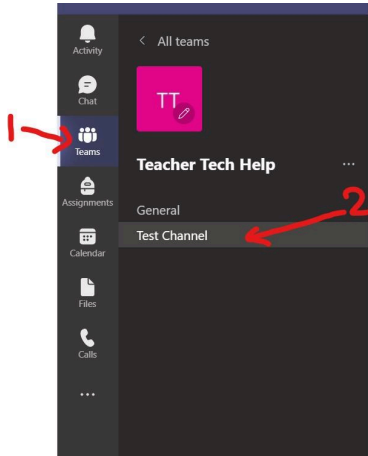




Microsoft Teams Meeting in a Channel



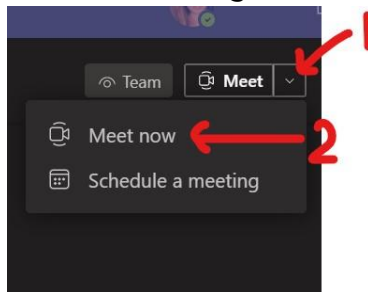
Step One: Go to the Channel



This step is assuming that the teacher has created a channel for you.

- Click the Teams icon in MS Teams and select the Team/class you need to be in
- Directly under the title of the Team/class is a list of Channels. The first one is usually titled "General," and you will select the one the teacher created for you (I do not know what the title will be, but mine says "Test Channel")
 - This should look familiar to you. It is the same screen you see when you go to class in Teams every day... you are normally in the General channel; now you are in the one made for you and your students.

Step Two: Start a Meeting



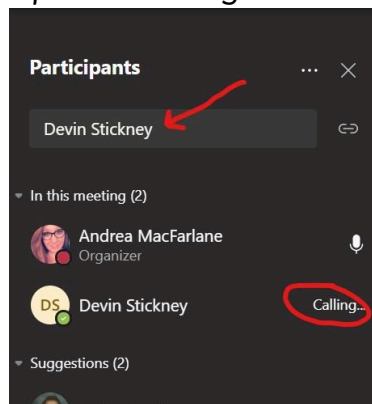
Now that you are in a designated channel, you can start a meeting.

- Find the Meet button in the top right corner and select the carrot/arrow to list your options.
- Select "Meet Now"
 - This will start a meeting in that channel. There is nothing keeping other students from going into your channel, but you should have to admit students that try to get into your meeting.

Step Three: Invite Students to Join You

Now that you have a meeting started, you need to get students into the meeting! You can do this a couple of different ways:

Option 2 Image:



Option 1: Have them find it and join you

- Have your students follow Step One of these instructions
- Once they are in the channel, they will see a button to Join the Meeting
- Have them click it to join

Option 2: Call them into the meeting

- Once you are in the meeting, it should say Invite people to join you, and the participants list will be open to the right. If it is not open, click the Participants icon in the top menu
- Type a student's name or MSA email address where it says Type a name
- This will "call" the student into the meeting and they will click Join