

# How to Join Virtual Classes

The following guide will help you to access the class safely and securely.



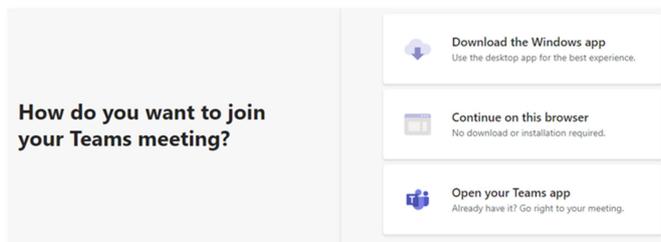
Prior to your first session you will receive an email containing the link to join the class.

***If you have not received the link by 4pm the day prior to your class please contact the team on***



15 minutes prior to the class start date, click on the **Join Microsoft Teams Meeting** link.

A web page will open presenting you with the following choices:



## Download the Windows app

If you decide to download the windows app, follow the on-screen instructions to install it. When it has installed you will join the meeting automatically. In some instances, the firewall settings of your device may ask for authority to allow access to the mic and camera. You should allow it to enable you to be seen and heard during the class.



## Continue on this browser.

If you join on the web, Teams will work with most standard browsers. Joining via the web does not require you to install anything on your device. In some instances, your browser may ask if it's okay for Teams to use your mic and camera. You should allow access to enable you to be seen and heard during the class.



Once you have chosen one of the options above, you will then be prompted to enter your name (as shown below), this will be visible to ALL participants of the class.



You are now in Microsoft Teams waiting to join your session. Be mindful that other participants can hear and see you when you join the session. Please adjust your settings using the controls shown below.

