

Teams Online Meetings – Staff and Students

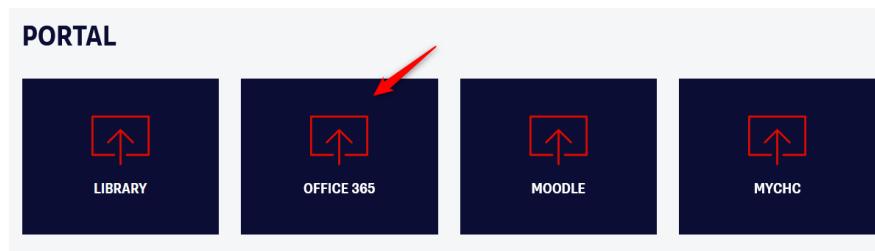
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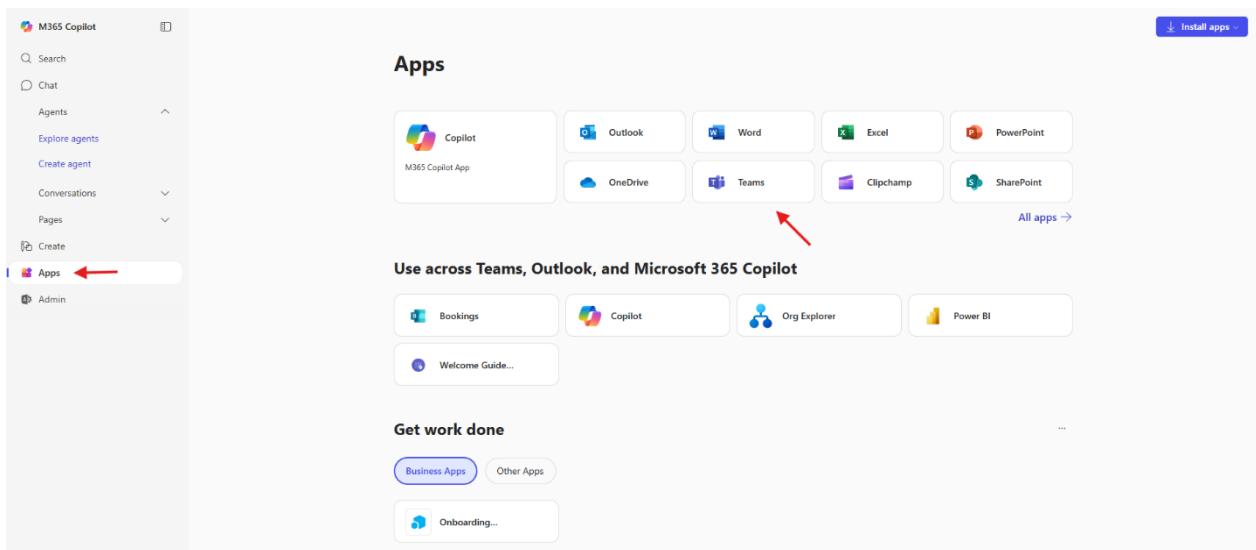
Please use devices such as webcam, headset, earphone with microphone for a better online meeting experience.

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.



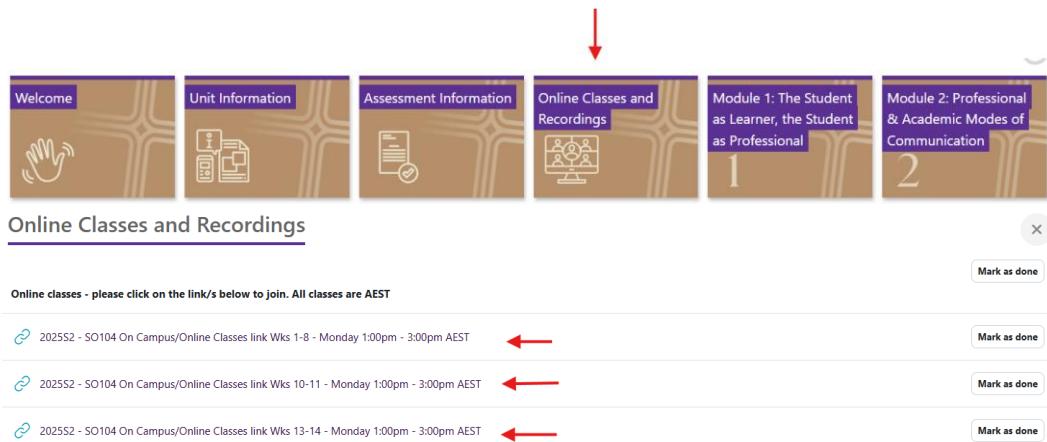
2. Once you logged in, click on **Apps**, select **Teams**.



2. Joining a Teams online meeting

a. Joining an online class

1. Go to Moodle and find your Unit.



Online Classes and Recordings

Online classes - please click on the link/s below to join. All classes are AEST

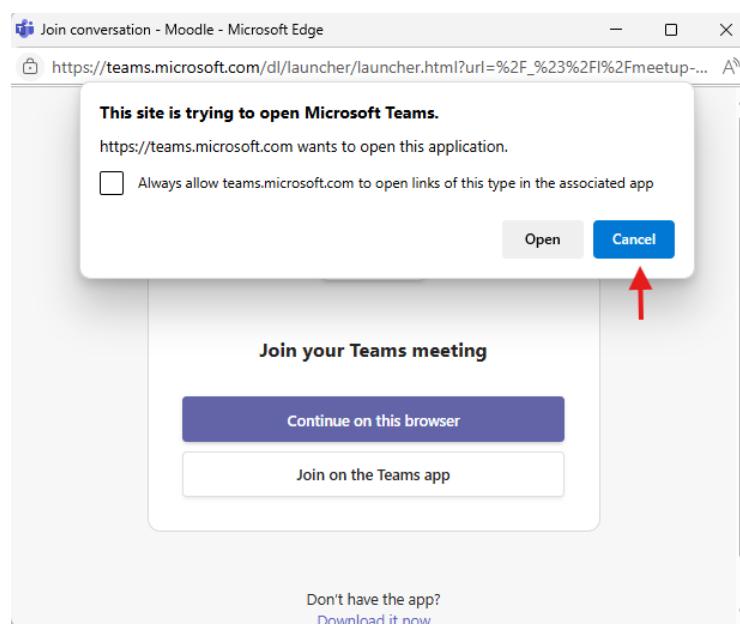
2025S2 - SO104 On Campus/Online Classes link Wks 1-8 - Monday 1:00pm - 3:00pm AEST

2025S2 - SO104 On Campus/Online Classes link Wks 10-11 - Monday 1:00pm - 3:00pm AEST

2025S2 - SO104 On Campus/Online Classes link Wks 13-14 - Monday 1:00pm - 3:00pm AEST

b. Joining a Teams meeting

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



Join conversation - Moodle - Microsoft Edge

<https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%23%2Fmeetup-...>

This site is trying to open Microsoft Teams.

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Cancel

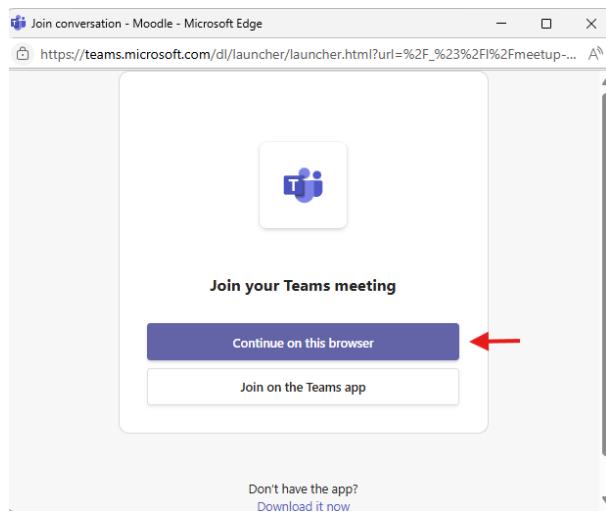
Join your Teams meeting

Continue on this browser

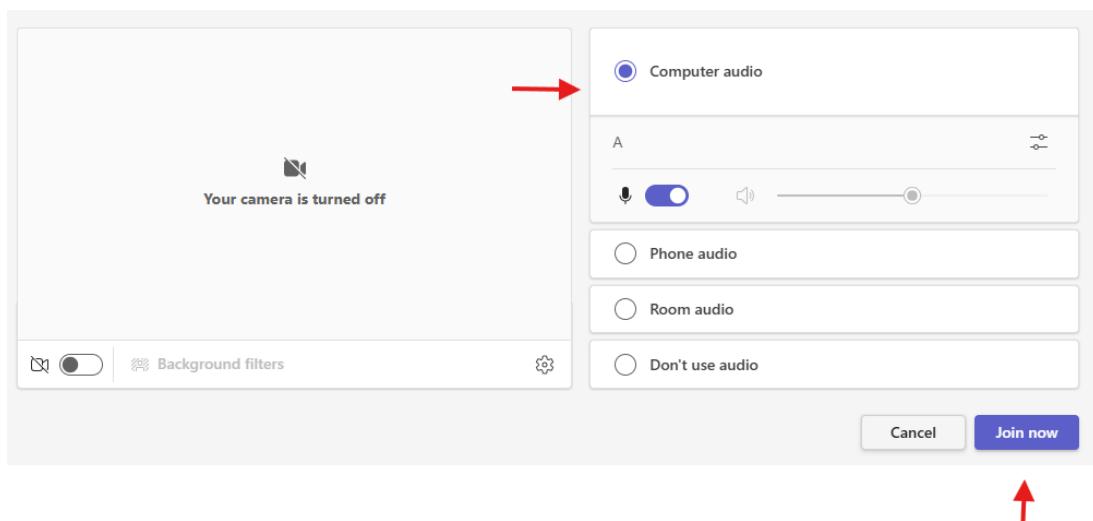
Join on the Teams app

Don't have the app?
[Download it now](#)

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

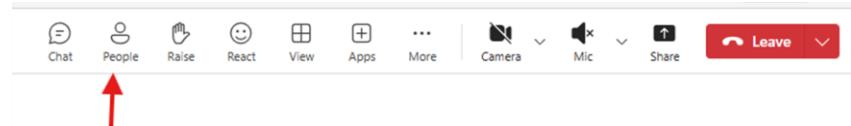


2. When you are ready to join the meeting, select **Computer Audio** then click **Join now**.

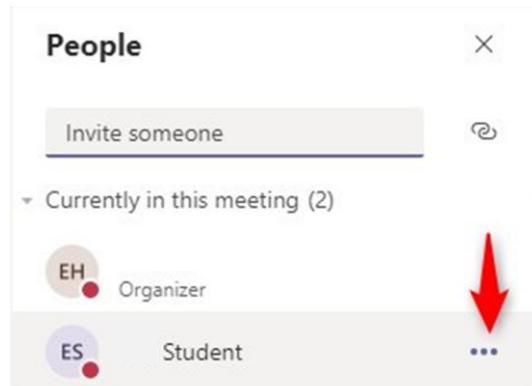


3. If you are the meeting organiser, you may need to admit the other participants if they are signing in as guest users (external users). Click **Admit**.
4. Wait until all the other participants join to start the meeting.

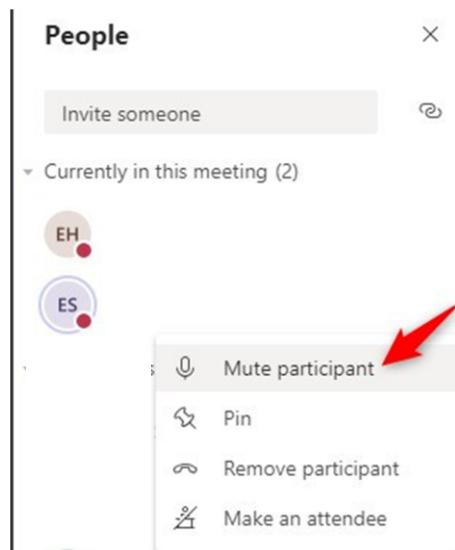
5. You can mute the participants. Click on the **People** icon.



6. Click on the **three dots** next to the participant (you will need to hover your mouse over to show the three dots)



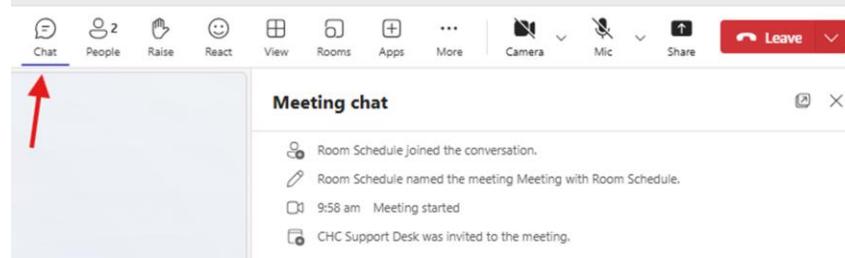
7. Select Mute participants.



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



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.

