Instructions on how to utilize Microsoft Teams

**Microsoft Teams App Icon:**

How to Access on your Desktop phone:

How to access on your Cell phone:
Instructions on how to utilize Microsoft Teams

How to use Microsoft Teams Menu: Menu is located on Top Right Hand of Screen.

1) **Green Box: Chat feature**- you can ask questions while session is live.
2) **Blue box: Raise your hand**- Ask questions during the session, once you have been assisted click the hand to undo raising your hand.
3) **Red box**: Closed Caption, Together Mode, background effects (see below)
4) **Yellow Box**: Video Camera On or OFF
5) **Purple Box**: Microphone On or Off
6) **Leave**: Click Leave to end meeting

**Closed Captions and Together Mode: RED BOX**

To be more engaged, join us in the together mode. You can apply background effects and also turn on closed captions.