


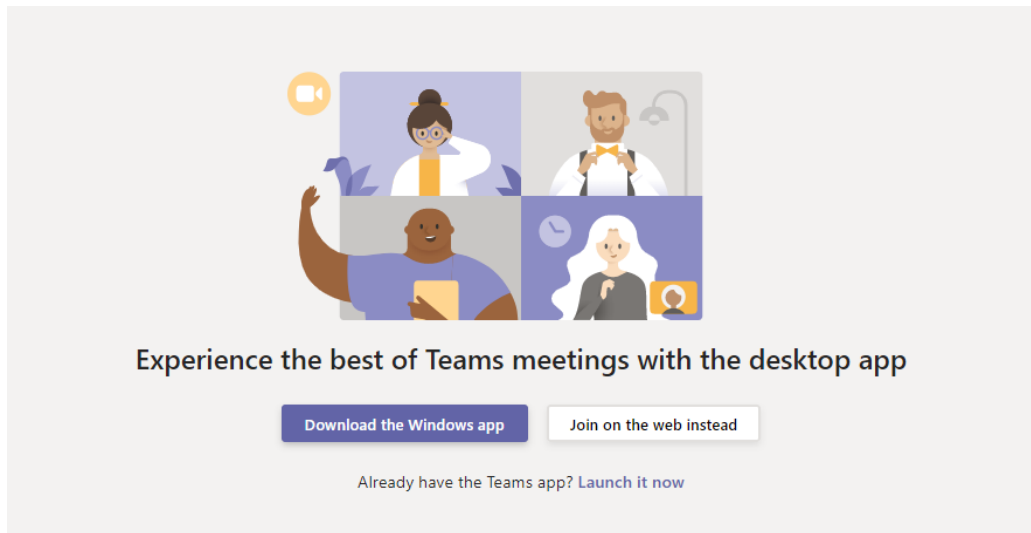


## Center for Career Readiness

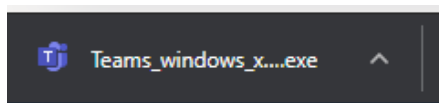
### INSTRUCTIONS FOR USING MICROSOFT TEAMS

#### To connect using video:

1. For a 1:1 appointment, drop-in, or a presentation, a career counselor will send you a link to connect to the meeting. It should  [Join Microsoft Teams Meeting](#)
2. Once you have connected to the link, you will be prompted to either download the Microsoft Teams Windows app or join on the web. If you already have the app, you can launch it from here:



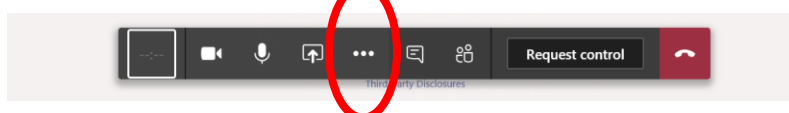
3. If you have downloaded the app, you will need to click on the download to get into the video:



4. If you have trouble connecting via video, please use the instructions to connect via phone below in this document, by using the phone number and conference number below the link that was provide.

#### **Additional Video Tips and Features:**

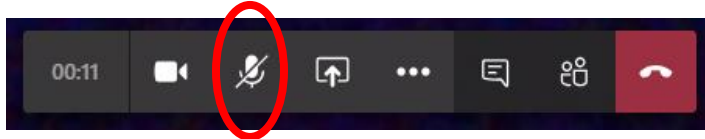
1. Please be mindful of your background. If you would like to blur your background in Teams, select “blur background” through the three dot icon shown below:



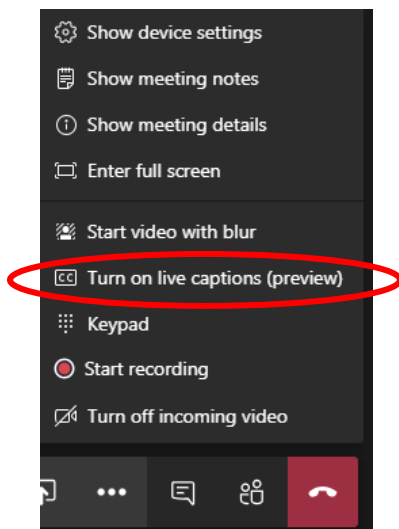


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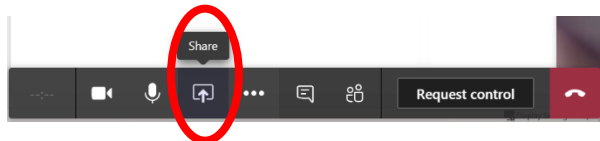
2. If you are in a group presentation, please make sure that your mic is on mute during the time in which you are not speaking. To mute yourself, select the icon shown below:



3. To use the closed captioning feature, select “turn on live captions” through the three dot icon shown below:



4. If the option is provided, you may share your screen using the icon below:



### **To connect via phone:**

1. For a 1:1 appointment or a presentation, a career counselor will send you an e-mail containing a phone number and a conference #.
2. Use your phone to dial the phone number: [+1 970-400-1060](tel:+19704001060)
3. Once you have dialed in, you will be prompted to enter a conference code. Refer to the e-mail sent by the career counselor and make sure to dial in a # symbol after the conference number