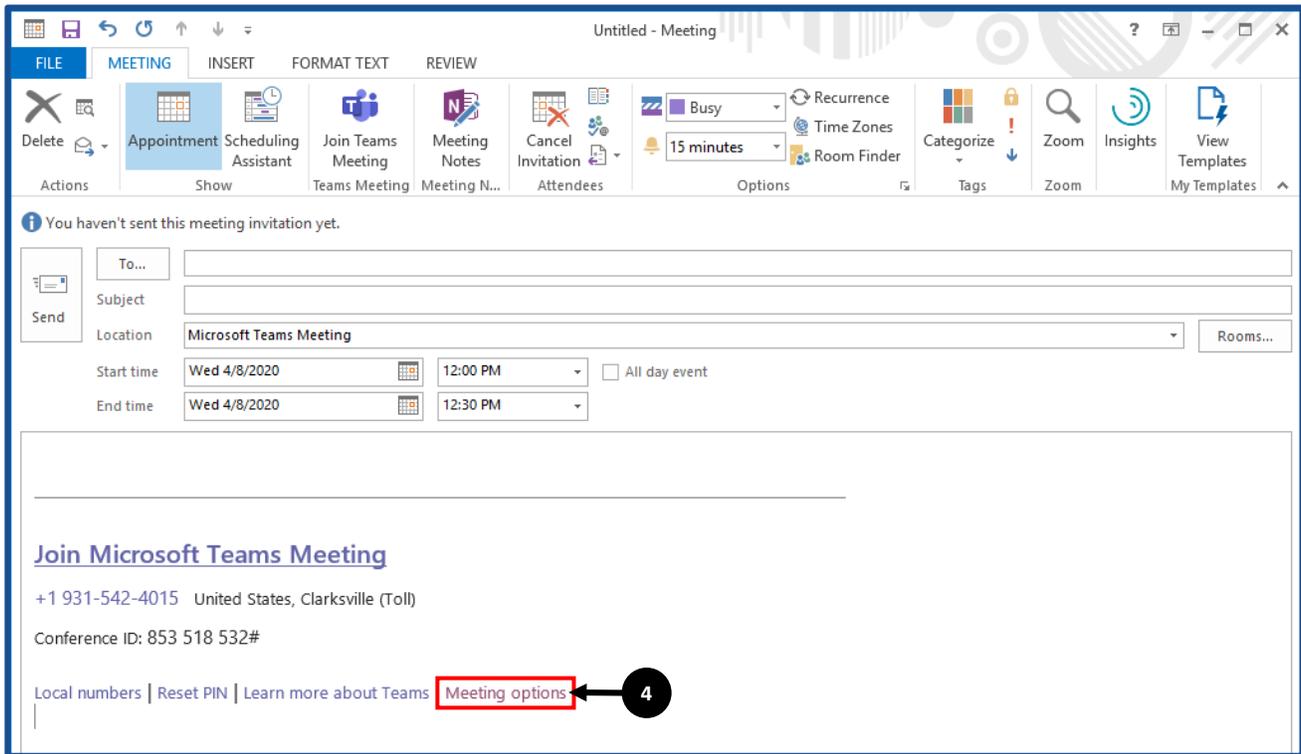


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4. The first time you schedule a Teams meeting you will need to click **Meeting Options**.

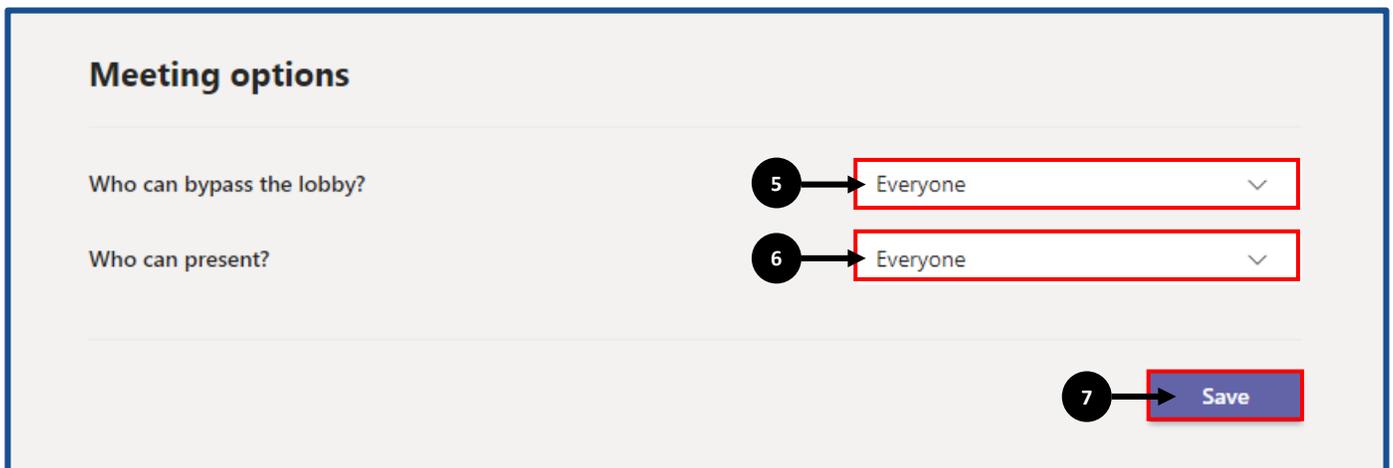


5. Select **Everyone** from the Who can bypass the lobby? drop-down menu.

6. Select **Everyone** from the Who can present? drop-down menu.

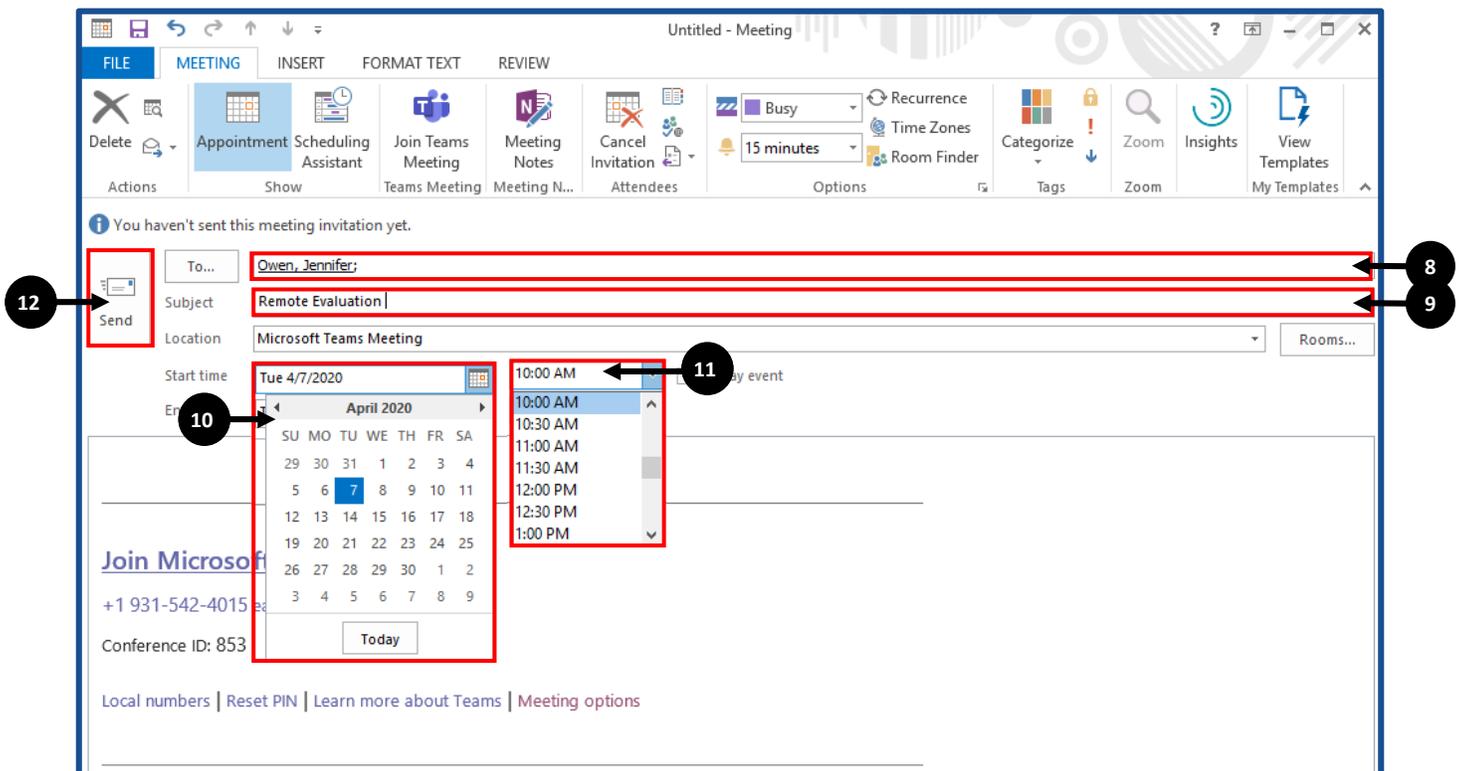
***Note:** This will allow users outside of NSM to access the meeting.

7. Click **Save**.



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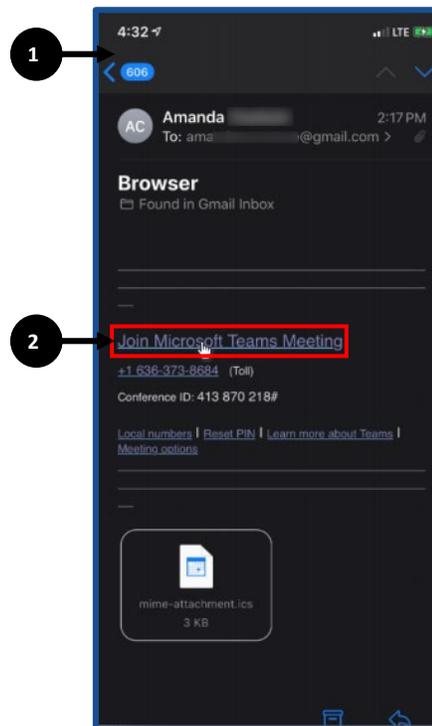
8. Enter name or email address to those that need to be invited to the meeting in the To: field.
9. Enter the meeting subject in the Subject field.
10. To adjust the date, click the calendar icon beside the Start Time and/or End Time and select another date.
11. To adjust the meeting time, click the drop down in the Start time and/or End time fields and select the appropriate time.
12. Click **Send**.



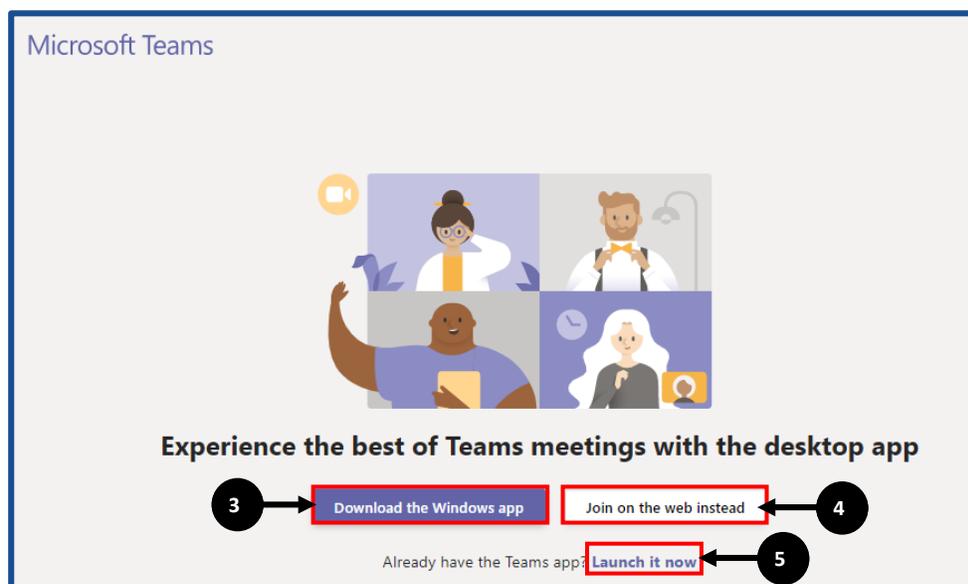
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Joining a Meeting

1. Open the invitation to Join Microsoft Teams meeting sent to you via Email.
2. Click **Join Microsoft Teams Meeting**.



3. Click **Download the Windows app** if you would like to download the Teams app from the App Store or Google Play.
4. Click **Join on the web instead** if you do not wish to download the Teams app.
5. Click **Launch it now** if you already have the Teams app.

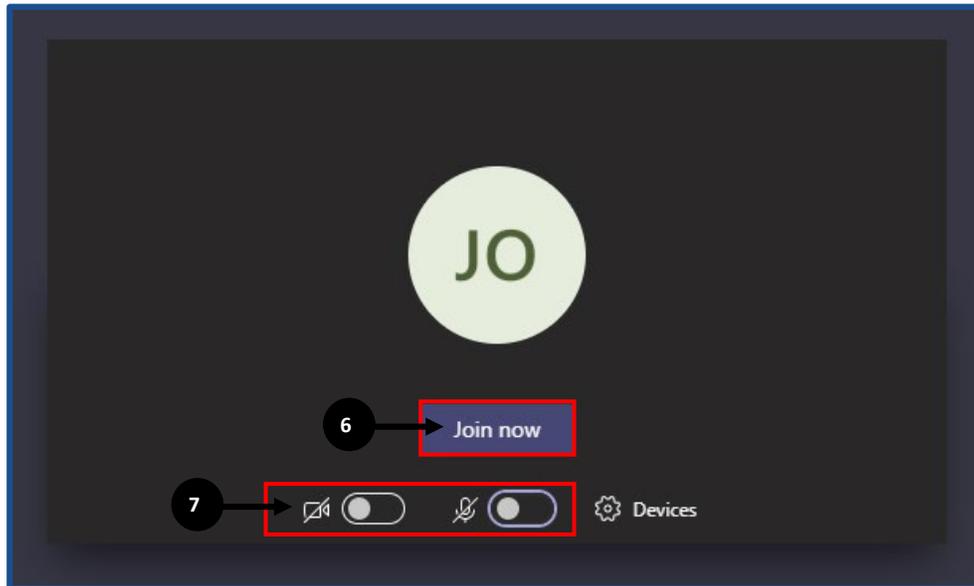


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6. To join via the web, click **Join now**.

7. Turn on your camera and microphone as necessary.

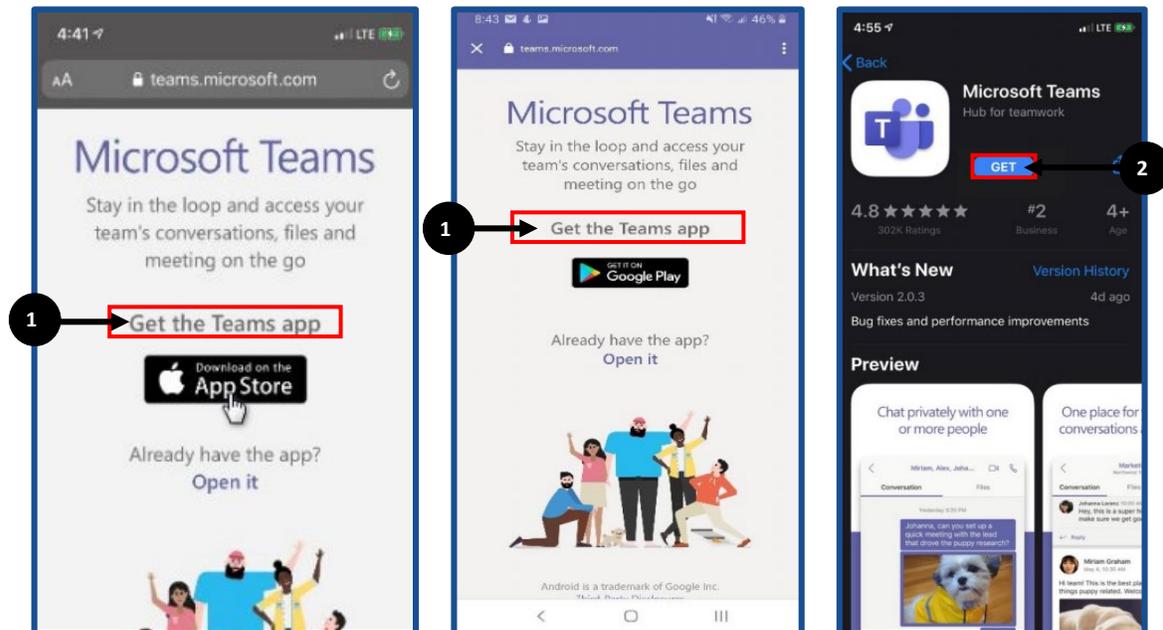
***Note:** The remaining steps can be skipped when joining via the web.



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Downloading the Microsoft Teams App

1. Click **Get the Teams app** from the App Store or Google Play.
2. Download the app.

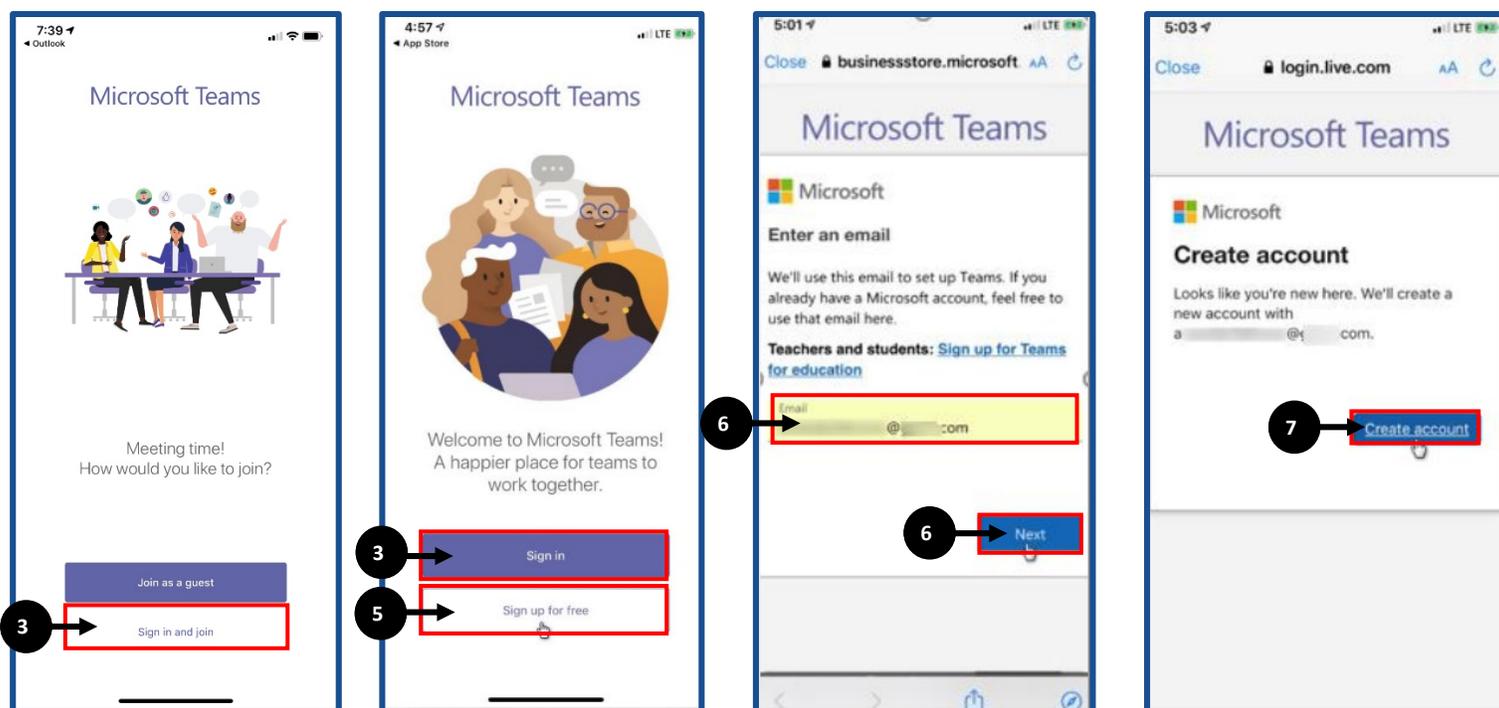


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3. If you have already set up your account, click **Sign in and join** (if joining directly from the Outlook invitation) or **Sign in** (if joining directly from the app).
4. If you would like to use the app without creating an account, go back to your email invitation and click **Join Teams Meeting** (see step 2, page 4).
5. To set up your account click **Sign up for free**.

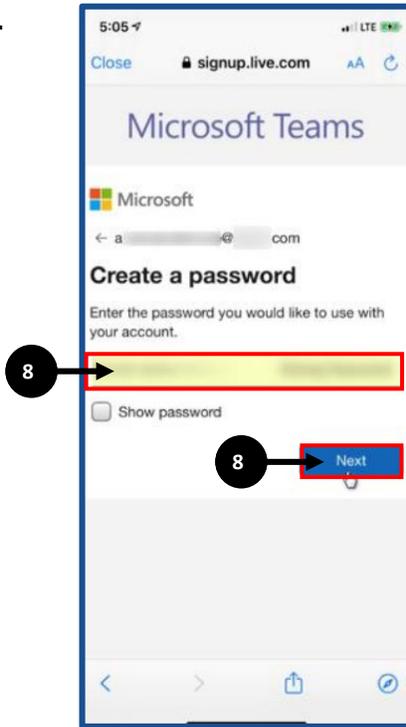
***Note:** Setting up an account is optional.

6. For new accounts, enter your email address and click **Next**.
7. Click **Create Account**.



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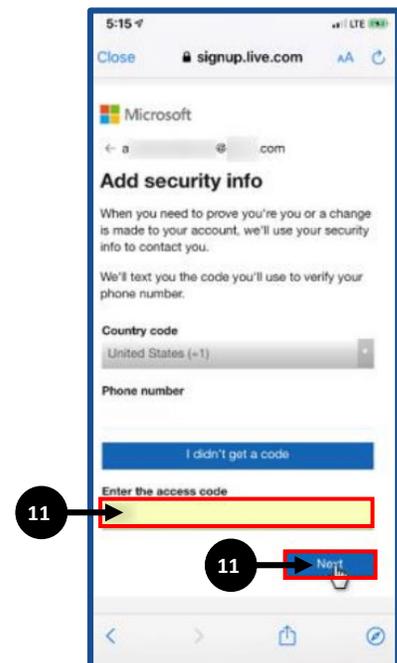
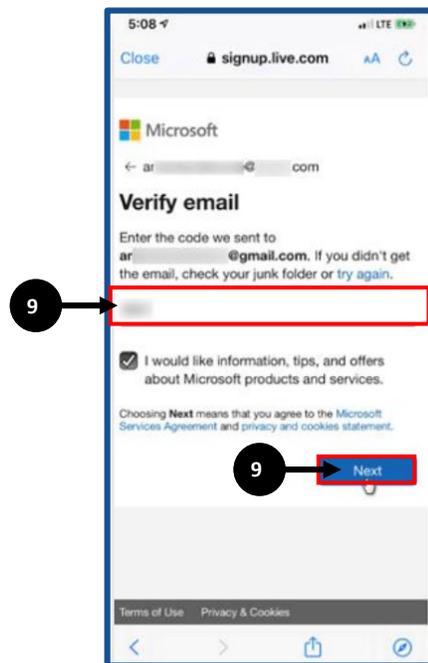
8. Create your password, and click **Next**.



9. Enter the code sent to your email address to verify your account, and click **Next**.

10. Enter your phone number.

11. Enter the code you receive via text, and click **Next**.

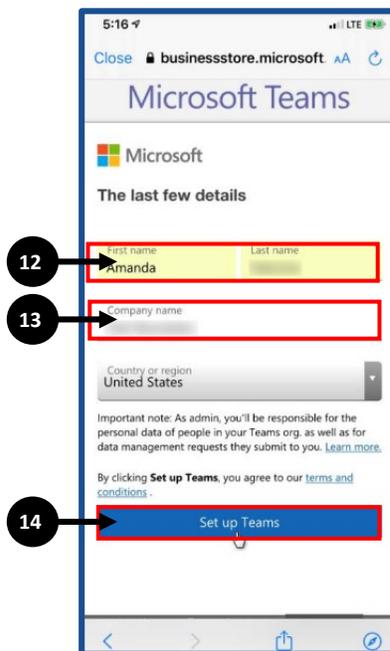


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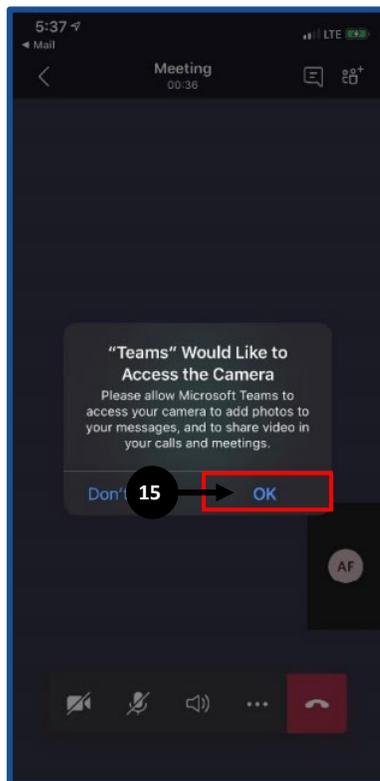
12. Enter your **First name** and **Last name**.

13. Enter your company name in the Company name field.

14. Click **Set up Teams**.

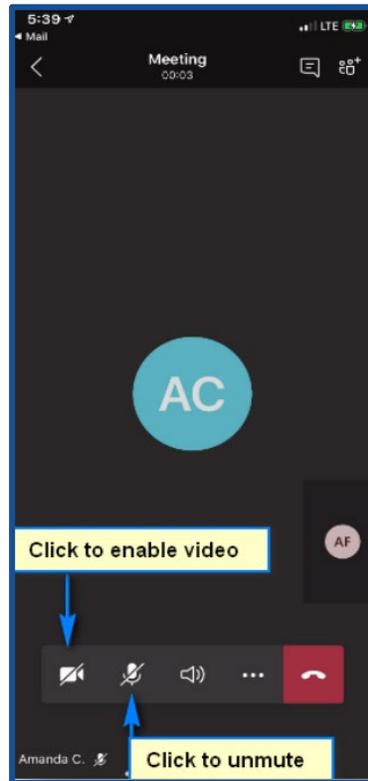


15. Click **OK** to allow Microsoft access to your camera and microphone.



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16. You can now join your first call.



***Note:** For additional Microsoft Teams support [CLICK HERE](#).