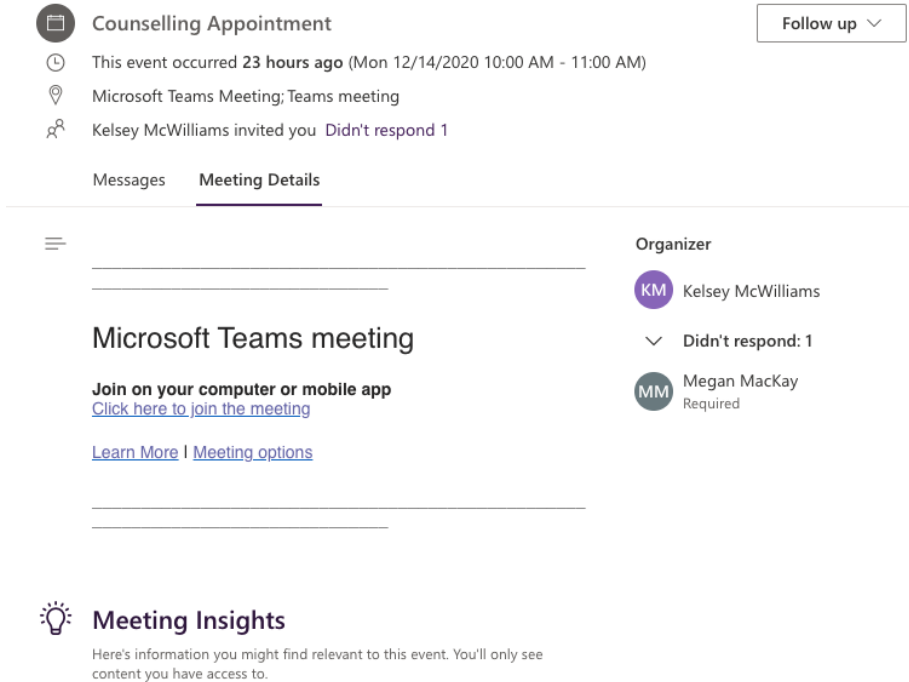


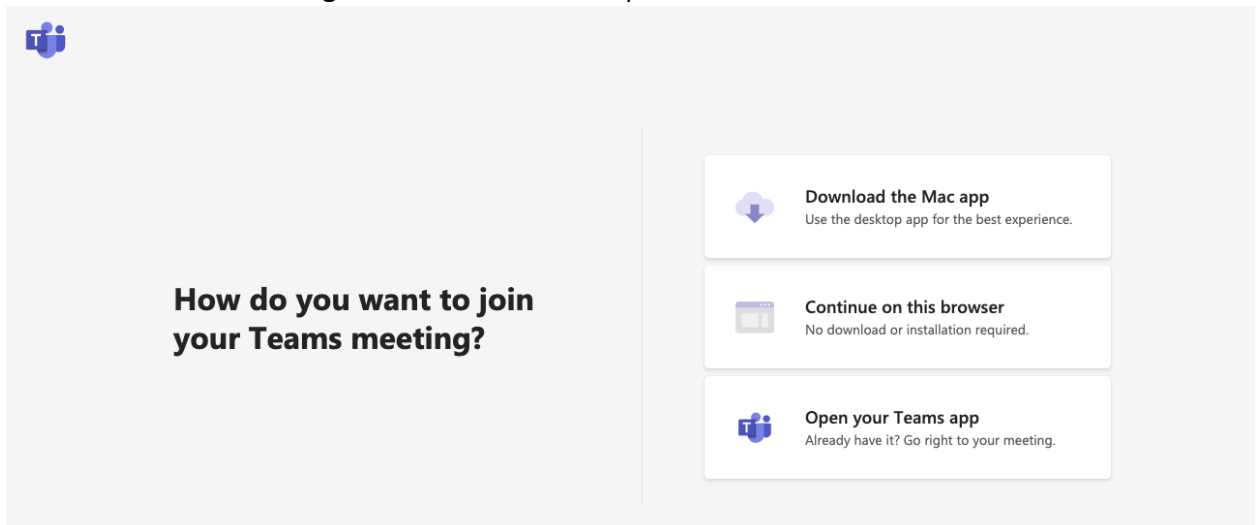
## Using Microsoft Teams for a Student Wellness Services Appointment

1. You will receive an email from your counsellor or Student Support Advisor that looks like a meeting request. Click on the purple link that says **“Click here to join the meeting.”**



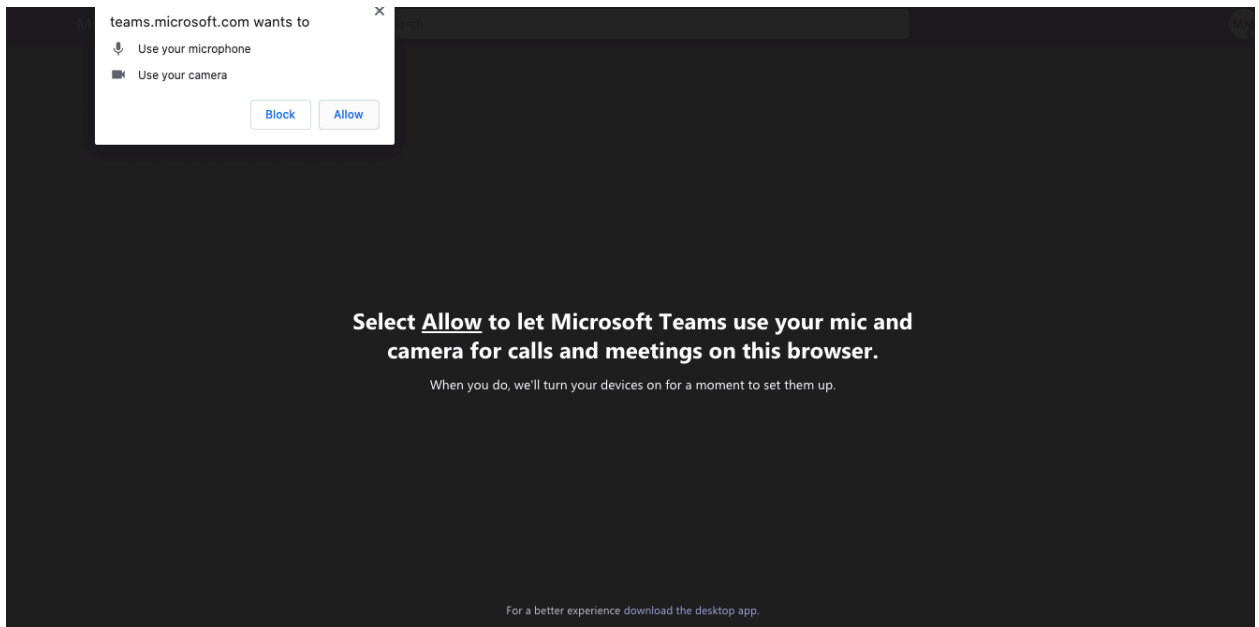
The screenshot shows an email interface for a meeting titled "Counselling Appointment". At the top right is a "Follow up" button with a dropdown arrow. Below the title, there are three lines of information: a clock icon indicating the event occurred 23 hours ago on Mon 12/14/2020 from 10:00 AM to 11:00 AM; a location pin icon for "Microsoft Teams Meeting; Teams meeting"; and a person icon indicating "Kelsey McWilliams invited you" with "Didn't respond 1". Below this is a navigation bar with "Messages" and "Meeting Details" (the latter is underlined). The main content area has a hamburger menu icon on the left and an "Organizer" section on the right. The organizer section lists "Kelsey McWilliams" (with a KM icon), "Didn't respond: 1" (with a dropdown arrow), and "Megan MacKay" (with an MM icon) who is "Required". The main text area contains the title "Microsoft Teams meeting", a bold instruction "Join on your computer or mobile app", a purple link "Click here to join the meeting", and a blue link "Learn More | Meeting options". At the bottom, there is a "Meeting Insights" section with a lightbulb icon and a sub-header "Meeting Insights", followed by a paragraph: "Here's information you might find relevant to this event. You'll only see content you have access to."

2. An options menu will pop up asking you how you would like to connect to your Microsoft Teams meeting. Click on the middle option: **“Continue on this browser.”**



The screenshot shows a dialog box with the Microsoft Teams logo in the top left corner. The main heading is "How do you want to join your Teams meeting?". On the right side, there are three white rectangular buttons with rounded corners, each containing a small icon and text. The first button has a blue download icon and the text "Download the Mac app" with the subtext "Use the desktop app for the best experience." The second button has a blue browser icon and the text "Continue on this browser" with the subtext "No download or installation required." The third button has a blue Teams app icon and the text "Open your Teams app" with the subtext "Already have it? Go right to your meeting."

3. A web browser version of Microsoft Teams will open, it may ask you to allow permission to your camera and microphone. Click the **Allow** button.



4. Once you have allowed permission, you should see a preview of your camera and microphone settings. Hit the **“Join now”** button to connect to the meeting.

