CHC

Teams Online Meetings – Staff and Students
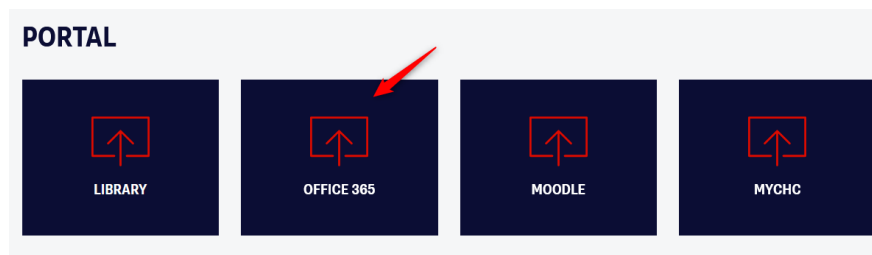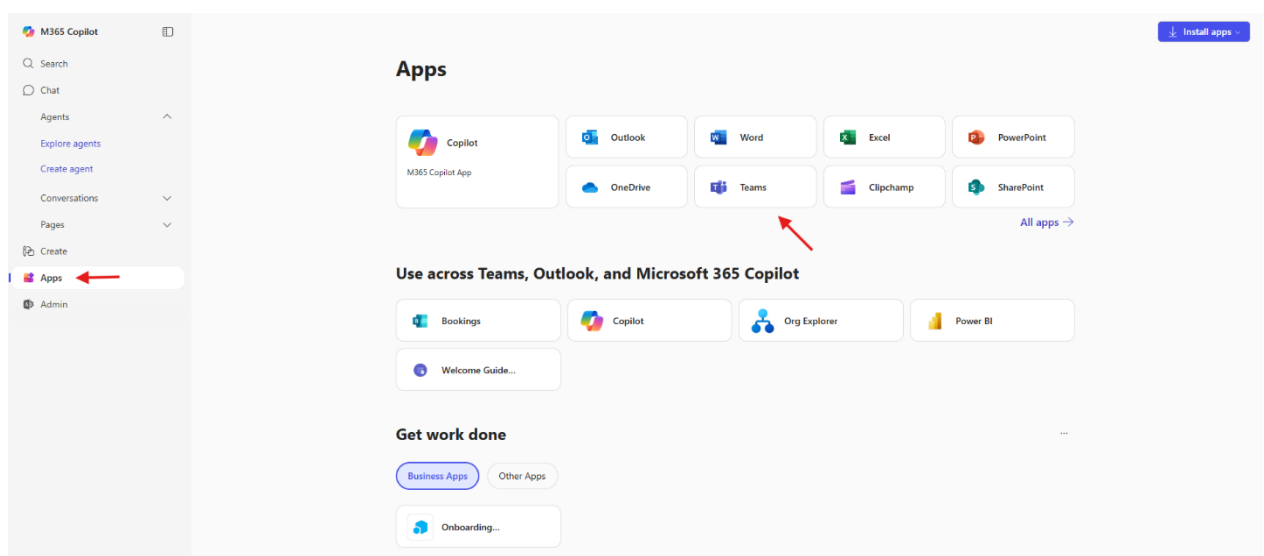
Contents

Please use devices such as webcam, headset, earphone with microphone for a better online meeting experience.

1. Accessing Microsoft Teams Online

1. Log in to your CHC Office 365 account via www.chc.edu.au, click on the **Portal** link and then **Office 365** button.
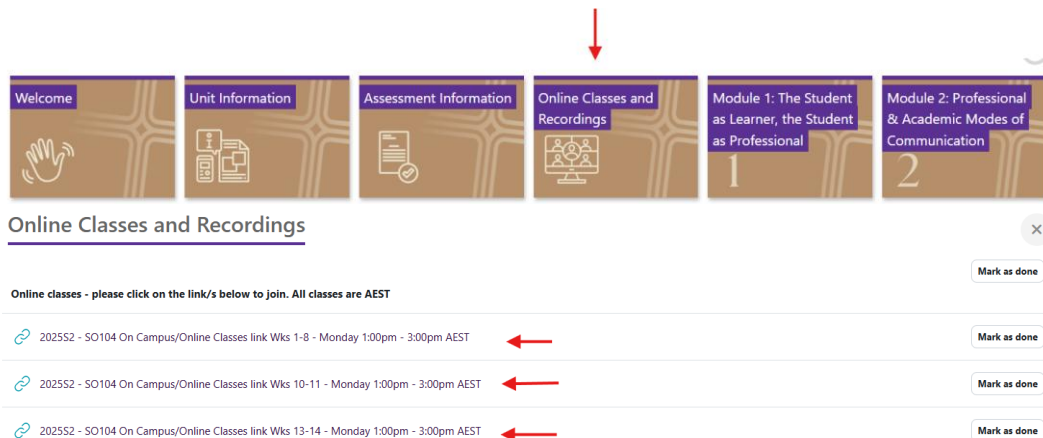

2. Once you logged in, click on **Apps**, select **Teams**.
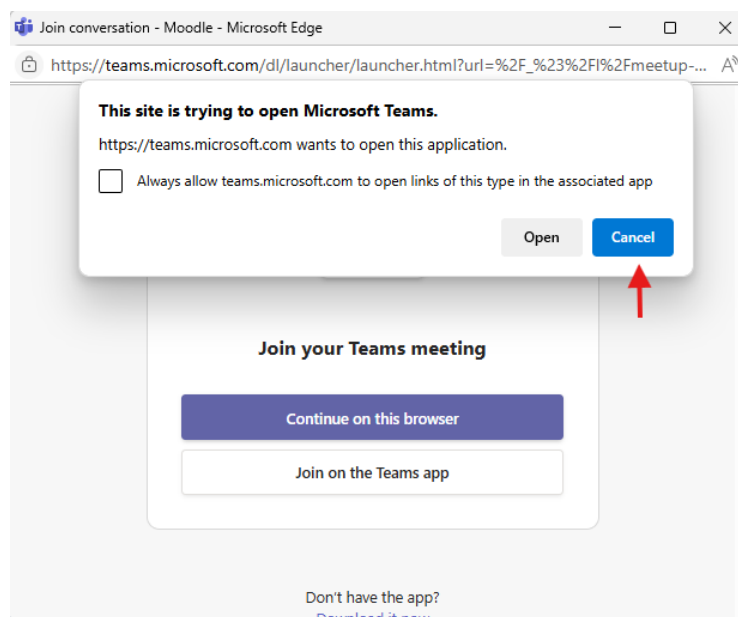
2. Joining a Teams online meeting

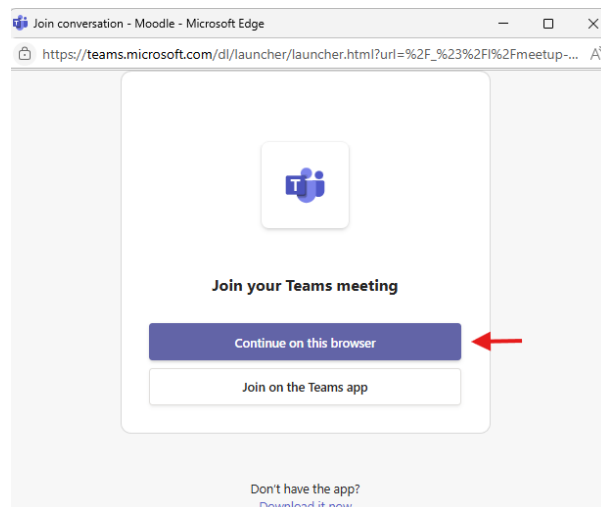### a. *Joining an online class*

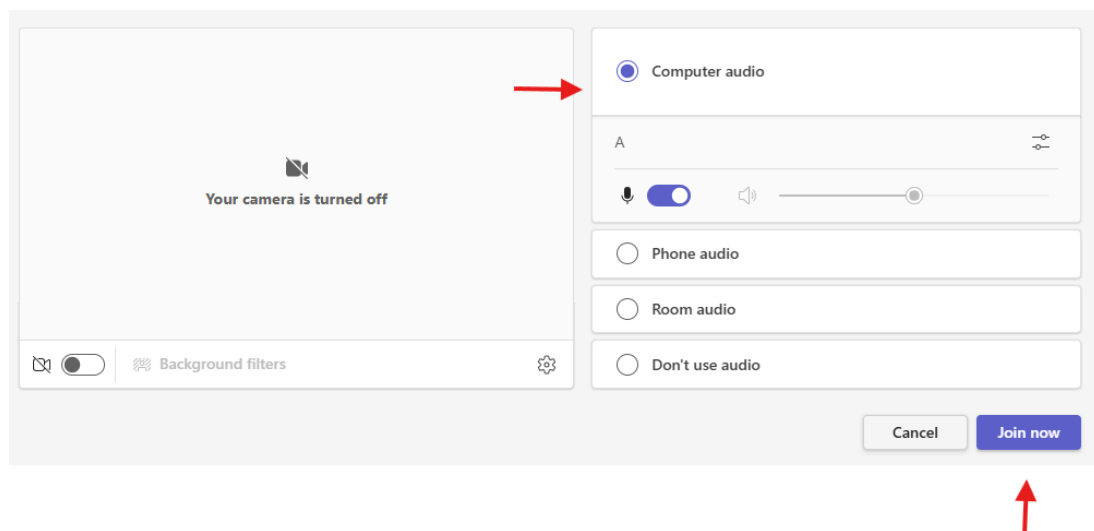1. Go to Moodle and find your Unit.

b. *Joining a Teams meeting*

1. Select **Cancel** as Students should be joining on the **Teams Web App** not the Physical Teams App.

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2. Select **Continue on this Browser** this will open up an additional page.


2. When you are ready to join the meeting, select **Computer Audio** then click **Join now**.


3. If you are the meeting organiser, you may need to admit the other participants if they are signing in as guest users (external users). Click **Admit**.

4. Wait until all the other participants join to start the meeting.
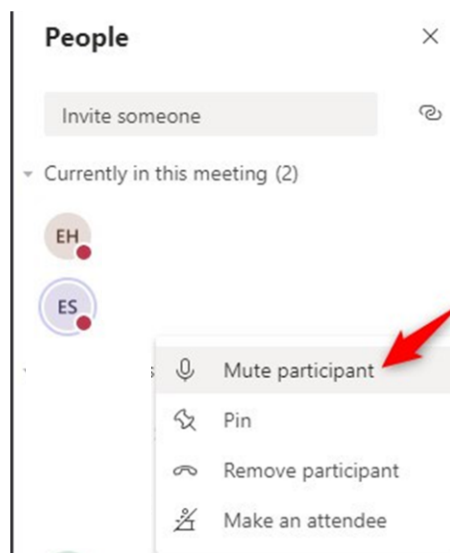
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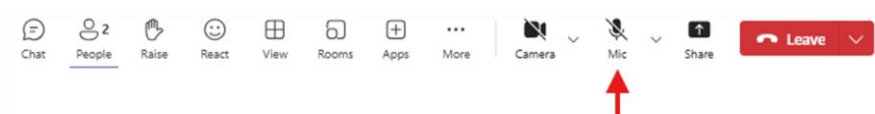5. You can mute the participants. Click on the **People** icon.
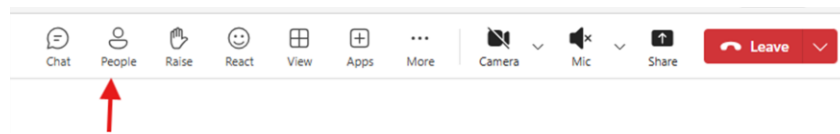
6. Click on the **three dots** next to the participant (you will need to hover your mouse over to show the three dots)
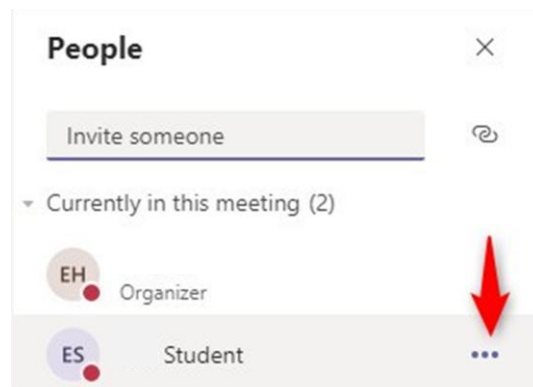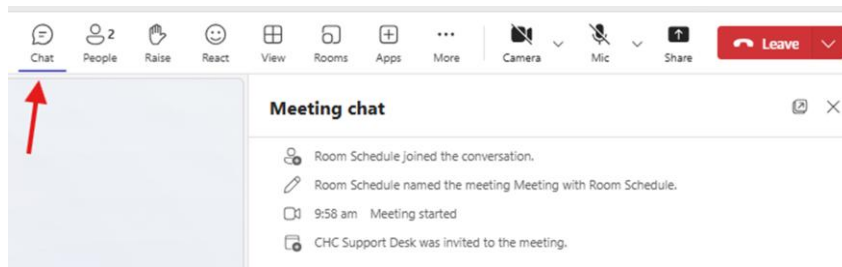

7. Select Mute participants.

NB: The participants can mute their microphones themselves by clicking on the microphone icon on the meeting controls.

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8. To show and use the Meeting Chat, click on the **Chat** icon.

9. After finishing your online meeting, click on the red phone receiver icon to close the meeting window.

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