Accessing a Live Virtual Class
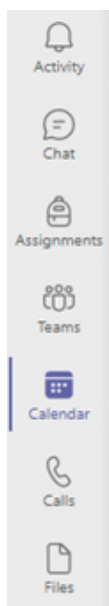## Using Microsoft Teams on a **Windows Device**
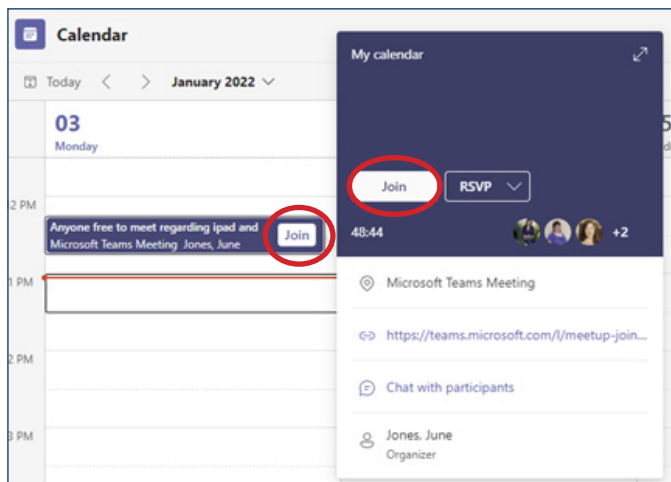
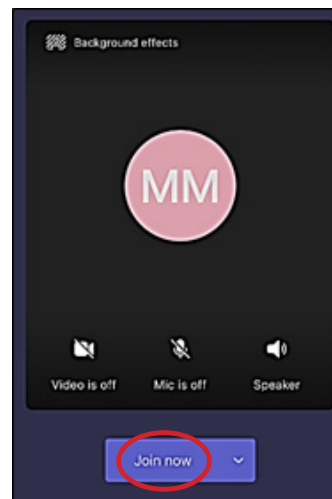**1** Open the **Teams App.**

2 On the left sidebar, select the **"Calendar"** Icon.

3 Click on the current meeting and select **"Join."**

4 Click the **"Join now"** button.

5 During the meeting, use the toolbar to interact with the teacher.

1. *View participants*
2. *Chat panel*
3. *Raise hand/reactions*
4. *More actions*

5. *Enable or disable video*
6. *Mute or unmute*
7. *Share screen*
8. *Hang up call*