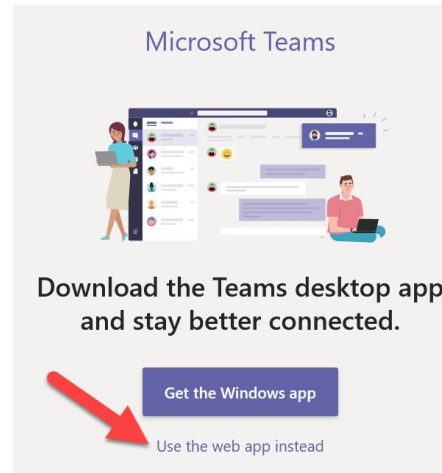


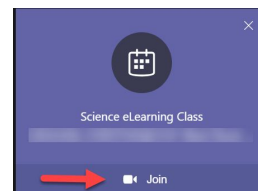
## eLearning Video Tools for Students in Teams

Link to this document: <https://bit.ly/3kY2sWo>

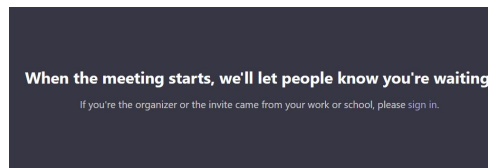
When you click the Focus link for a Team meeting, the window to the right will open. Choose Use the web app instead.



Click the Join button on the bottom to enter the video meeting.



Wait for your teacher to admit you to the meeting.



Teams Meeting Toolbar- The Toolbar will pop up when you move your mouse over the middle of the screen OR when you click on the screen one time.

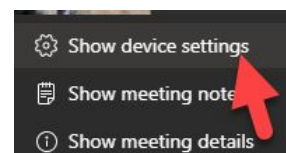


To hide the toolbar, click on the screen away from the toolbar one time.

If you have video or sound problems, click the 3 dots in the middle of the toolbar.

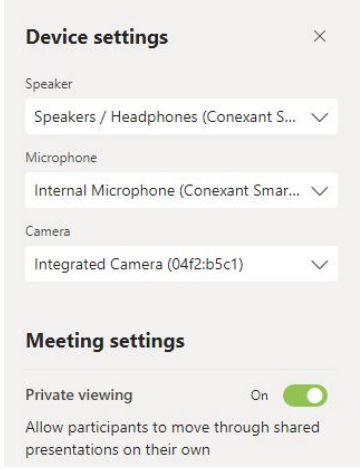
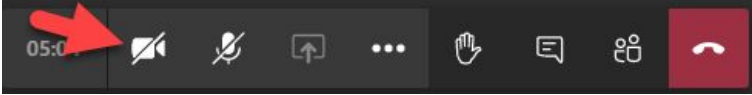
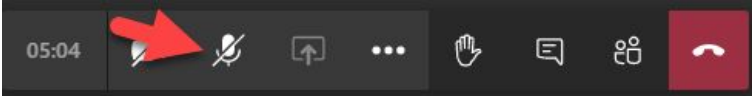
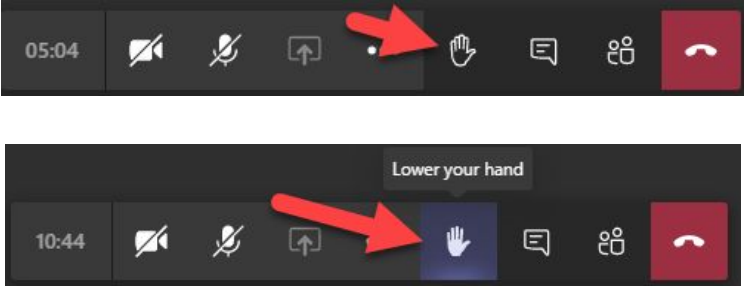
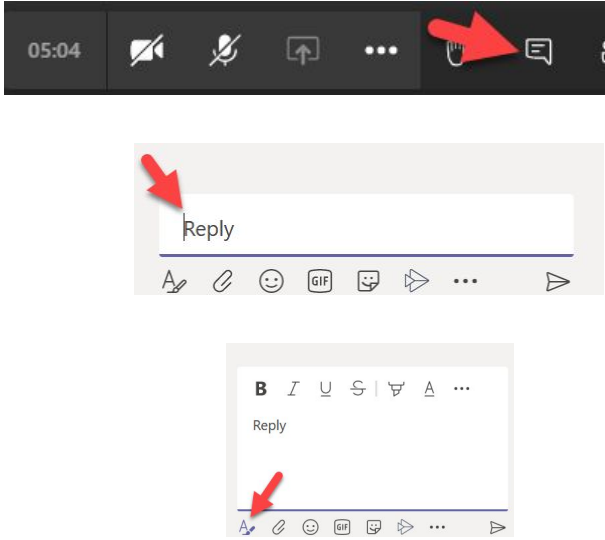


Then click Show Device Settings.



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<p>The settings will open on the right side. Check to make sure you have selected the correct speaker, microphone, and camera that you are using. Use the dropdown arrow to change a device.</p> <p>Click the X in the top right corner to close device settings.</p>	
<p>Click the camera icon to turn your camera on or off.</p>	
<p>Click the microphone icon to mute yourself or turn your microphone on.</p>	
<p>Click the hand icon to raise your hand. It will turn white. Click it again to lower your hand.</p>	
<p>Click the conversation bubble to open the chat window. The chat window will open on the right hand side.</p> <p>Type your message in the Reply box on the bottom of the chat window.</p> <p>Click the A with pencil to open more formatting tools.</p>	

## eLearning Video Tools for Students in Teams

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<p>Click the paper clip to attach a document.</p> <p>Click the arrow or click Enter to send the message to the chat.</p>	 <p>The screenshot shows two parts of the Microsoft Teams chat interface. The top part is a message input area with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, and a red arrow pointing to a paper clip icon. The bottom part is a message input field with the word 'Reply' and a red arrow pointing to a right-pointing arrow icon.</p>
<p>Click the red button to leave the meeting.</p>	 <p>The screenshot shows the Microsoft Teams meeting control bar. It includes a timer showing '19:09', icons for video, audio, screen sharing, and a red arrow pointing to a red button with a white telephone handset icon, which is used to leave the meeting.</p>