

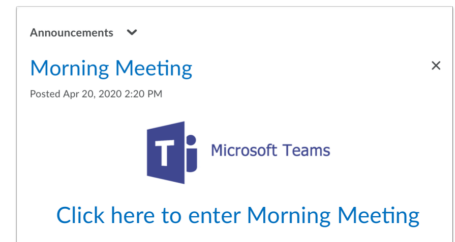
Logging into Microsoft Teams at Home using an iPad

Step 1: Download the Microsoft Teams App



Step 2: Click on the link provided by the Teacher.

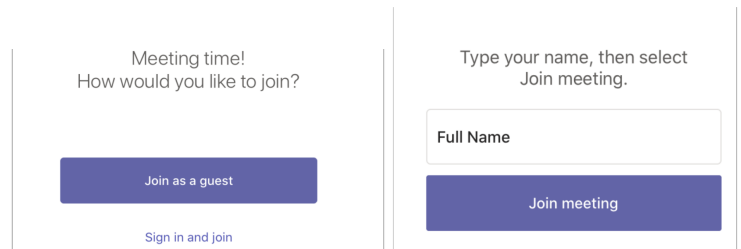
Please join class 2-3 minutes before the scheduled time.



Step 3: Join as a Guest

Click Join as a Guest.

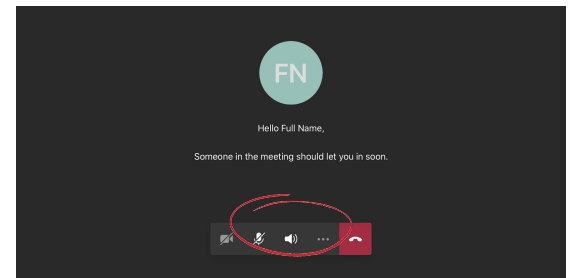
Write your full name in the space provided then click **Join Meeting**.



Step 4: Turn off the Camera and Microphone

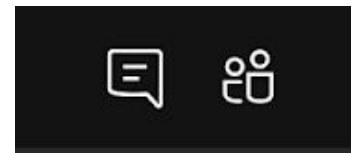
Wait for the teacher to allow you into the meeting.

Please mute the microphone and turn off the camera until the teacher invites you to turn it on.



Step 5: Accessing the Chat

If the teacher asks you to comment in chat, click on the chat icon in the top right corner.



Step 6: Leaving the Meeting

Click on the **Hang Up** button to Leave the Chat.

