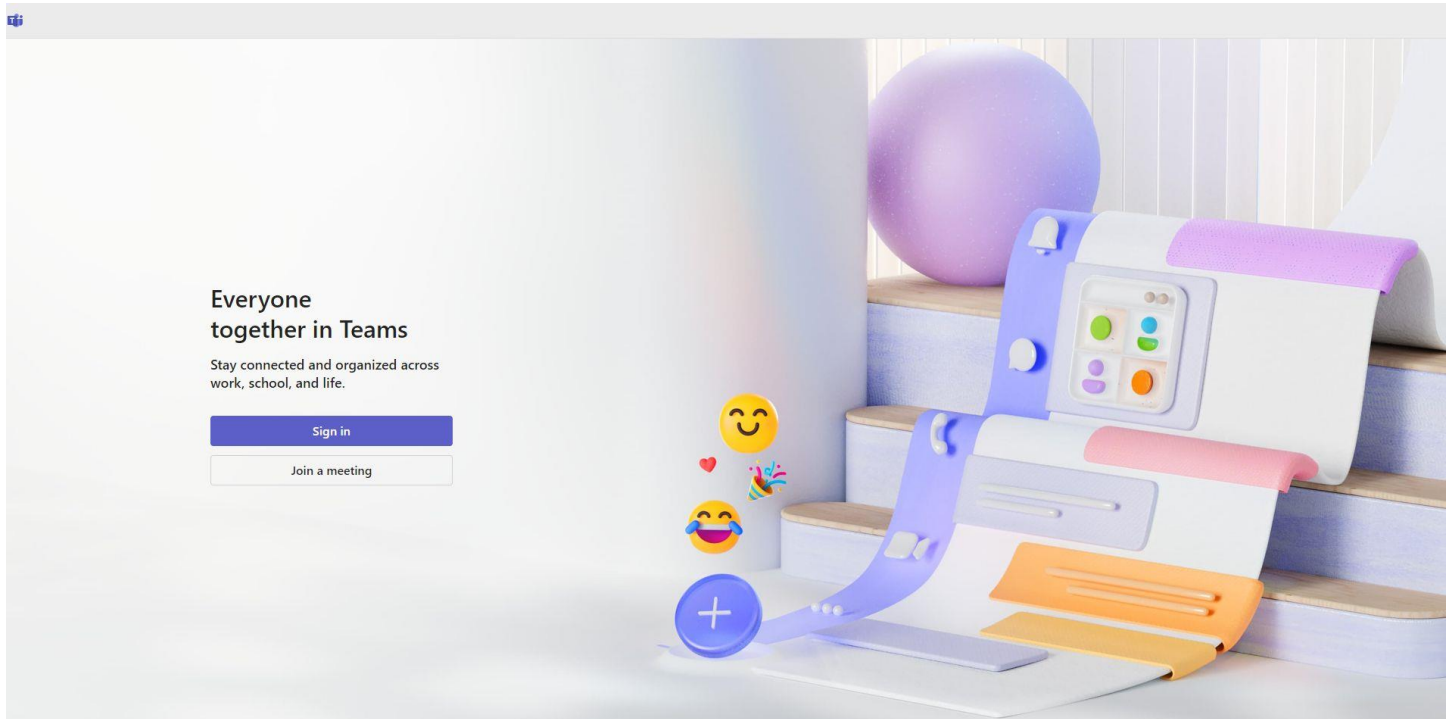


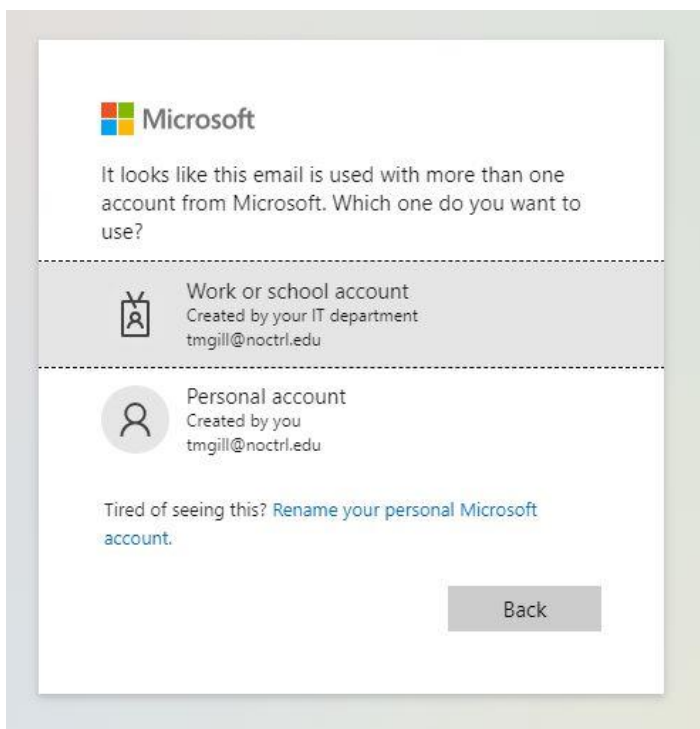
# How to use Teams Online for Video Meetings

Go to <https://teams.microsoft.com> on a web browser.

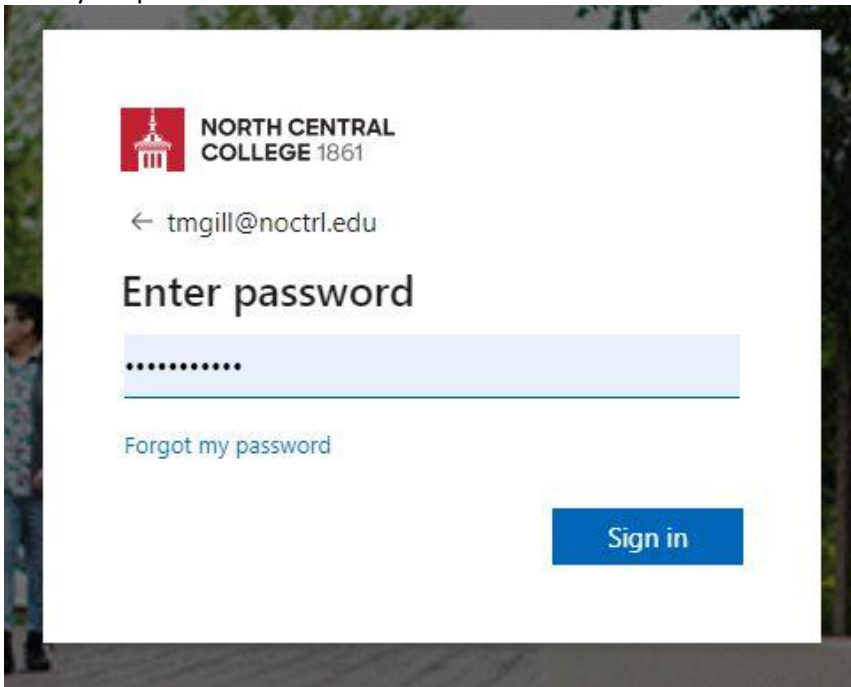
click on “Sign In”




Enter your North Central College email address, then Choose “Work or school account” when the window appears.



Enter your password



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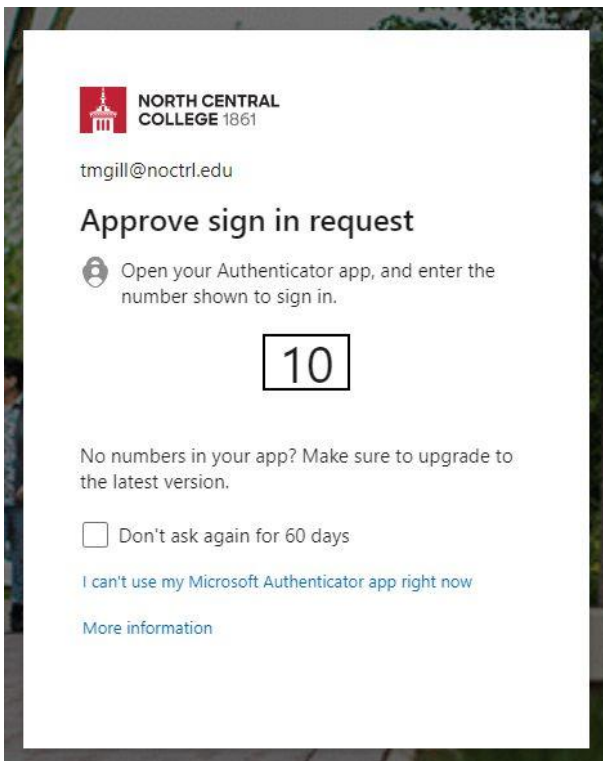
## Enter password


.....

[Forgot my password](#)

[Sign in](#)


Once you click “Sign in” you will be prompted to use your cellphone to authenticate your account. The window below will appear on the computer screen:



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## Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

**10**

No numbers in your app? Make sure to upgrade to the latest version.

Don't ask again for 60 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

On your smartphone, type in the number that is displayed in the center of the window that appears on your computer screen. Then follow the prompts on your phone. Once the correct information is entered, the computer will automatically change to the Teams app.

You can place a check mark next to “DON'T ASK AGAIN FOR 60 DAYS” and you will not need to take this step each time you log in.



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## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

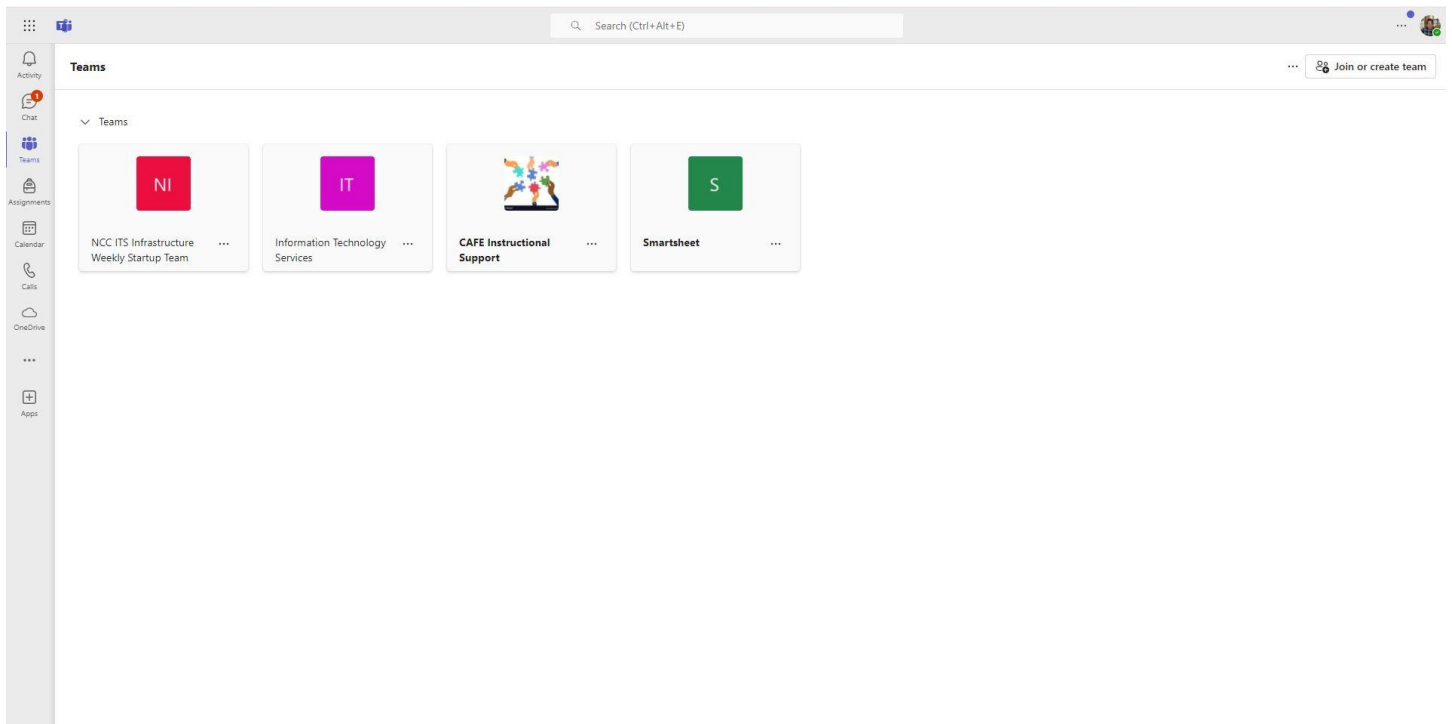
Don't show this again

No

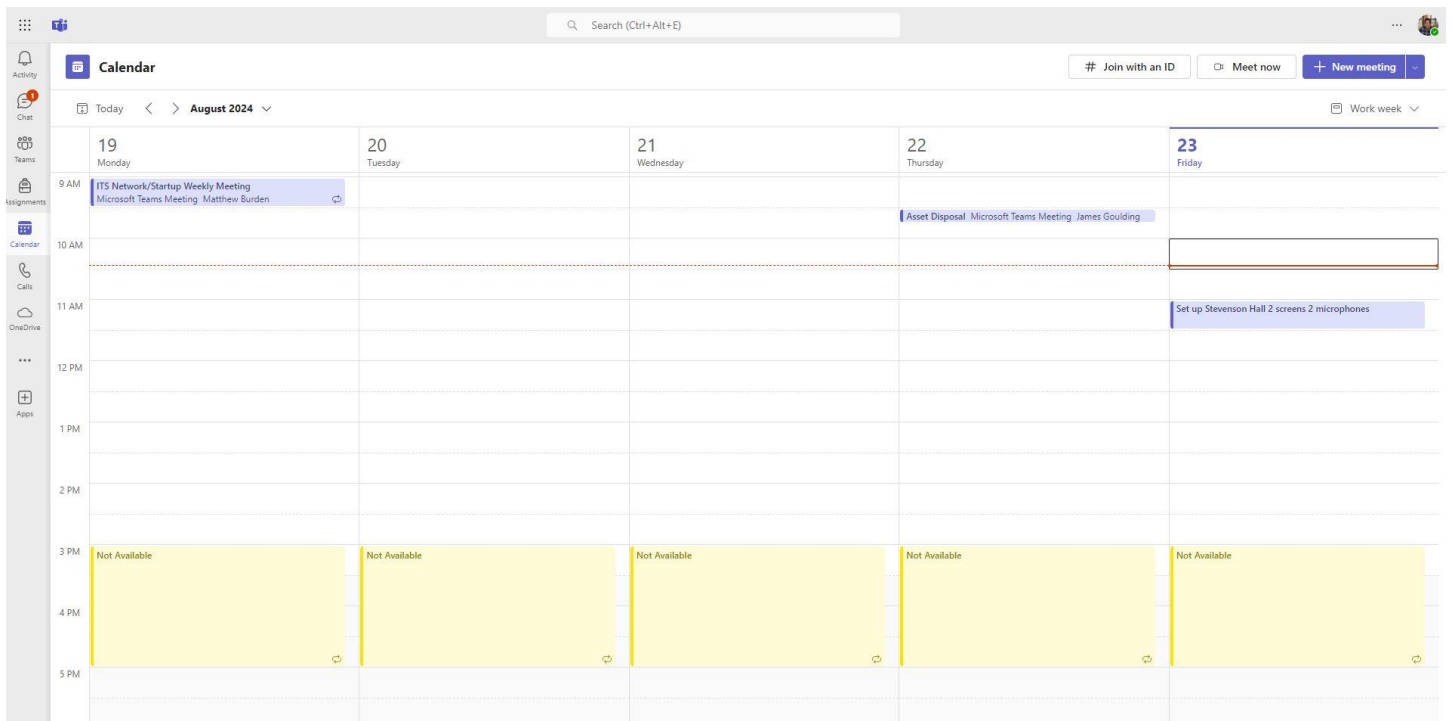
Yes

You can click YES to save your credentials on your computer. This can save you from logging in each day. DO NOT click this if you are using a public computer.

The Teams screen appears after a moment or two.



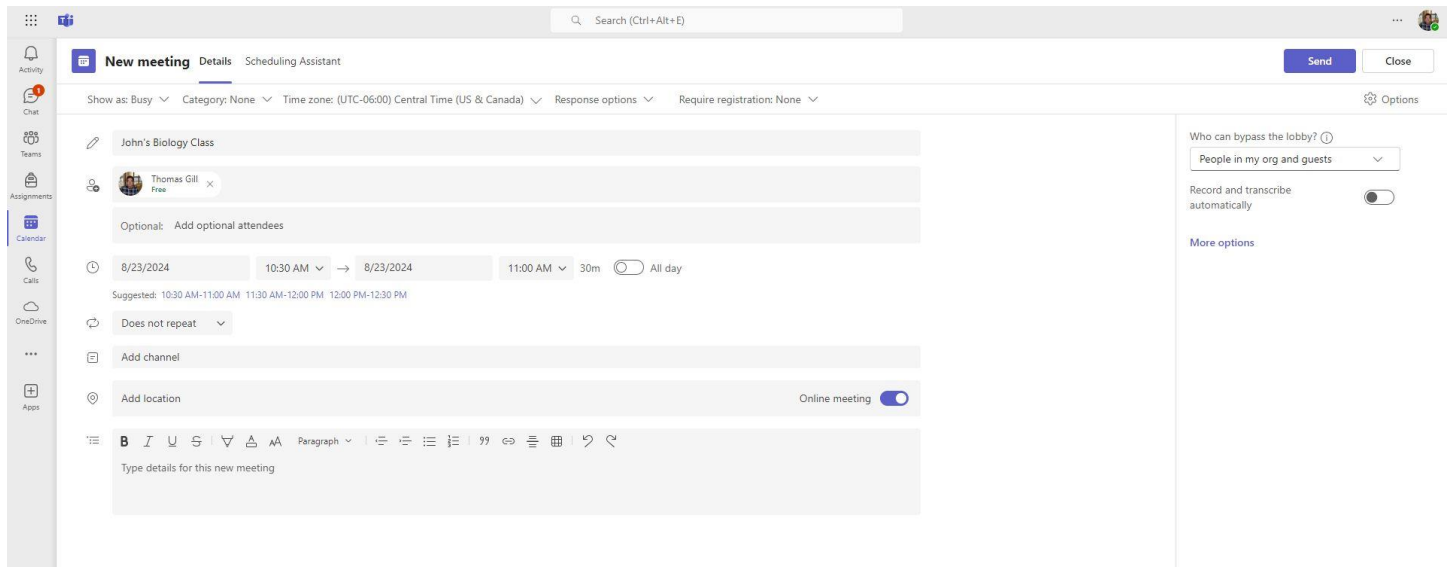
On the left side of the screen, choose CALENDAR to view your Teams calendar. This is where you can join a meeting, or create a meeting.



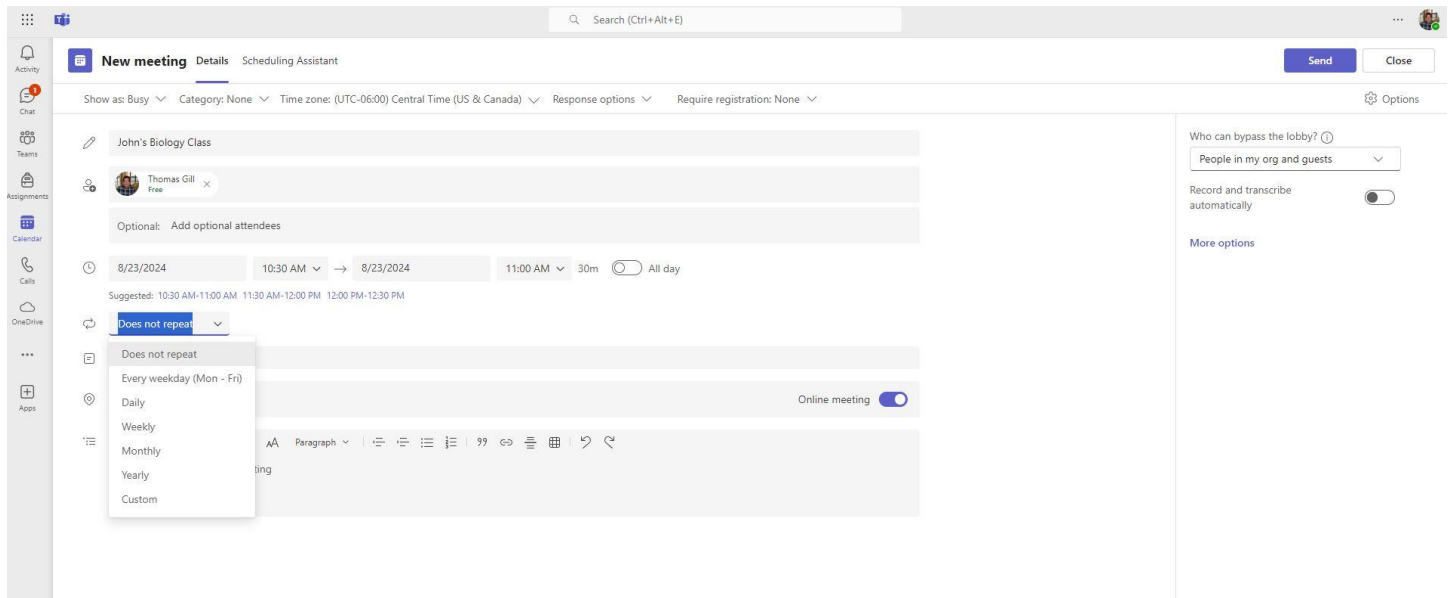
To create a new meeting, click the blue "+NEW MEETING" button at the top right of the page.

The New Meeting window below appears. Here you can schedule a new Teams meeting.

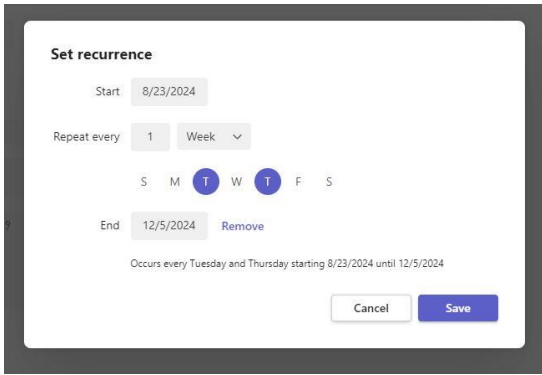
First, by the pencil icon, click on the “add title” field and add a title for the meeting – probably the class, such as BIO 200. Then add a participant by typing their email address in the “add required attendees” field. A list of people will appear below as you type. Select the desired person.



If you wish for the meeting to repeat, select the dropdown box beneath the date field. Choose “Repeat weekly” to have the meeting on the calendar each week – same day, same time. You may need to create a meeting for each class day – for example a repeating meeting for Tuesdays and a second meeting for Thursdays



A window will appear where you can enter the recurrence information.



**Set recurrence**

Start: 8/23/2024

Repeat every: 1 Week

S M **T** W **T** F S

End: 12/5/2024 Remove

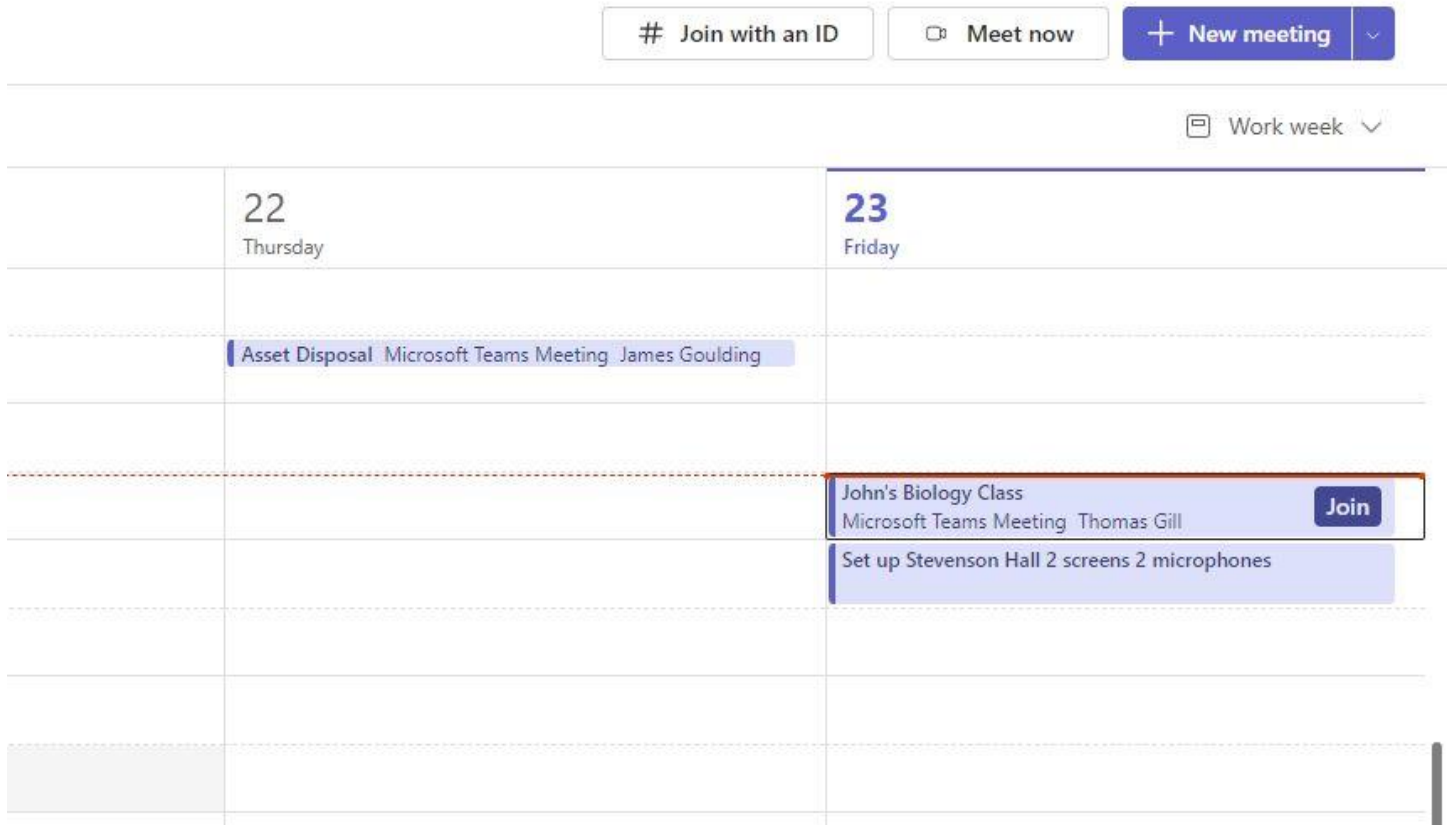
Occurs every Tuesday and Thursday starting 8/23/2024 until 12/5/2024

Cancel Save

Click on the letters for the day of the week to choose which days the class will meet. Then enter the end date.

Click "SAVE"

Now your calendar will display on screen and will show the meetings at the correct date and time .



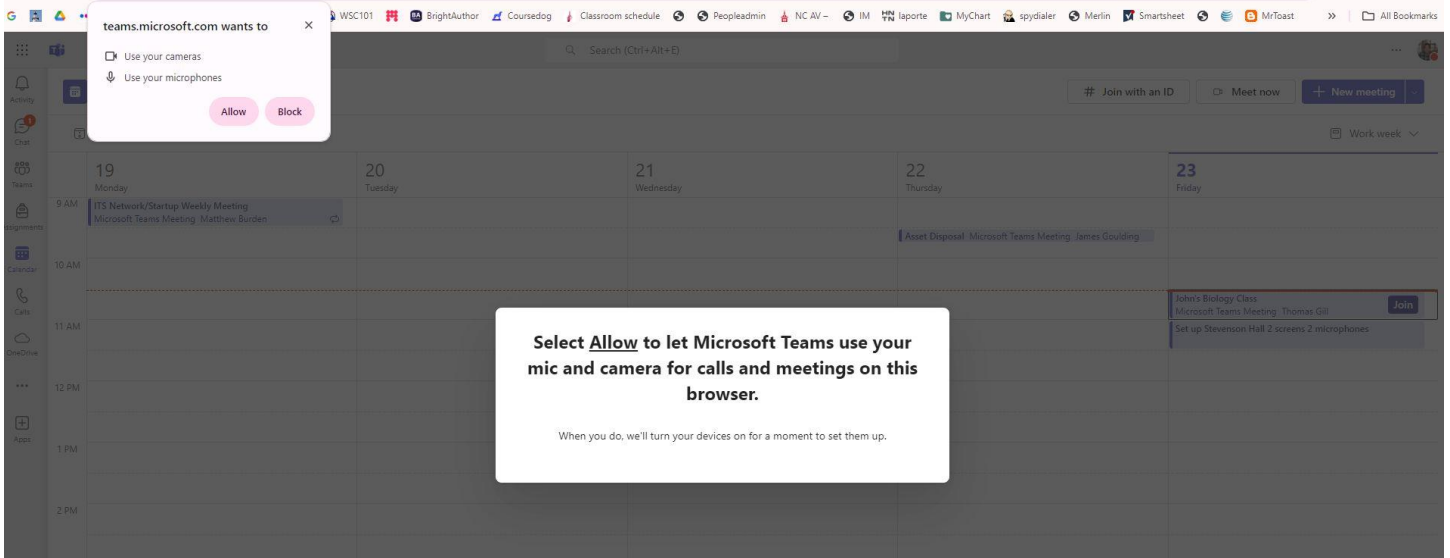
# Join with an ID Meet now + New meeting

Work week

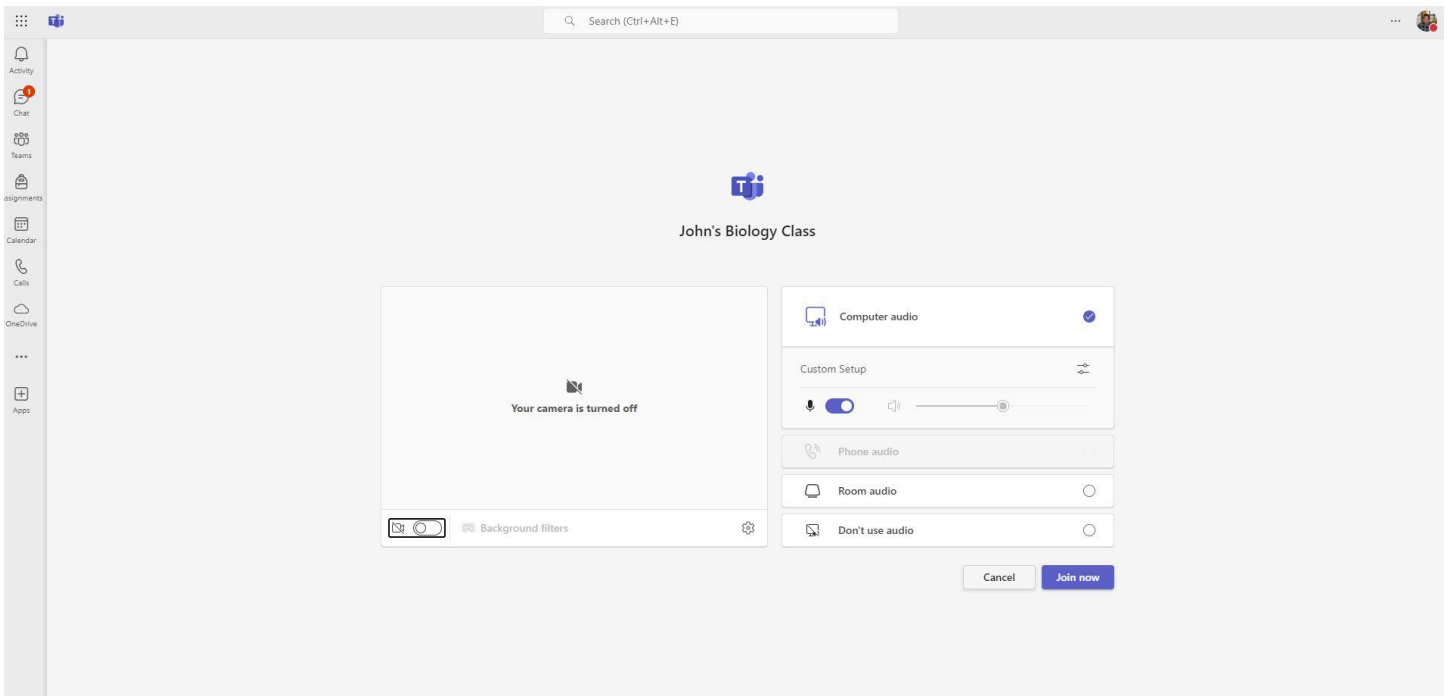
22 Thursday	23 Friday
Asset Disposal Microsoft Teams Meeting James Goulding	
	John's Biology Class Microsoft Teams Meeting Thomas Gill <b>Join</b>
	Set up Stevenson Hall 2 screens 2 microphones

To start the meeting, simply navigate to the correct day and time, and click "JOIN"

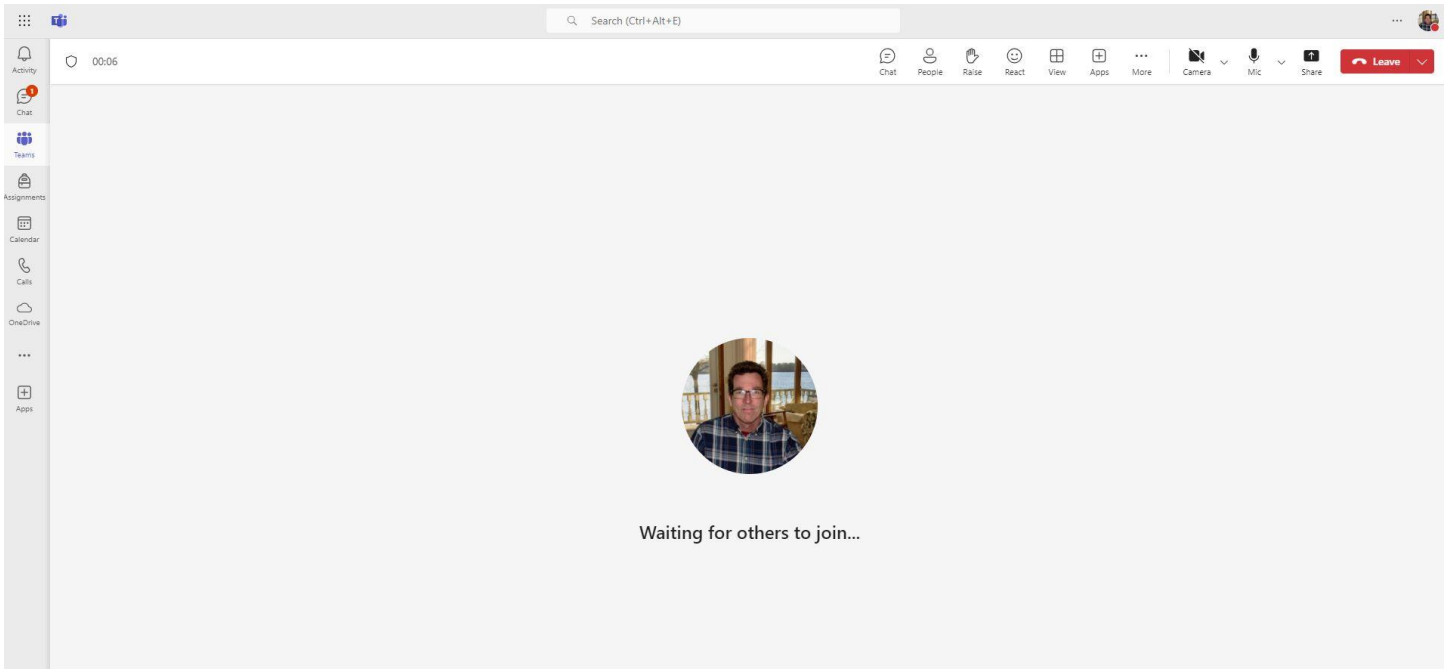
You may be asked by your browser to allow the use of your camera and microphone. Click “ALLOW”.



Your screen will show a brief overview of the meeting. Just click “JOIN NOW” at the bottom right of the screen.



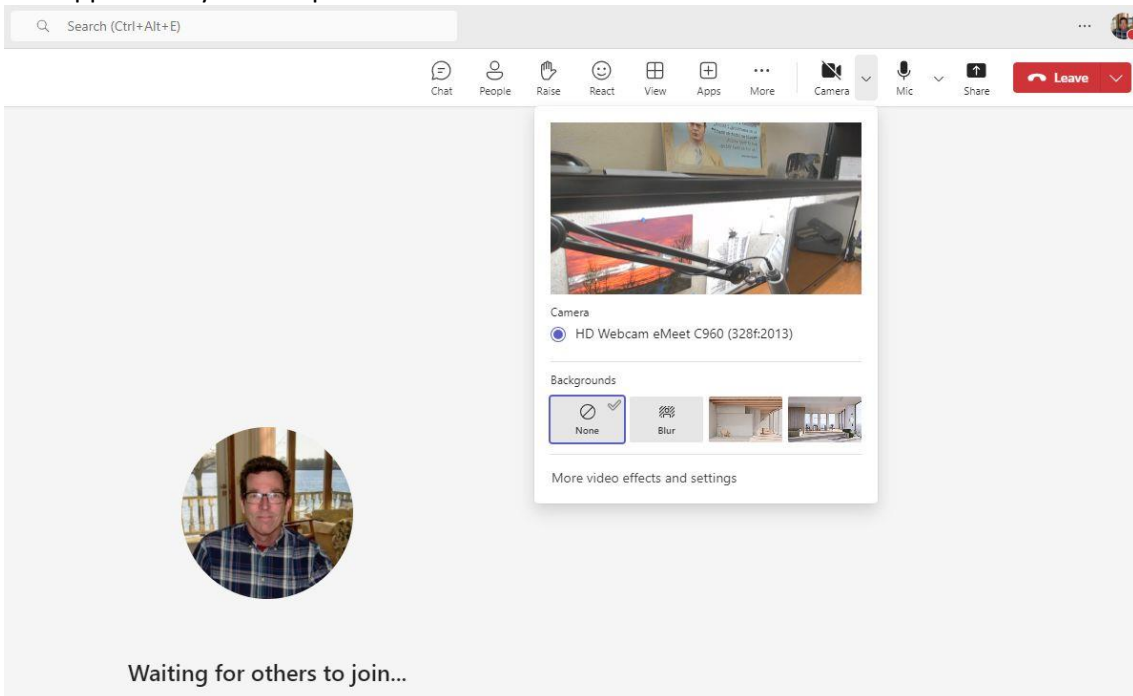
The meeting will begin in a few seconds. Once the meeting begins, the remote person will see a prompt and be able to join the meeting from the classroom computer.



Your screen will change showing your meeting began. Once someone else joins, you will see their icon in the center of the screen.

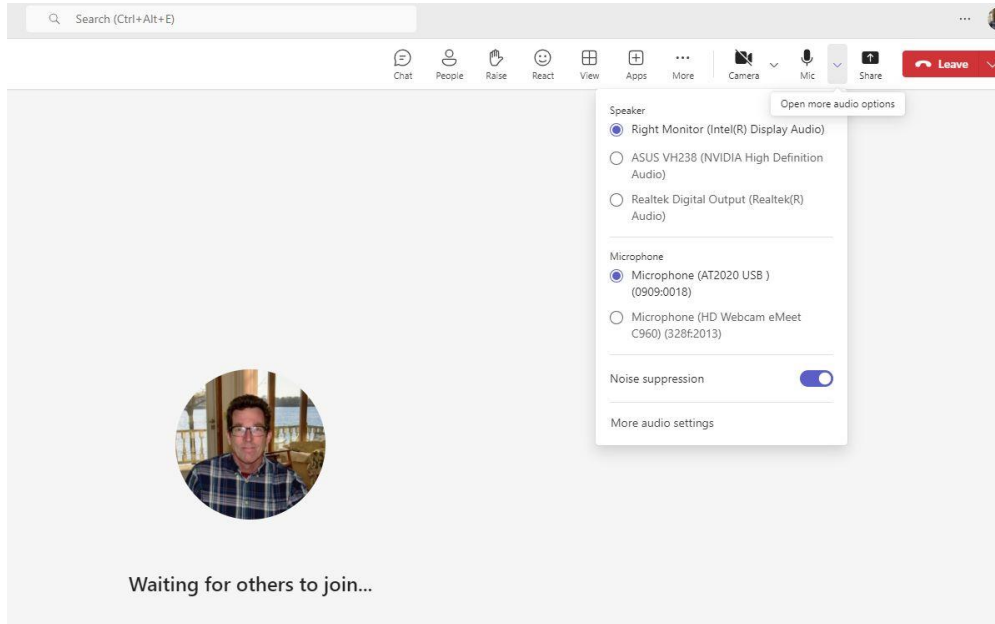
To make certain you are using the correct microphone and webcam, click on the arrows next to the camera icon and the microphone icon. A menu will appear allowing you to choose from the devices that are currently connected to your computer.

Below shows the camera options – these will differ on each computer, so choose the one you wish to use from the list that appears on your computer.



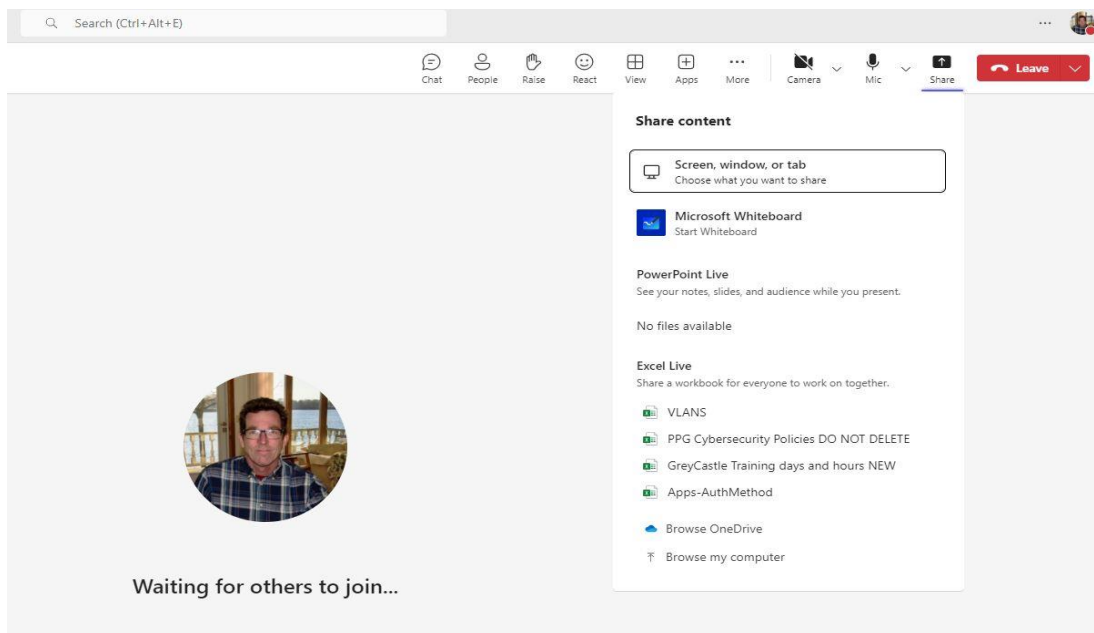


Below, see the choices for speaker and microphone when you click the arrow next to the microphone icon. Each computer is different, so choose the speaker that works for your individual computer, and choose the microphone you wish to use.



If you wish to share your computer screen with the remote people, you may click on the “SHARE” icon at the top of the screen, toward the right side. This allows you to show images, videos, or any other computer data to the remote people.

When you click on the icon, a menu drops down. Here, you may select the screen, window, or tab you wish to share with the students. The options will appear under the words “share content” simply click on the desired selection and it will be seen by all.



To end the share, there will be a “stop sharing” button at the top of the screen. Simply press that to stop sharing your screen.

To end the meeting, click the red “LEAVE” button at the top right of the screen.