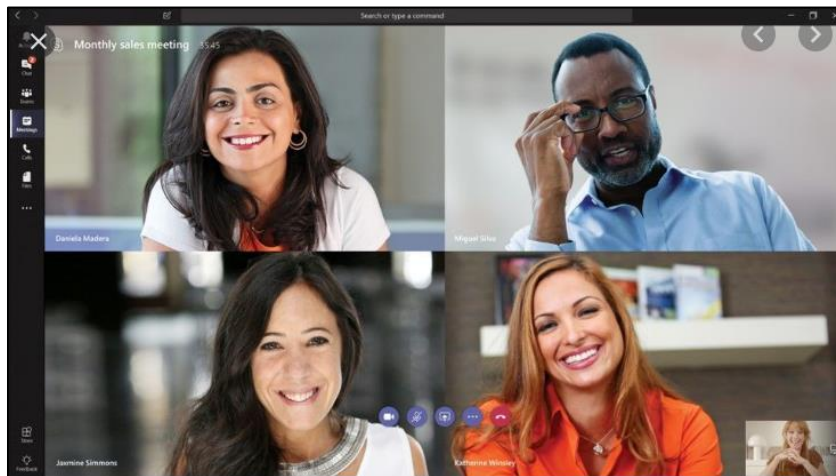




# Manasquan School District Virtual Back to School Night

## Joining a Microsoft Teams Meeting with a GUEST ACCOUNT



### Step 1: Find the teacher's meeting link you would like to join

All teachers' meeting links can be found: [www.manasquanschools.org/mes/backtoschoolnight](http://www.manasquanschools.org/mes/backtoschoolnight)

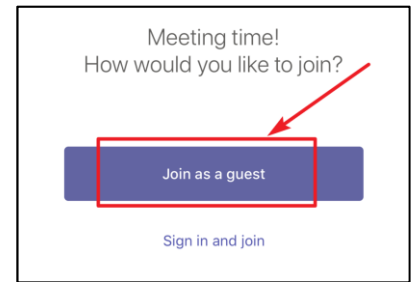
In following your student's schedule, locate the teacher whose meeting you would like to join and click the link to his/her virtual Back to School Night meeting.

Last Name, First Name	Department	Virtual Meeting Link
Anderson, Carol	WL	<a href="#">Join Carol Anderson's Meeting</a>
Badami, Brianna	SE	<a href="#">Join Brianna Badami's Meeting</a>
Basaman, Ryan	MATH	<a href="#">Join Ryan Basaman's Meeting</a>

## Step 2: Choosing how to join the meeting

1) **Download the official Microsoft Teams app.** You may want to install the app on your computer, phone, or iPad.

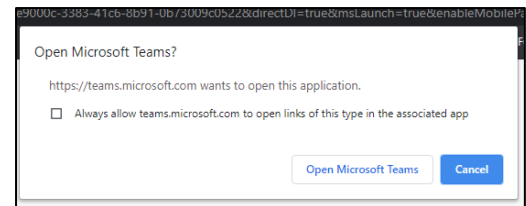
- a. Go to your device's app store and install the official Microsoft Teams app  
**You DO NOT need to create a Microsoft account or sign-in to the app.**
- b. Go back to the Back to School Night website with the virtual meeting links and select the teacher's meeting you would like to join
- c. If prompted, choose to open your Microsoft Teams app and join from there



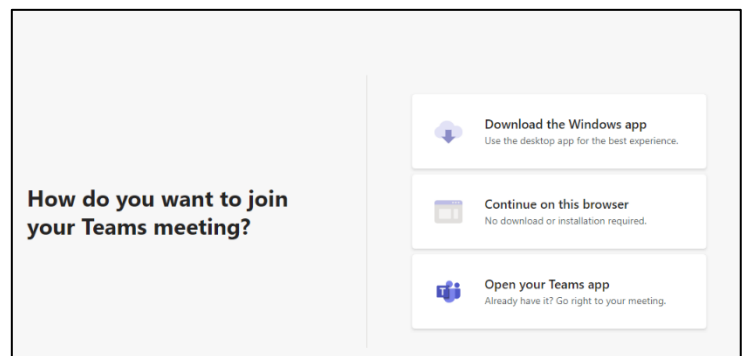
2) **Join on the Web instead.** This will allow you to easily join the meeting in your web browser on your device.

- a. If you choose to join the meeting on the web, you'll have a web-based version of Microsoft Teams.

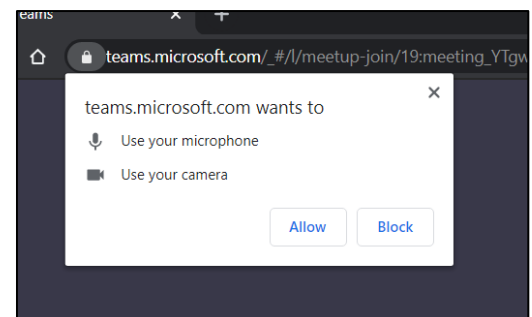
- i. After you click the link, you may be asked to Open Microsoft Teams. You can click "Cancel"



- ii. You will then be prompted to choose how you want to join the meeting, and you will choose "Continue on this browser"



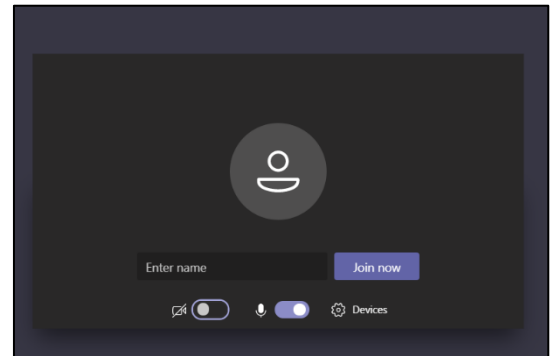
- iii. Your browser will then ask you to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the meeting.



### Step 3: Joining a meeting

Once you've launched Microsoft Teams, you'll have to enter your name and choose your audio and video settings. You can toggle off your microphone or webcam. You also can choose a different device for audio, if needed. Once you're ready, you can click the purple *Join now* button.

**\*\*\*It is strongly recommended that you MUTE YOUR MICROPHONE UPON JOINING THE MEETING to limit unnecessary noise and distractions\*\*\***

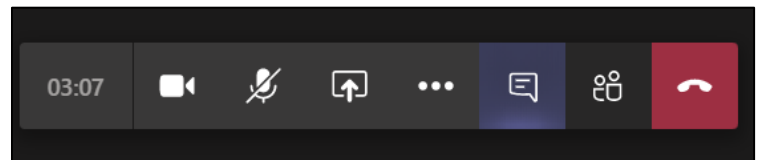


If you have joined the meeting prior to the organizer beginning the meeting. You may be placed in the meeting lobby. Once the meeting begins, you will be automatically admitted into the meeting. Otherwise, you should be able to join and enter meetings that have begun.

### Step 5: Participating in the meeting

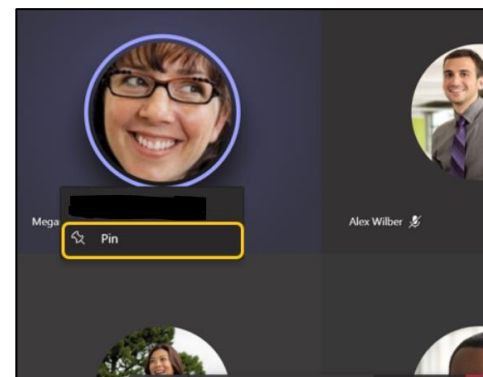
Your call toolbar looks like this:

Here, you can turn your webcam and mic on/off; view your meeting settings and options; or hang up and leave the meeting.



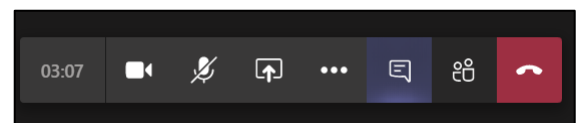
You can "pin" a participant (the teacher/meeting organizer) if you would like to keep their video on your screen and not change as the active speakers change:

*If you right-click in the person's window, you will see the option to Pin them to your screen.*



### Step 6: Leaving a meeting

Once the meeting is over, you can hang-up and leave the meeting by selecting the red hang-up button.



The teacher may also choose to end the meeting for everyone.

At this point, you may find the next teacher whose meeting you would like to join and click the link to join.