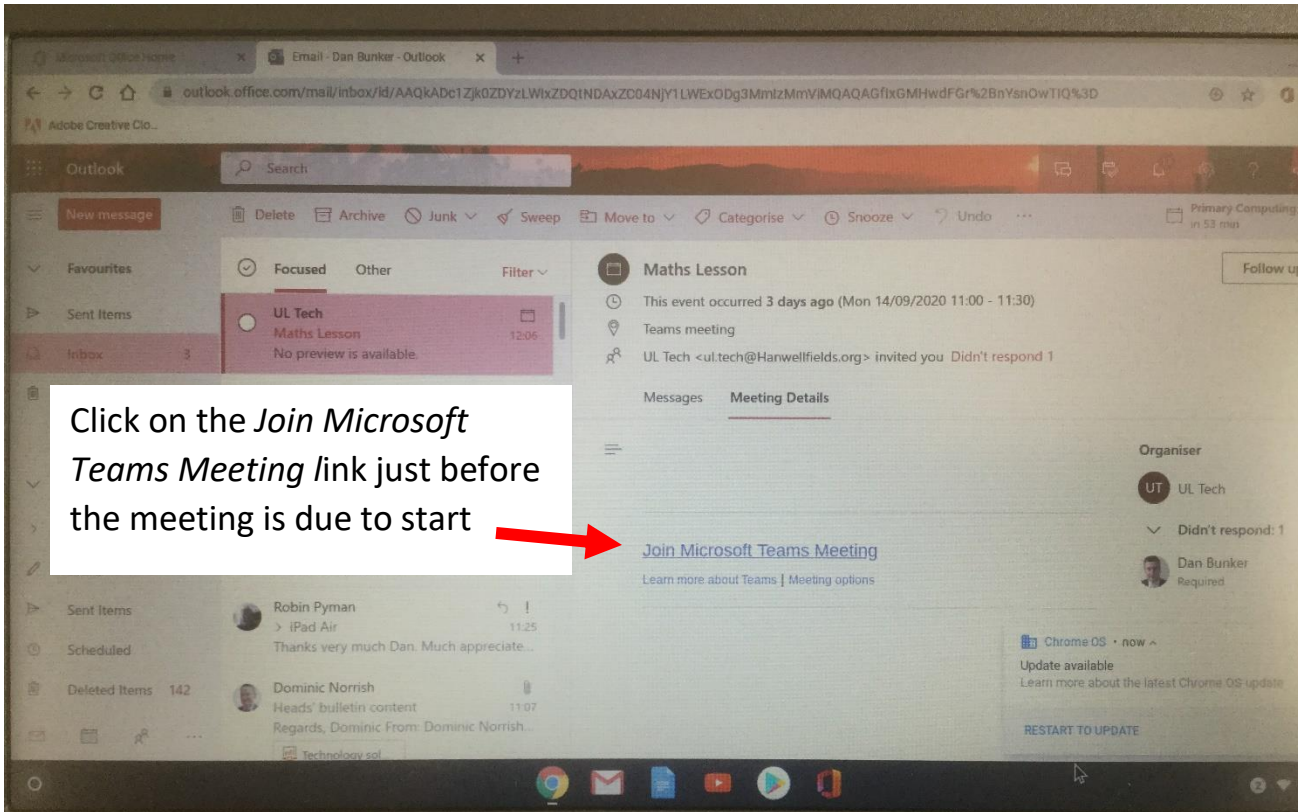
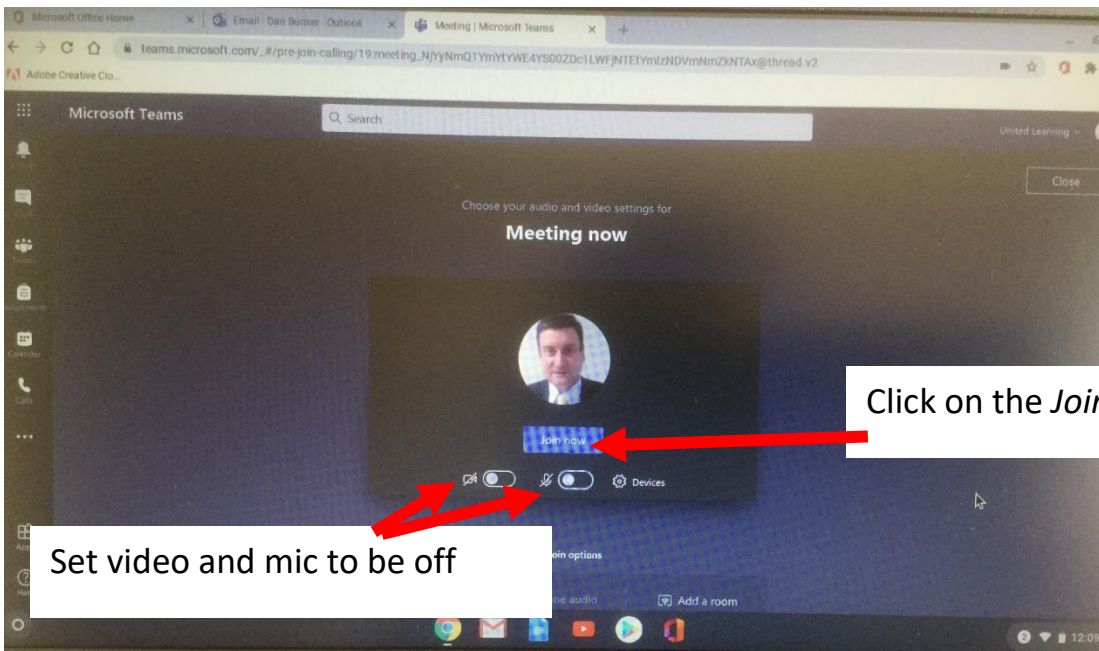


## Chromebook – Accessing Teams Meetings Visual Guide

If you are invited to a Teams meeting by email, then open Outlook and find the invitation link.



Switch off your camera and microphone before joining the meeting



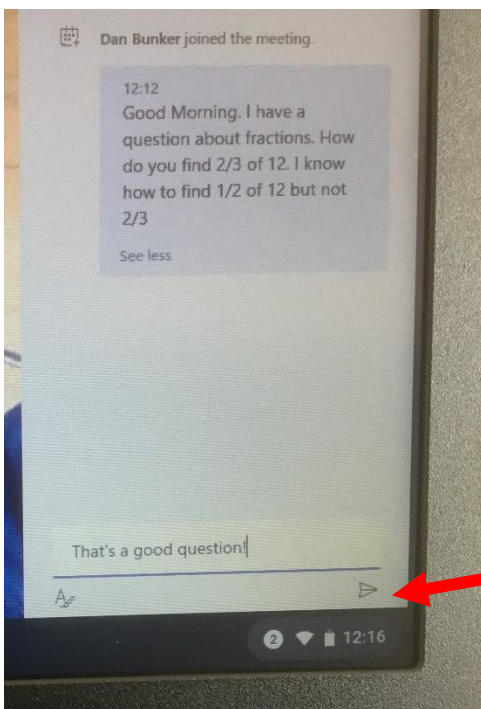
Use the meeting tools appropriately during the call



Hands up – request to speak or when answering a question

Meeting chat – for asking and answering questions

Chat window



Type in questions and answers in the chat window. Click on the arrow to send your comments to the meeting.

Remember to be polite and respectful when using the chat function.

## Video Support

You can access our Chromebook video guides here:

<https://www.youtube.com/playlist?list=PLTGzH9gO0megKz6OUBeAmnc2GwLqRp3i3>

Shot form link: <https://bit.ly/2AGuoMr>