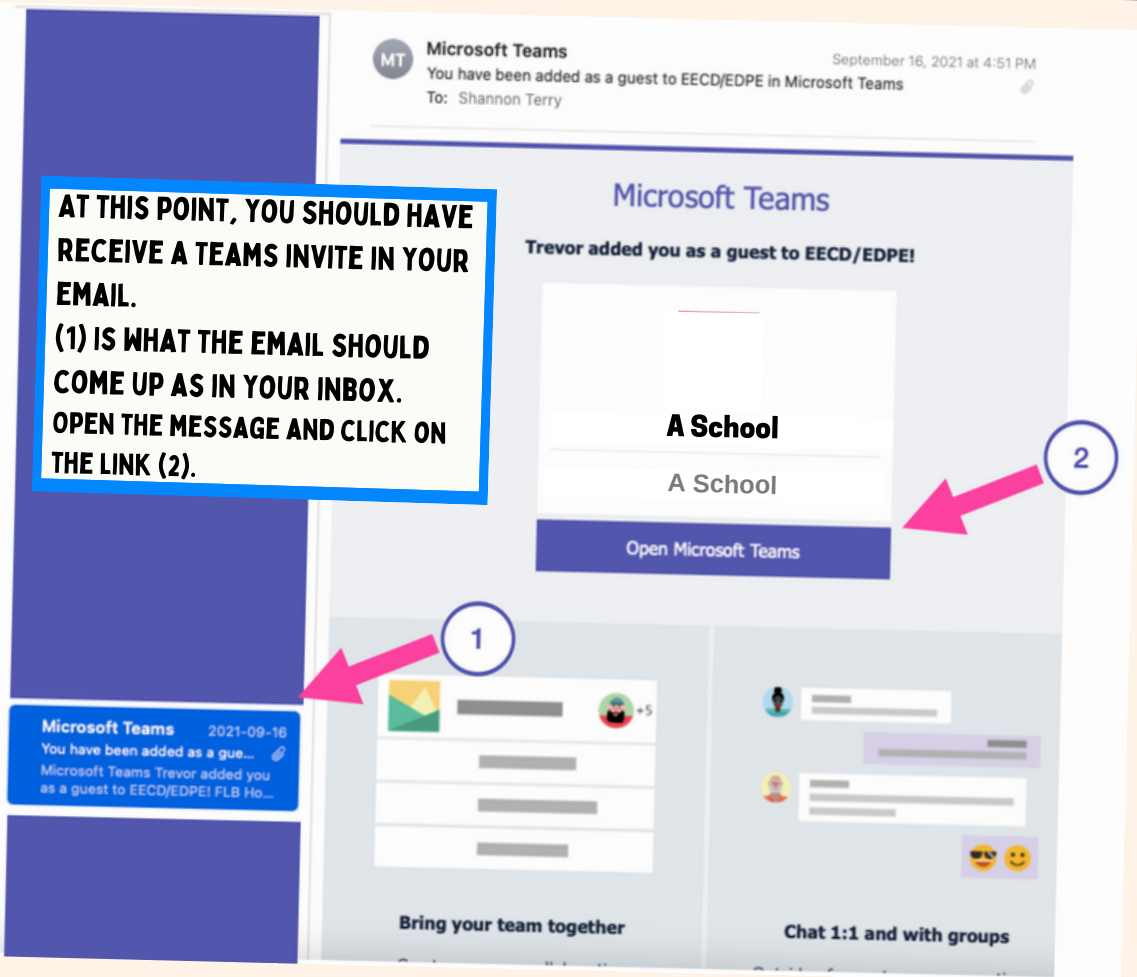


Guide to Teams

THE BASICS

LET'S START WITH YOUR EMAIL

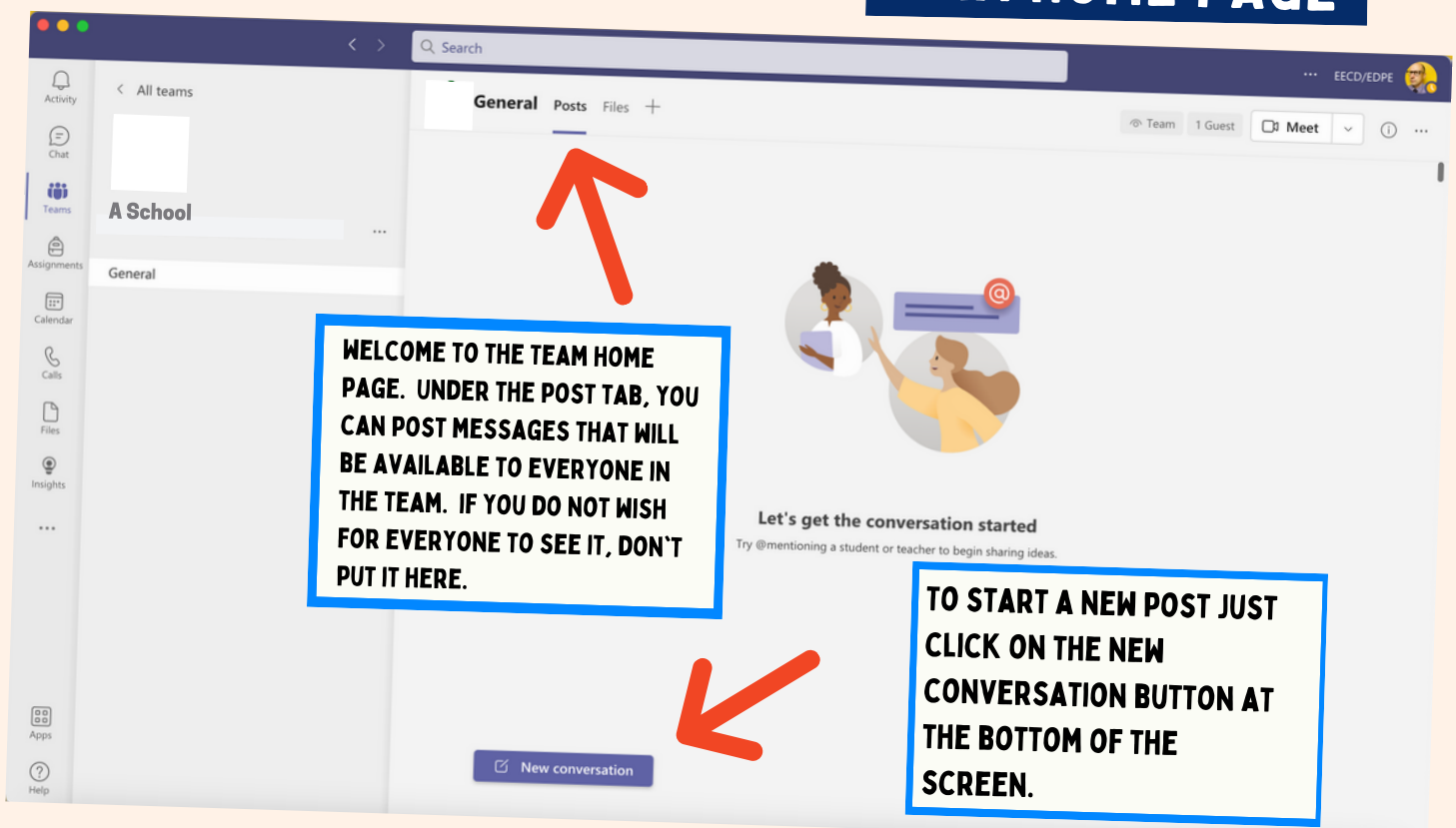
AT THIS POINT, YOU SHOULD HAVE RECEIVE A TEAMS INVITE IN YOUR EMAIL.
(1) IS WHAT THE EMAIL SHOULD COME UP AS IN YOUR INBOX.
OPEN THE MESSAGE AND CLICK ON THE LINK (2).



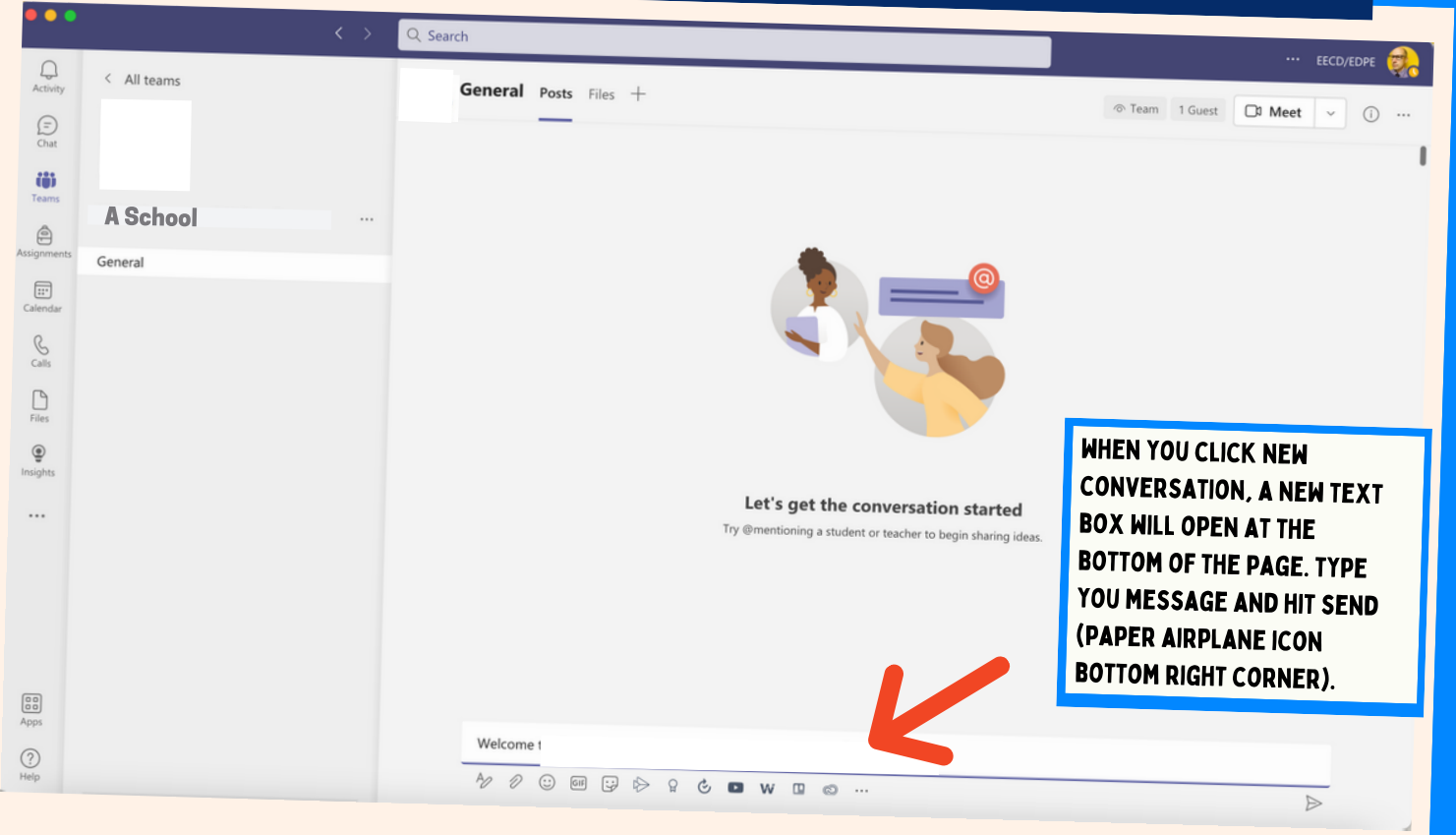
LAUNCH THE APP



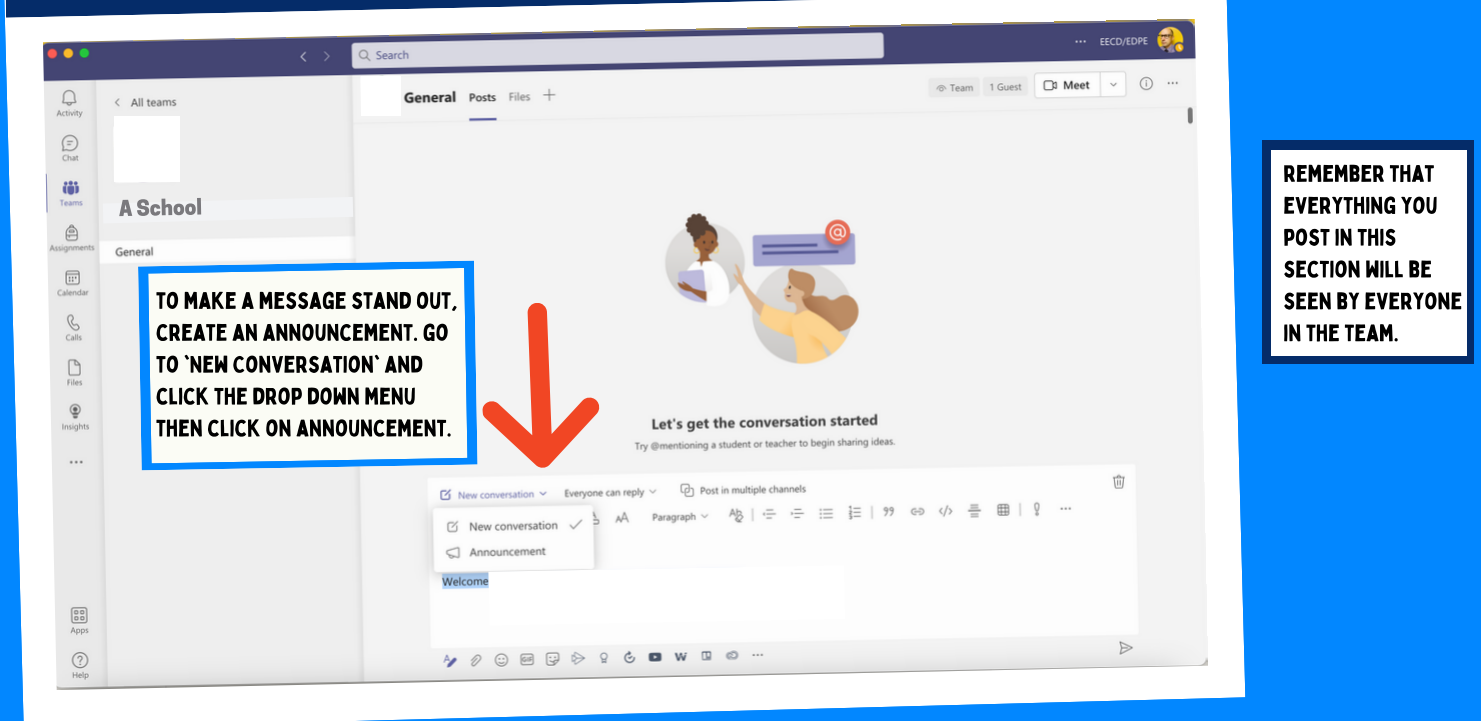
TEAM HOME PAGE



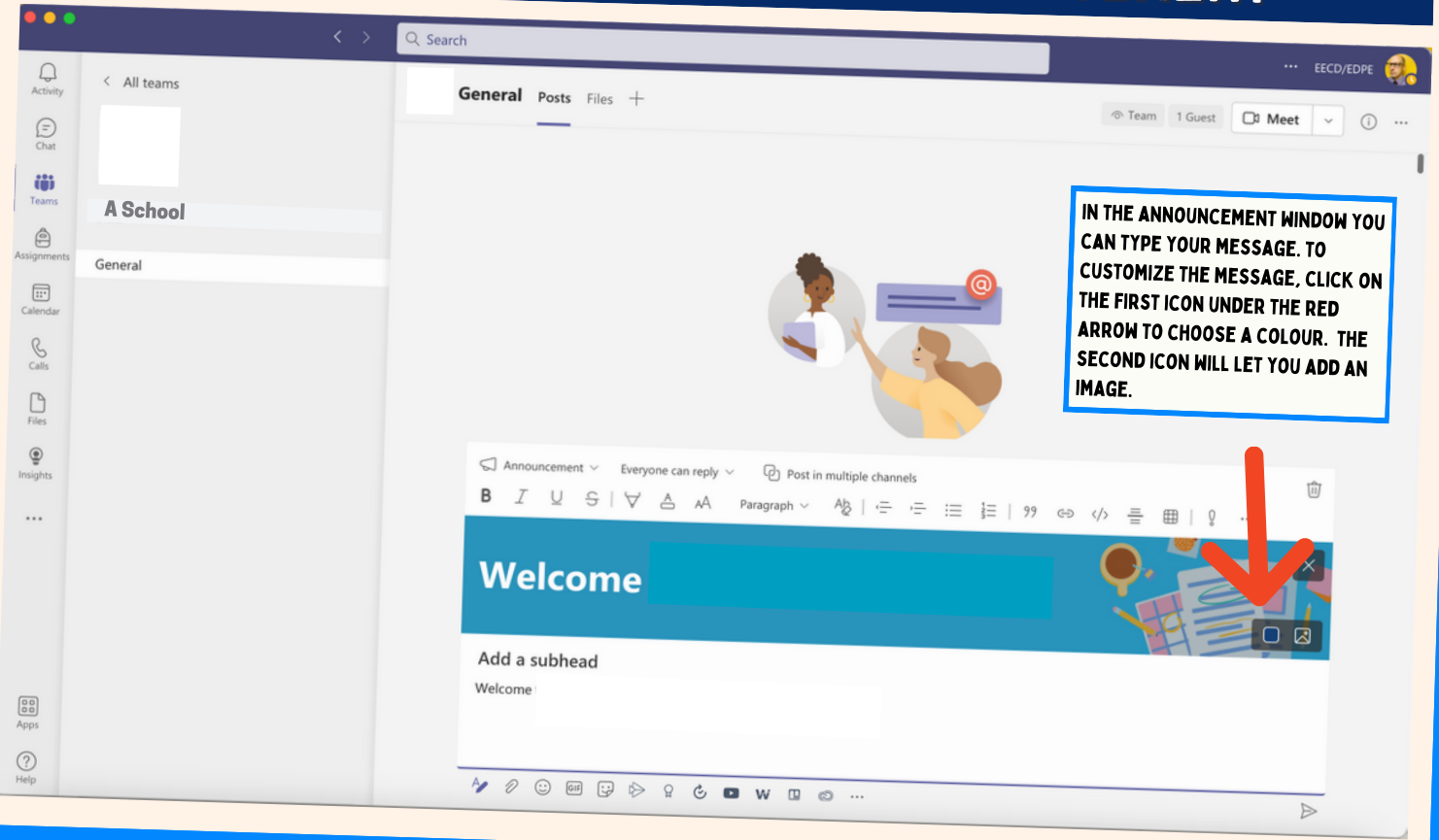
LET'S CHAT



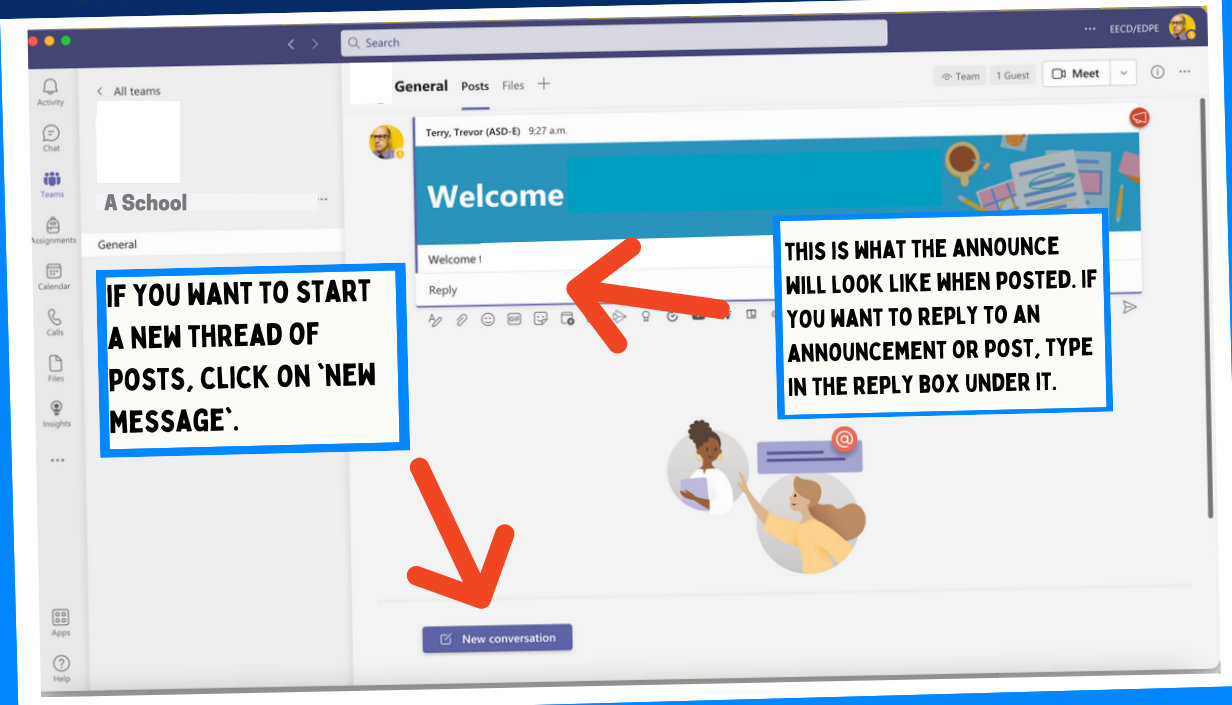
POSTING AN ANNOUNCEMENT



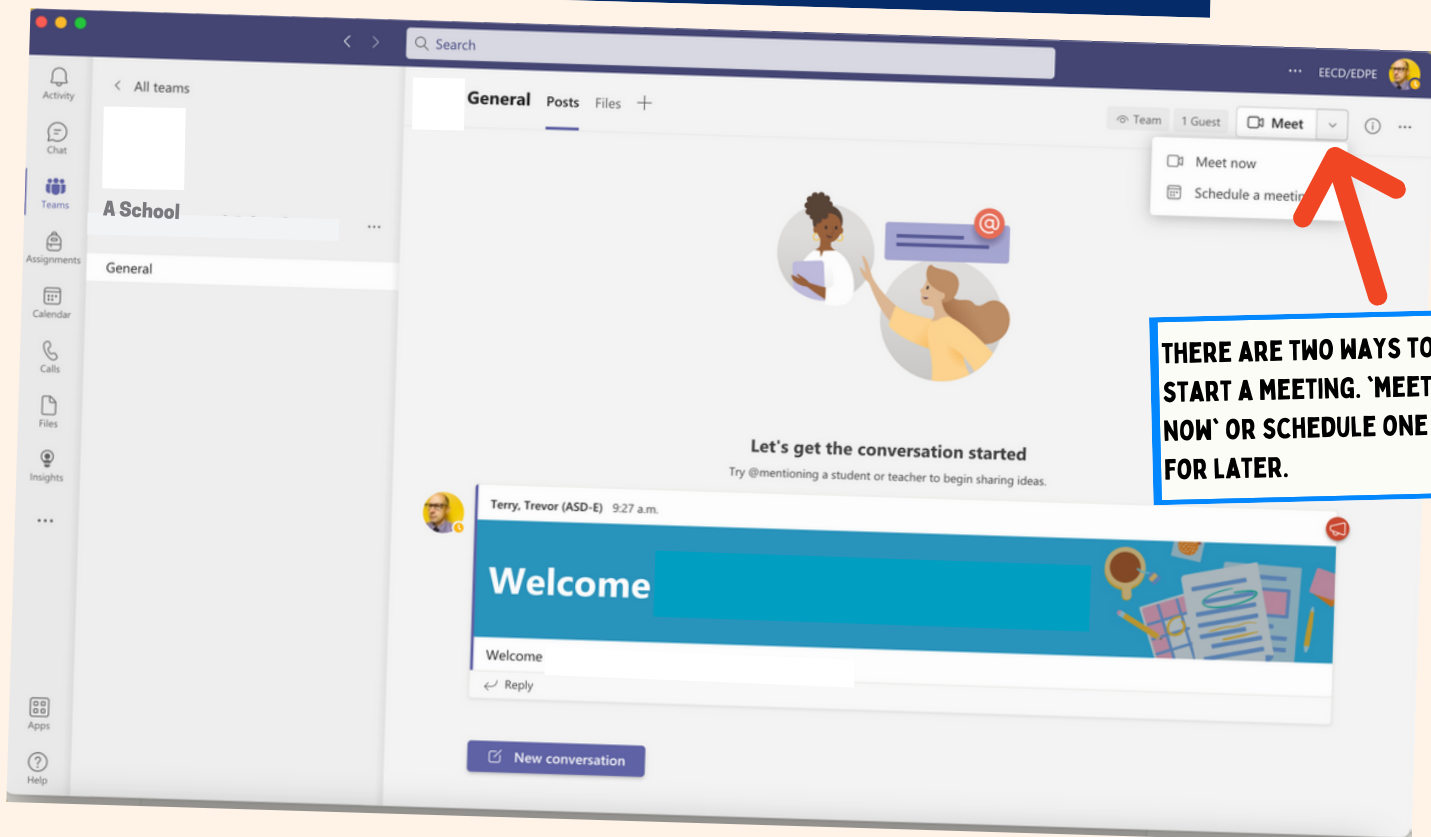
CUSTOMIZE AN ANNOUNCEMENT



REPLY TO A POST OR START A NEW ONE

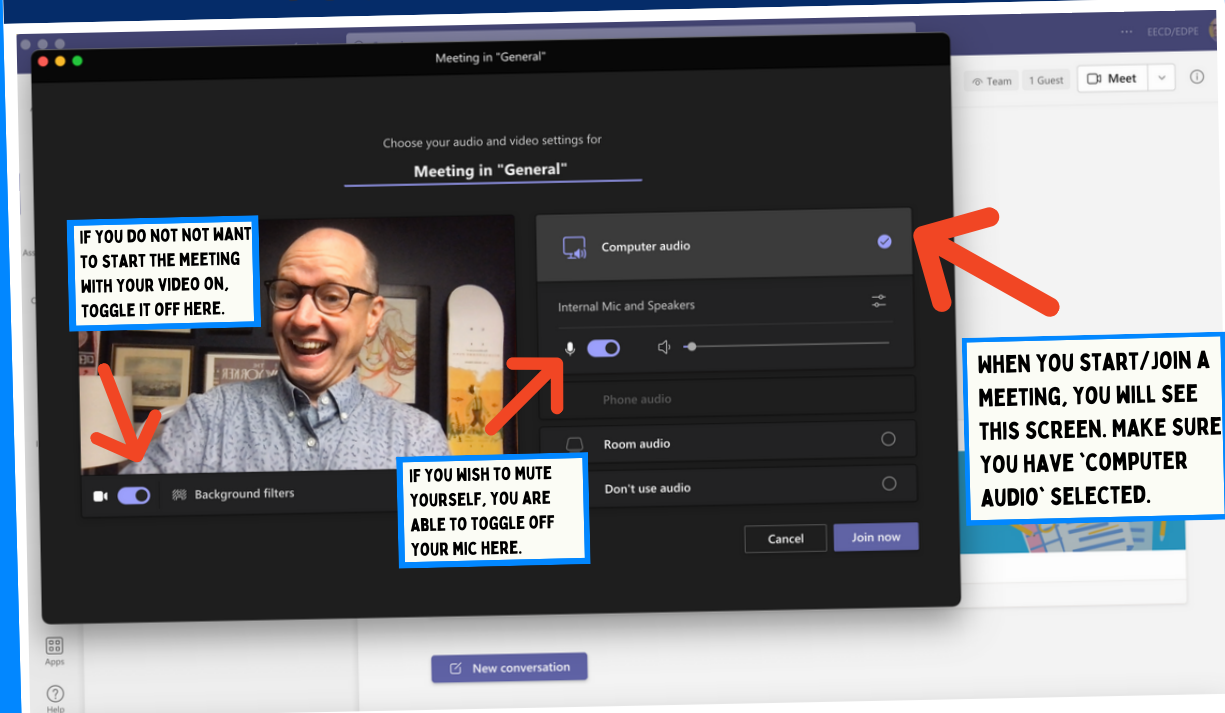


HOW TO START A MEETING



THERE ARE TWO WAYS TO START A MEETING. 'MEET NOW' OR SCHEDULE ONE FOR LATER.

YOUR MEETING SETTINGS

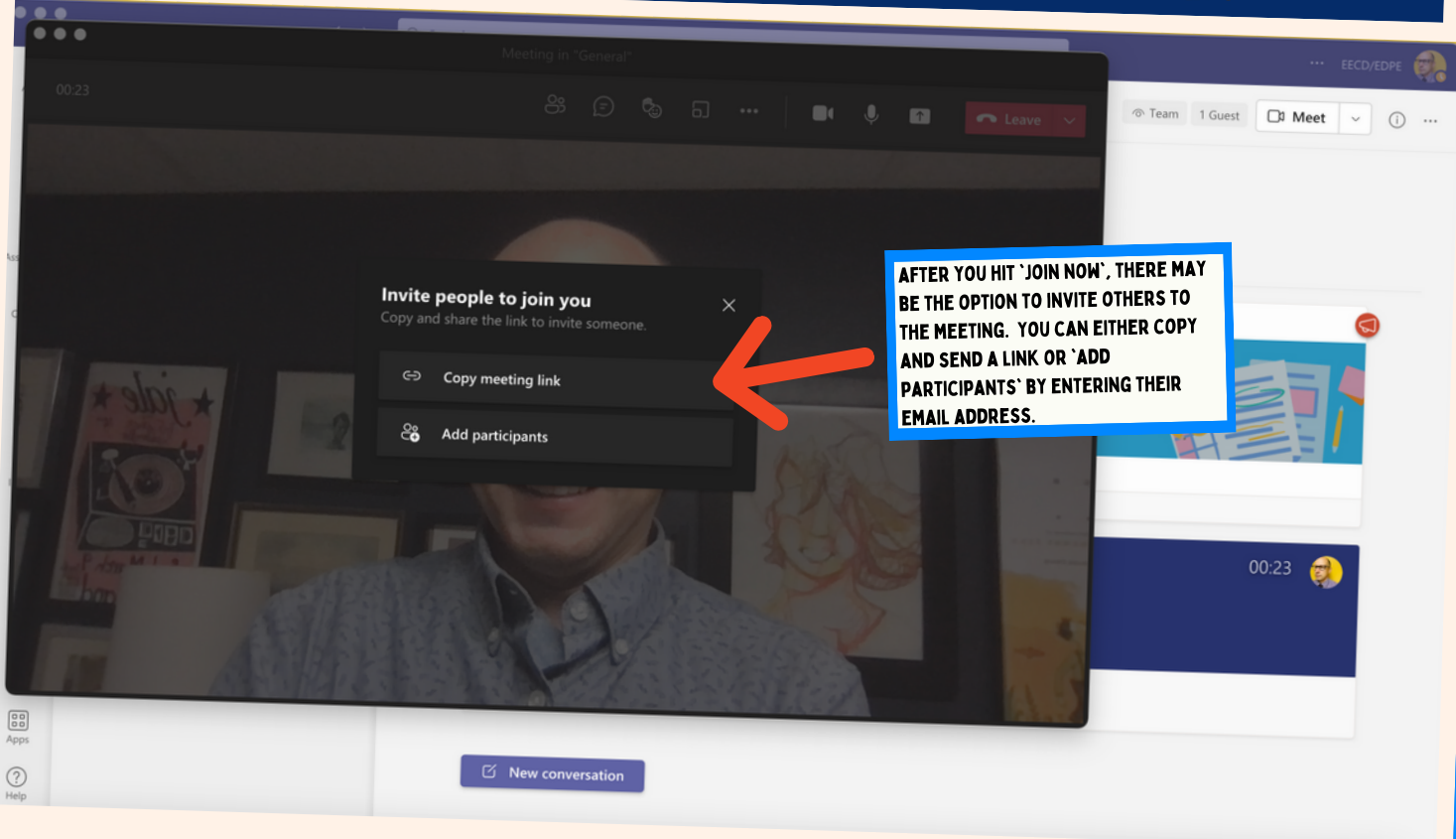


IF YOU DO NOT WANT TO START THE MEETING WITH YOUR VIDEO ON, TOGGLE IT OFF HERE.

IF YOU WISH TO MUTE YOURSELF, YOU ARE ABLE TO TOGGLE OFF YOUR MIC HERE.

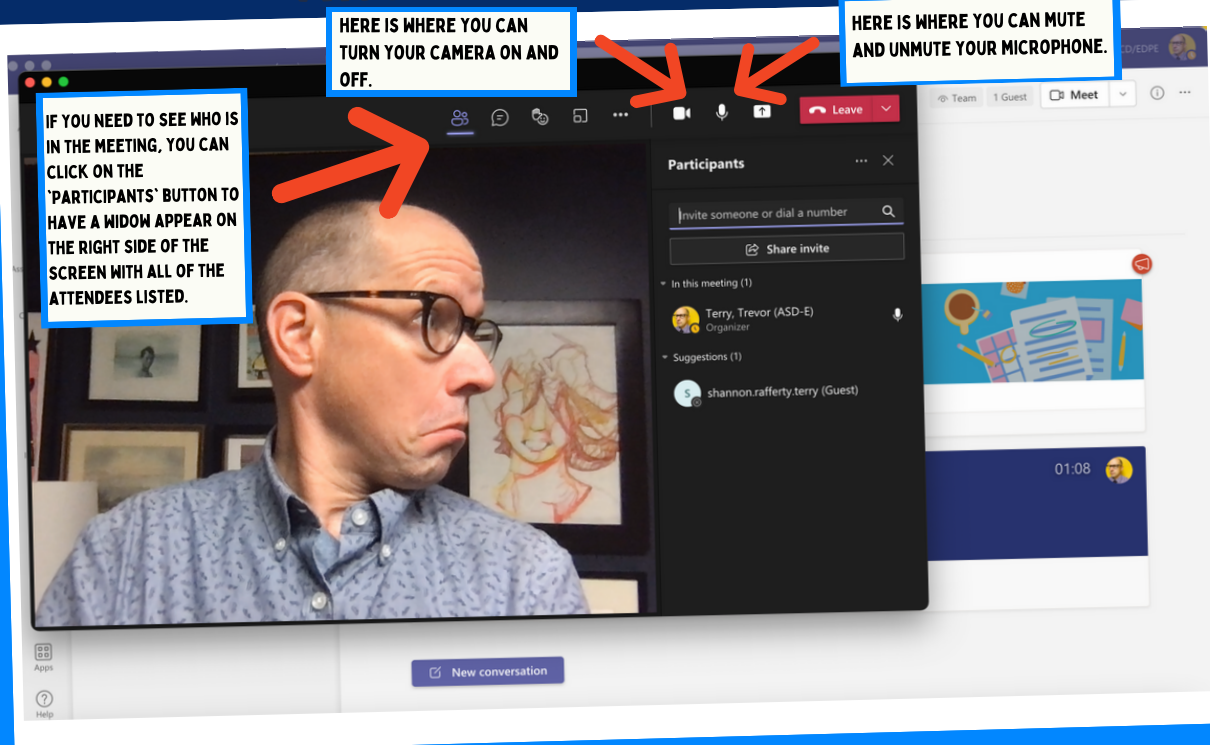
WHEN YOU START/JOIN A MEETING, YOU WILL SEE THIS SCREEN. MAKE SURE YOU HAVE 'COMPUTER AUDIO' SELECTED.

WANT TO ADD MORE PEOPLE?



AFTER YOU HIT 'JOIN NOW', THERE MAY BE THE OPTION TO INVITE OTHERS TO THE MEETING. YOU CAN EITHER COPY AND SEND A LINK OR 'ADD PARTICIPANTS' BY ENTERING THEIR EMAIL ADDRESS.

WHO IS IN THE MEETING

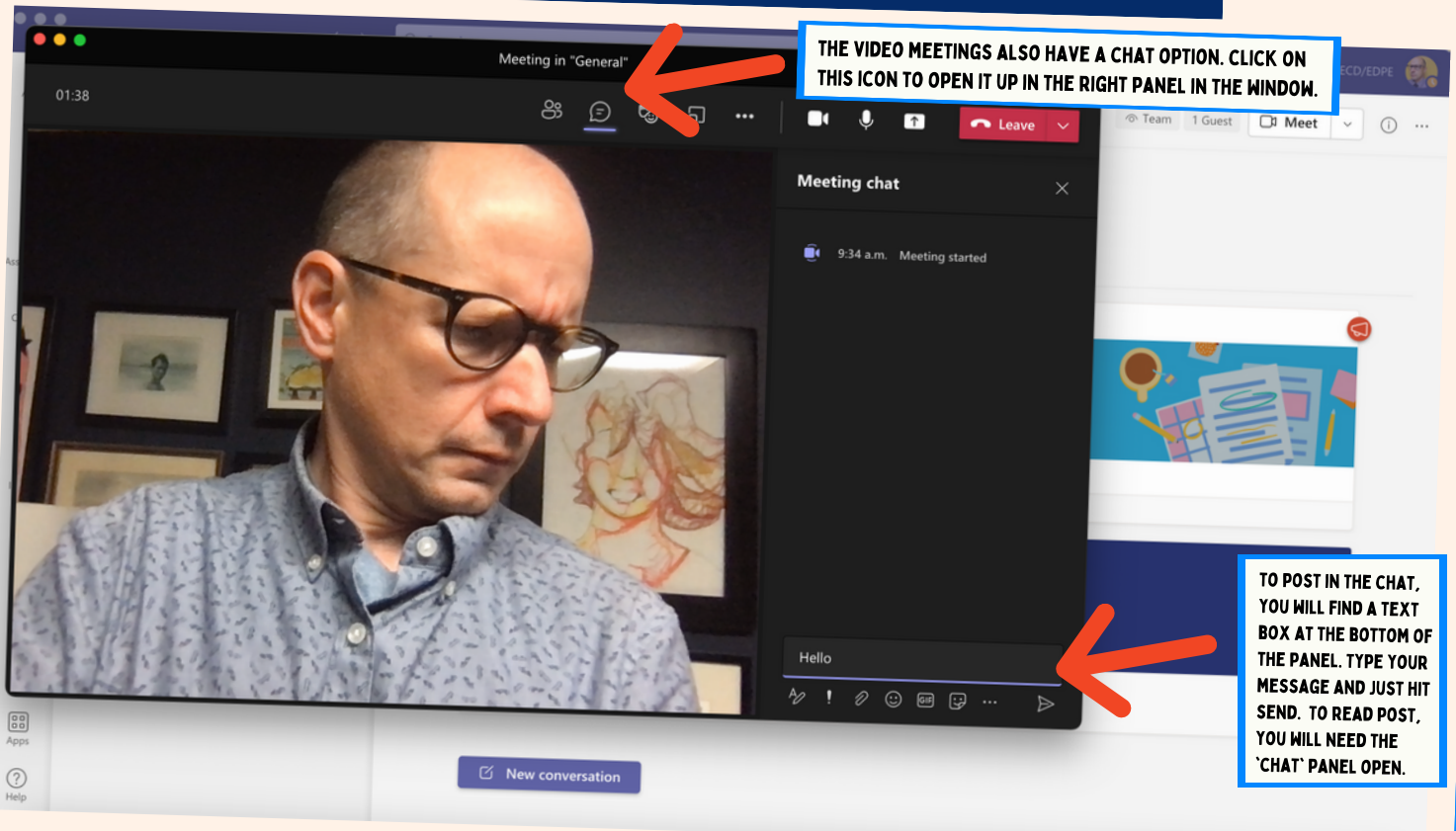


HERE IS WHERE YOU CAN TURN YOUR CAMERA ON AND OFF.

HERE IS WHERE YOU CAN MUTE AND UNMUTE YOUR MICROPHONE.

IF YOU NEED TO SEE WHO IS IN THE MEETING, YOU CAN CLICK ON THE 'PARTICIPANTS' BUTTON TO HAVE A WINDOW APPEAR ON THE RIGHT SIDE OF THE SCREEN WITH ALL OF THE ATTENDEES LISTED.

CHATTING IN THE VIDEO MEETING

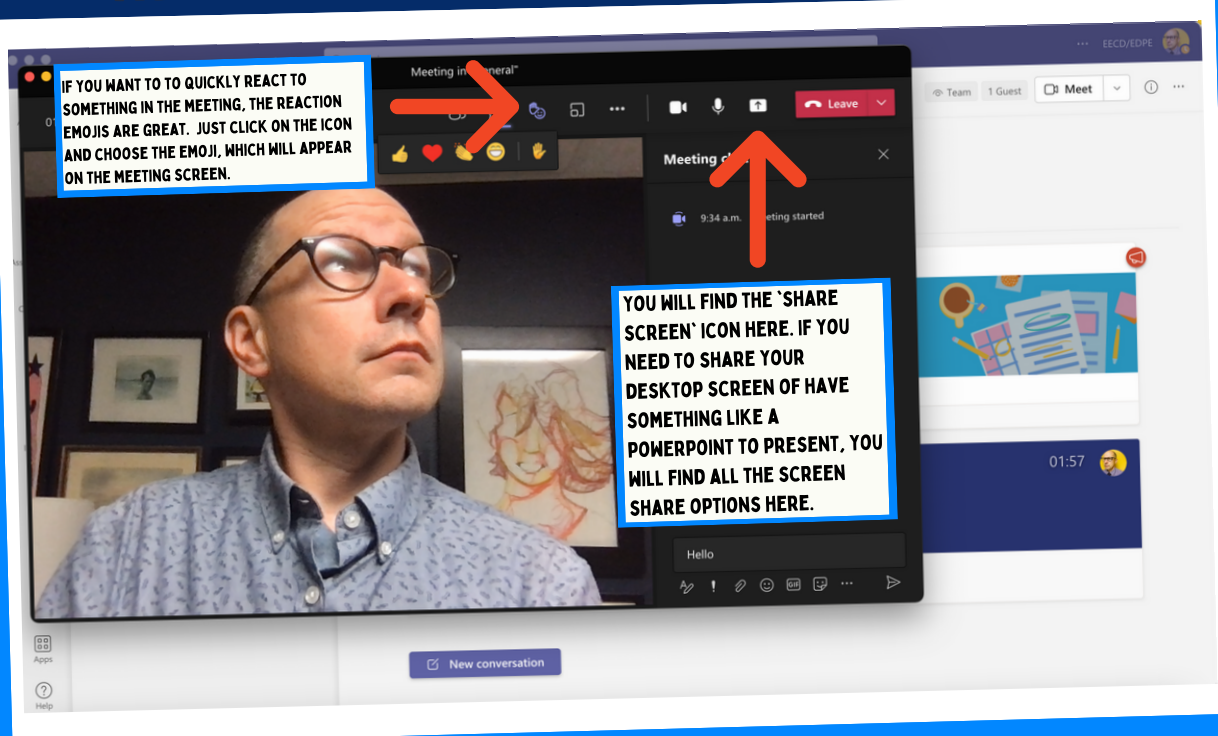


The screenshot shows a Zoom meeting window with a video feed of a man on the left and a chat panel on the right. A red arrow points to the chat icon in the top toolbar. Another red arrow points to the text input field at the bottom of the chat panel.

THE VIDEO MEETINGS ALSO HAVE A CHAT OPTION. CLICK ON THIS ICON TO OPEN IT UP IN THE RIGHT PANEL IN THE WINDOW.

TO POST IN THE CHAT, YOU WILL FIND A TEXT BOX AT THE BOTTOM OF THE PANEL. TYPE YOUR MESSAGE AND JUST HIT SEND. TO READ POST, YOU WILL NEED THE 'CHAT' PANEL OPEN.

REACTION EMOJIS & SCREEN SHARE

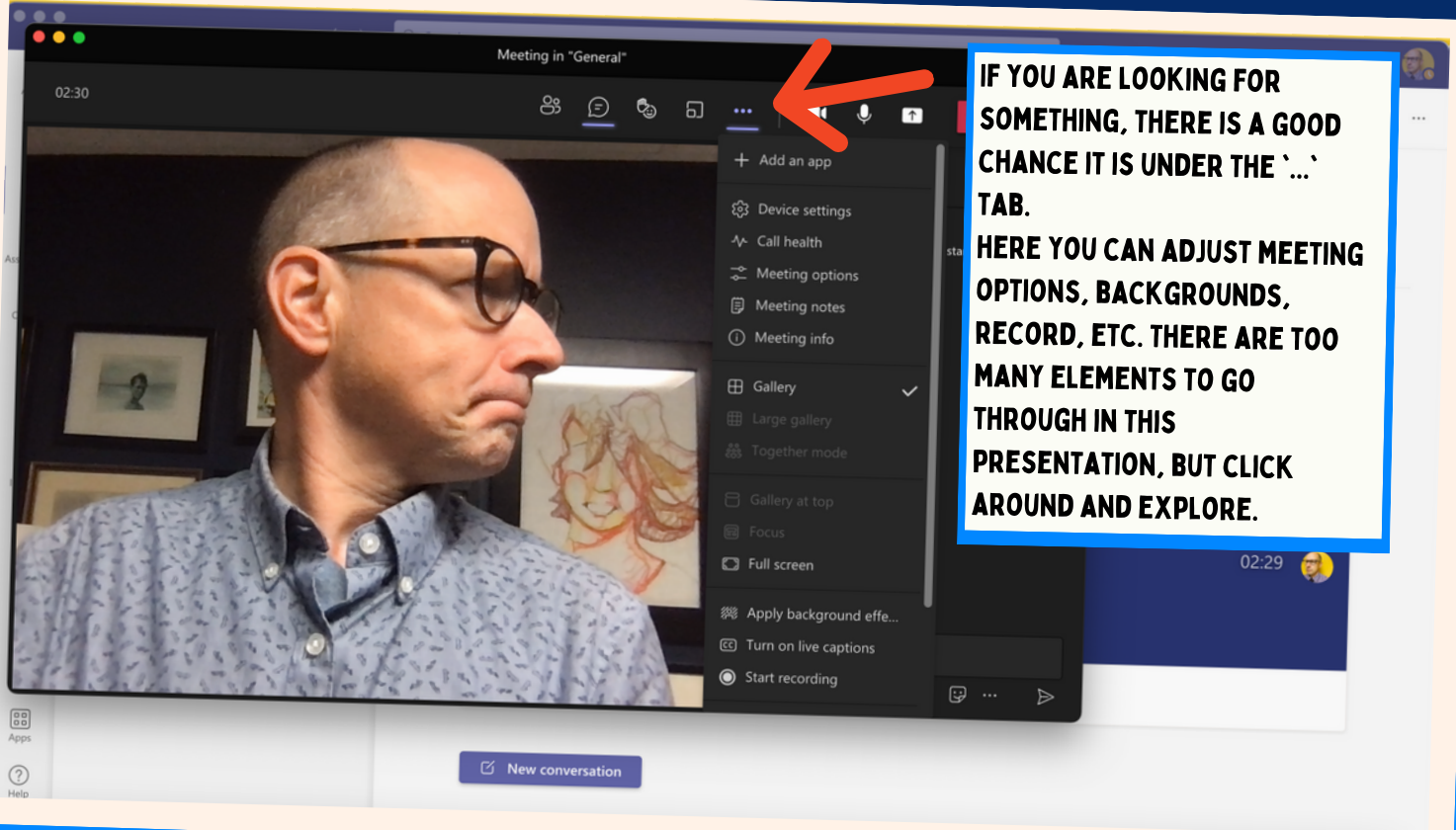


The screenshot shows a Zoom meeting window with a video feed of a man on the left and a chat panel on the right. A red arrow points to the reaction emojis icon in the top toolbar. Another red arrow points to the screen share icon in the top toolbar.

IF YOU WANT TO QUICKLY REACT TO SOMETHING IN THE MEETING, THE REACTION EMOJIS ARE GREAT. JUST CLICK ON THE ICON AND CHOOSE THE EMOJI, WHICH WILL APPEAR ON THE MEETING SCREEN.

YOU WILL FIND THE 'SHARE SCREEN' ICON HERE. IF YOU NEED TO SHARE YOUR DESKTOP SCREEN OR HAVE SOMETHING LIKE A POWERPOINT TO PRESENT, YOU WILL FIND ALL THE SCREEN SHARE OPTIONS HERE.

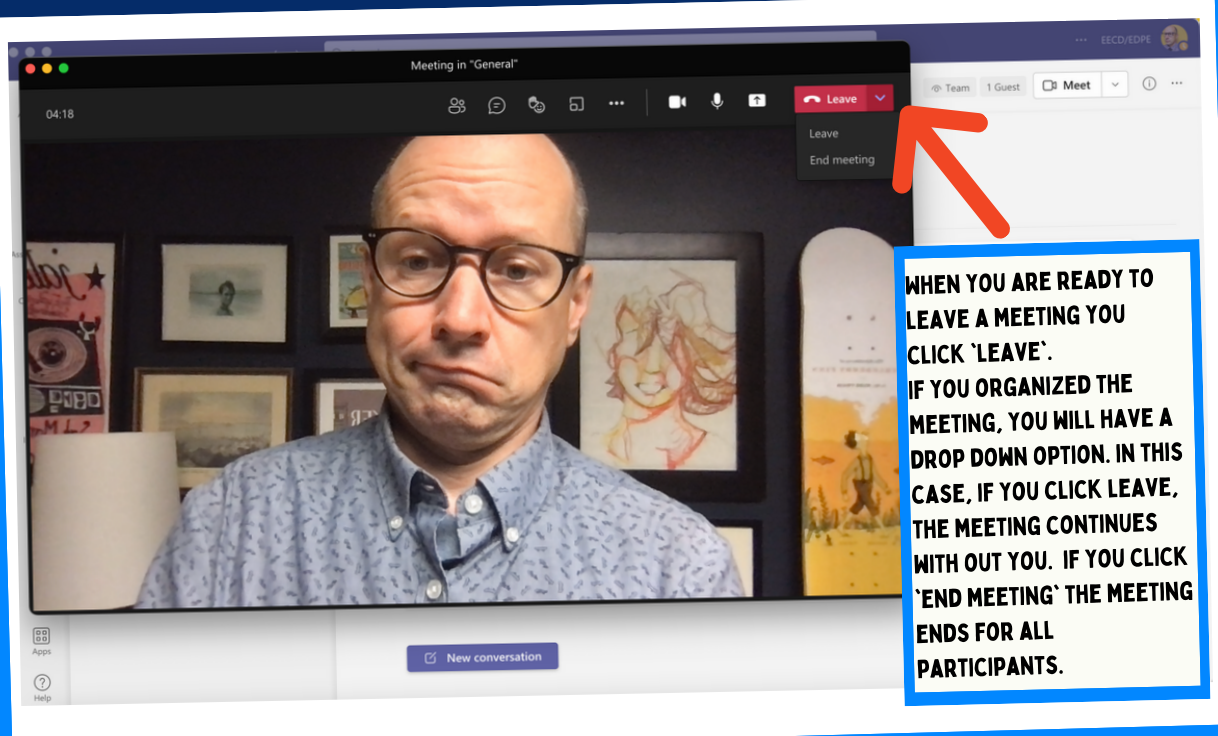
THE THREE DOTS



The screenshot shows a Zoom meeting window with a video feed of a man on the left and a settings menu on the right. A red arrow points to the three dots icon in the top toolbar.

IF YOU ARE LOOKING FOR SOMETHING, THERE IS A GOOD CHANCE IT IS UNDER THE '...' TAB. HERE YOU CAN ADJUST MEETING OPTIONS, BACKGROUNDS, RECORD, ETC. THERE ARE TOO MANY ELEMENTS TO GO THROUGH IN THIS PRESENTATION, BUT CLICK AROUND AND EXPLORE.

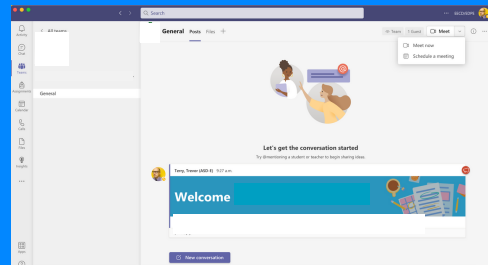
LEAVE VS END MEETING



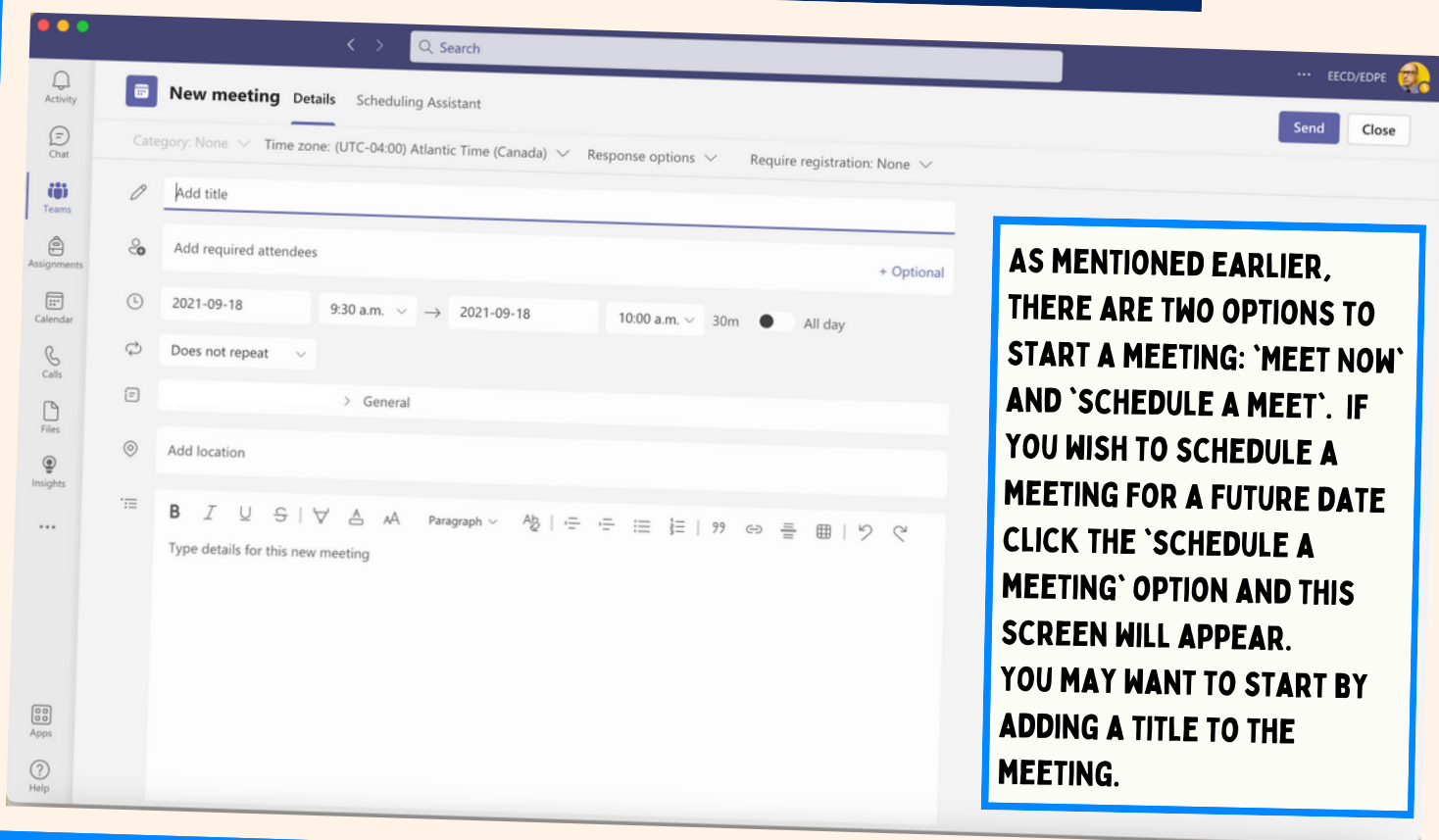
The screenshot shows a Zoom meeting window with a video feed of a man on the left and a dropdown menu on the right. A red arrow points to the 'Leave' and 'End meeting' options in the dropdown menu.

WHEN YOU ARE READY TO LEAVE A MEETING YOU CLICK 'LEAVE'. IF YOU ORGANIZED THE MEETING, YOU WILL HAVE A DROP DOWN OPTION. IN THIS CASE, IF YOU CLICK 'LEAVE', THE MEETING CONTINUES WITH OUT YOU. IF YOU CLICK 'END MEETING' THE MEETING ENDS FOR ALL PARTICIPANTS.

REMEMBER THIS SCREEN

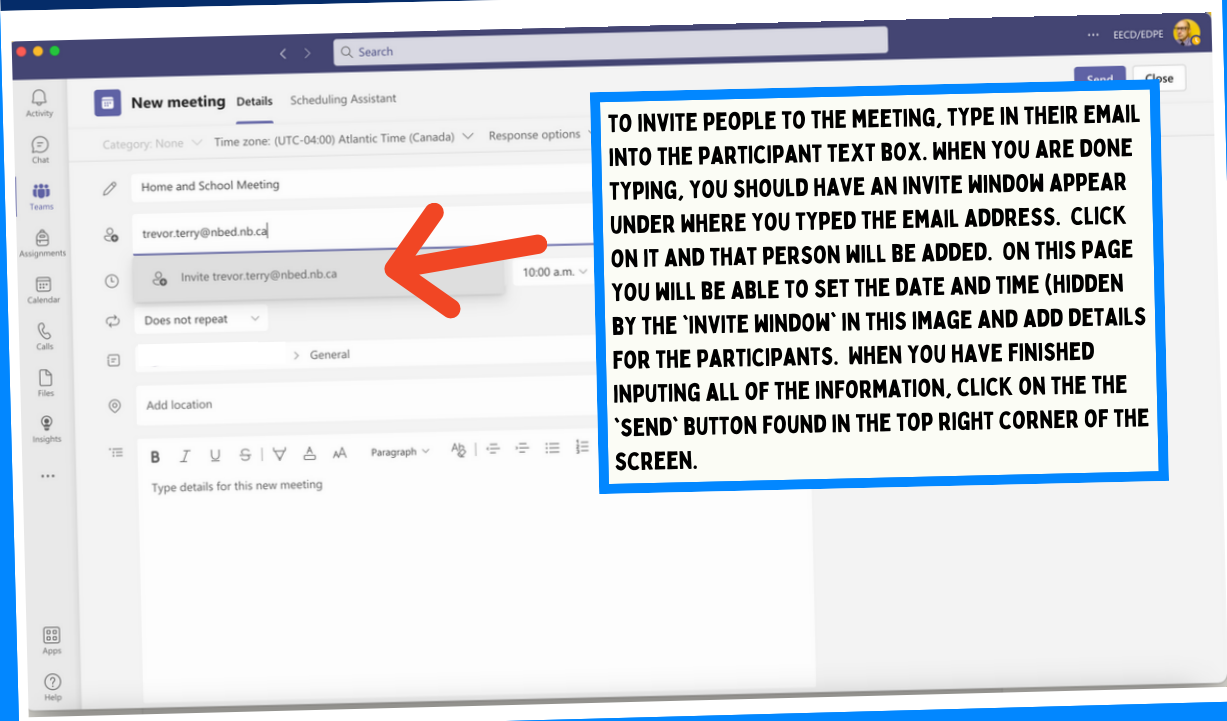


PRESCHEDULE A MEETING



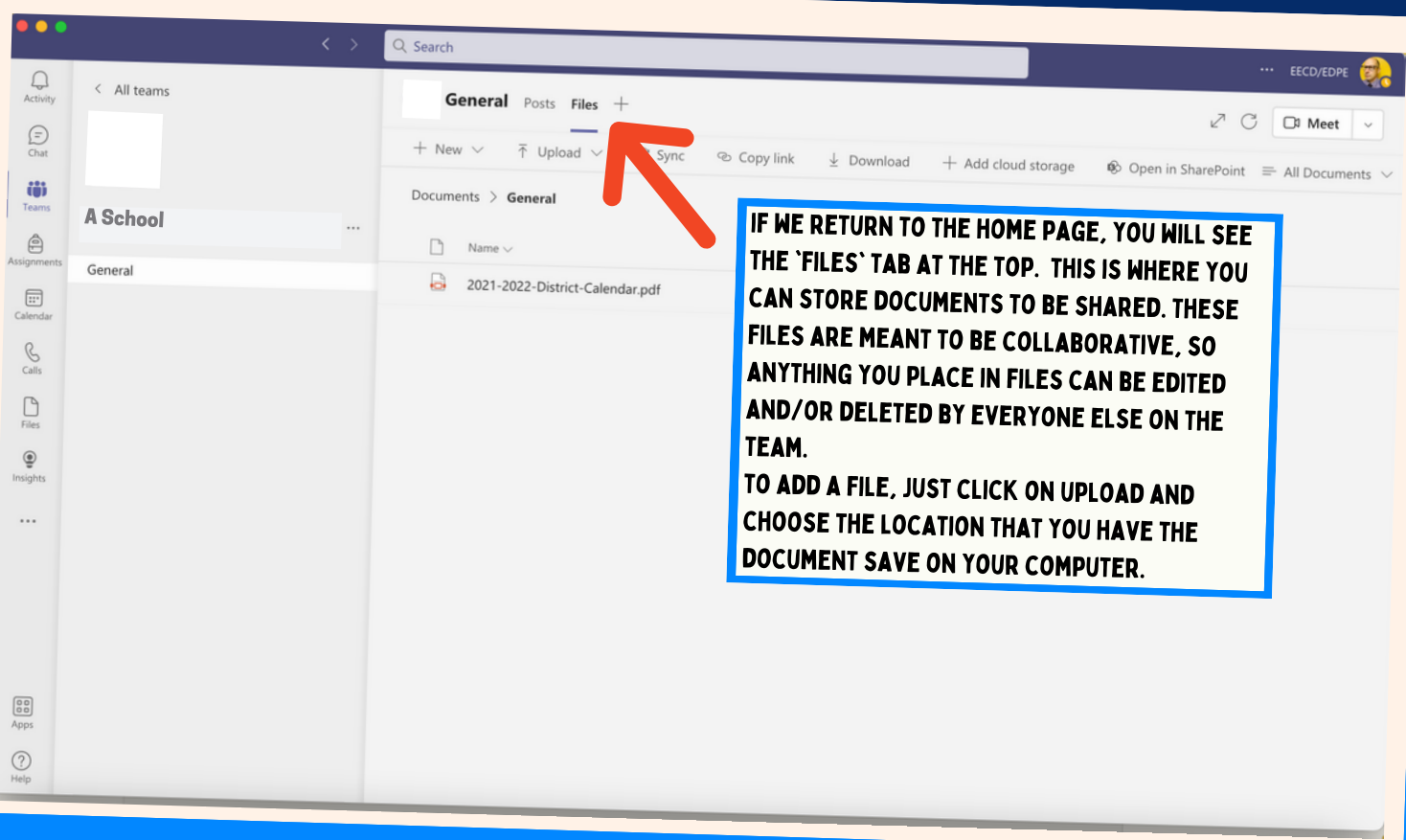
AS MENTIONED EARLIER, THERE ARE TWO OPTIONS TO START A MEETING: 'MEET NOW' AND 'SCHEDULE A MEET'. IF YOU WISH TO SCHEDULE A MEETING FOR A FUTURE DATE CLICK THE 'SCHEDULE A MEETING' OPTION AND THIS SCREEN WILL APPEAR. YOU MAY WANT TO START BY ADDING A TITLE TO THE MEETING.

INVITE YOUR FRIENDS



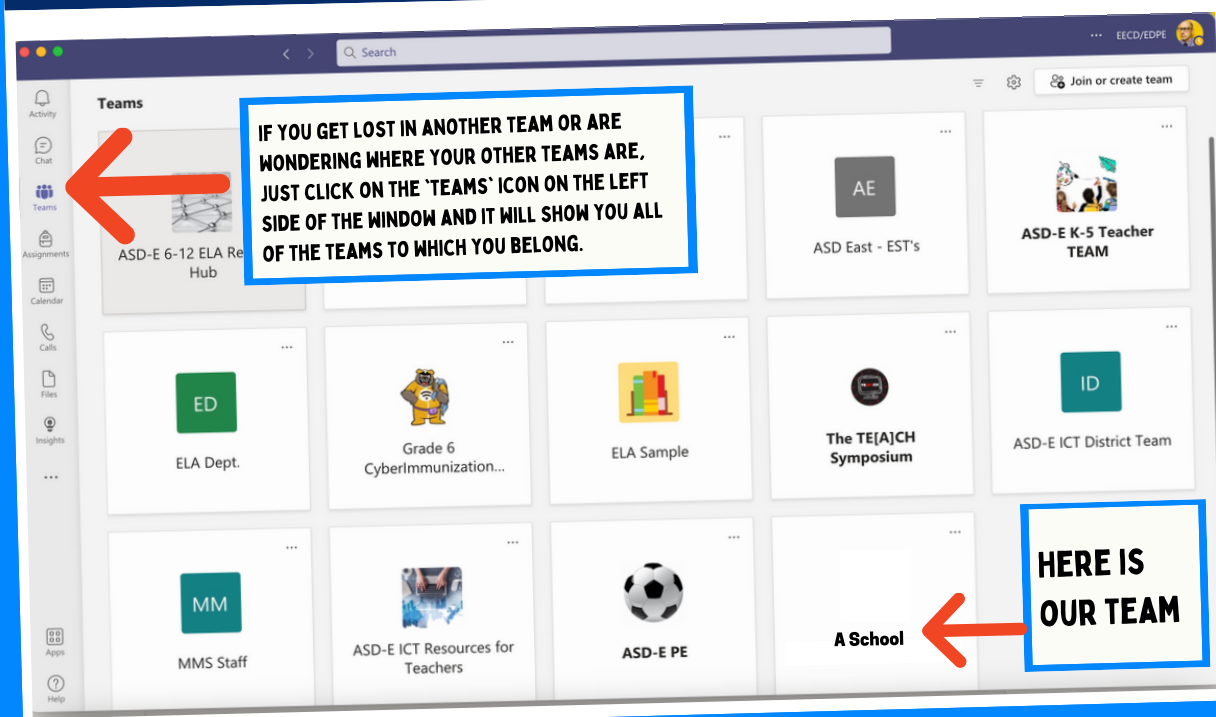
TO INVITE PEOPLE TO THE MEETING, TYPE IN THEIR EMAIL INTO THE PARTICIPANT TEXT BOX. WHEN YOU ARE DONE TYPING, YOU SHOULD HAVE AN INVITE WINDOW APPEAR UNDER WHERE YOU TYPED THE EMAIL ADDRESS. CLICK ON IT AND THAT PERSON WILL BE ADDED. ON THIS PAGE YOU WILL BE ABLE TO SET THE DATE AND TIME (HIDDEN BY THE 'INVITE WINDOW' IN THIS IMAGE AND ADD DETAILS FOR THE PARTICIPANTS. WHEN YOU HAVE FINISHED INPUTTING ALL OF THE INFORMATION, CLICK ON THE 'SEND' BUTTON FOUND IN THE TOP RIGHT CORNER OF THE SCREEN.

WHERE TO SHARE DOCUMENTS & OTHER FILES



IF WE RETURN TO THE HOME PAGE, YOU WILL SEE THE 'FILES' TAB AT THE TOP. THIS IS WHERE YOU CAN STORE DOCUMENTS TO BE SHARED. THESE FILES ARE MEANT TO BE COLLABORATIVE, SO ANYTHING YOU PLACE IN FILES CAN BE EDITED AND/OR DELETED BY EVERYONE ELSE ON THE TEAM. TO ADD A FILE, JUST CLICK ON UPLOAD AND CHOOSE THE LOCATION THAT YOU HAVE THE DOCUMENT SAVE ON YOUR COMPUTER.

WHERE CAN I FIND MY OTHER TEAMS



IF YOU GET LOST IN ANOTHER TEAM OR ARE WONDERING WHERE YOUR OTHER TEAMS ARE, JUST CLICK ON THE 'TEAMS' ICON ON THE LEFT SIDE OF THE WINDOW AND IT WILL SHOW YOU ALL OF THE TEAMS TO WHICH YOU BELONG.

HERE IS OUR TEAM