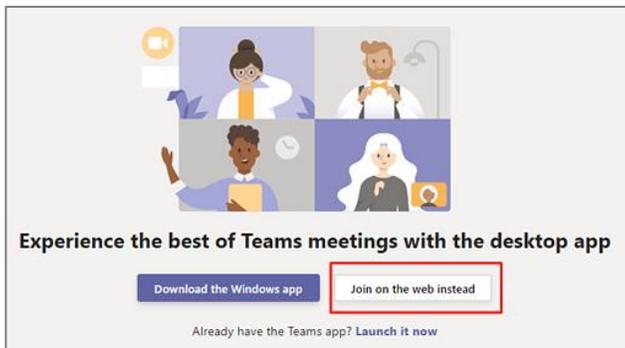


The Richmond School District is using Microsoft Teams as its core communication and collaboration platform, including video conferencing. Below are instructions on how to join a Microsoft Teams video conferencing call or meeting.

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).

Joining a Teams Meeting on your Computer:

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 must use either Microsoft Edge or Google Chrome as your browser. Open one of these browsers, copy the meeting link from the invitation and paste it into the browser address bar.



4. Your browser may ask for your permission for Teams to use your mic and camera – be sure to select '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.

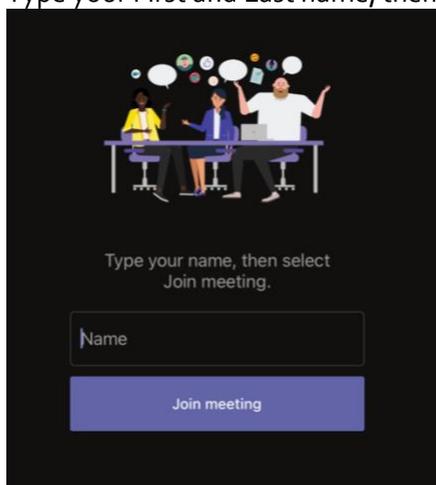
Joining a Teams Meeting on your iPad/Tablet:

The Microsoft Teams Application will need to be installed to join a Teams meeting on a phone or tablet. This is a free application that is available on the Apple App Store or Google Play Store.

1. Click the link below to install the Microsoft Teams Application.
Apple App Store: [Microsoft Teams for iPhone / iPad](#)
Google Play Store: [Microsoft Teams for Android](#)
2. Click 'Install' and enter your personal credentials.
3. Find the Microsoft Teams meeting link invitation that was emailed to you. Click on the link.
4. How would you like to join? Click 'Join as a guest'



5. Type your First and Last name, then select Join Meeting



6. Your device may ask for your permission for Teams to use your mic and camera – be sure to select 'Allow' so you'll be seen and heard in your meeting.
7. This will bring you into the meeting lobby. It will notify the meeting organizer that you're there, and someone in the meeting will then admit you.