

Microsoft Teams Instruction

- A. Join Conference.
- B. share PowerPoints.
- C. share video in your PC.

To get a stable connection and full function of MS Teams, please download the app in your computer.

A. Join Conference.

1. In your received email, you may see:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 469-297-6880,,603715751#](#) United States, Dallas

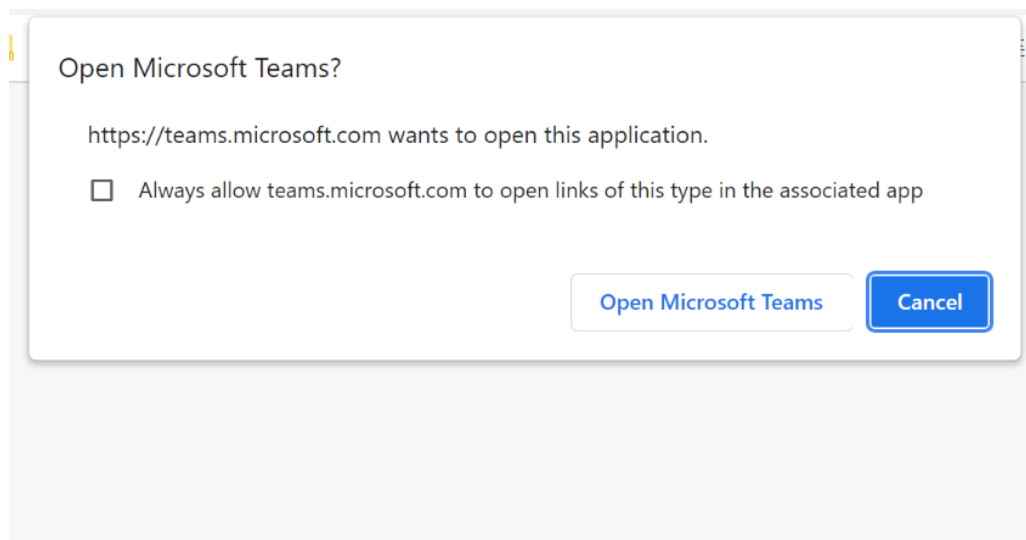
Phone Conference ID: 603 715 751#

[Find a local number](#) | [Reset PIN](#)

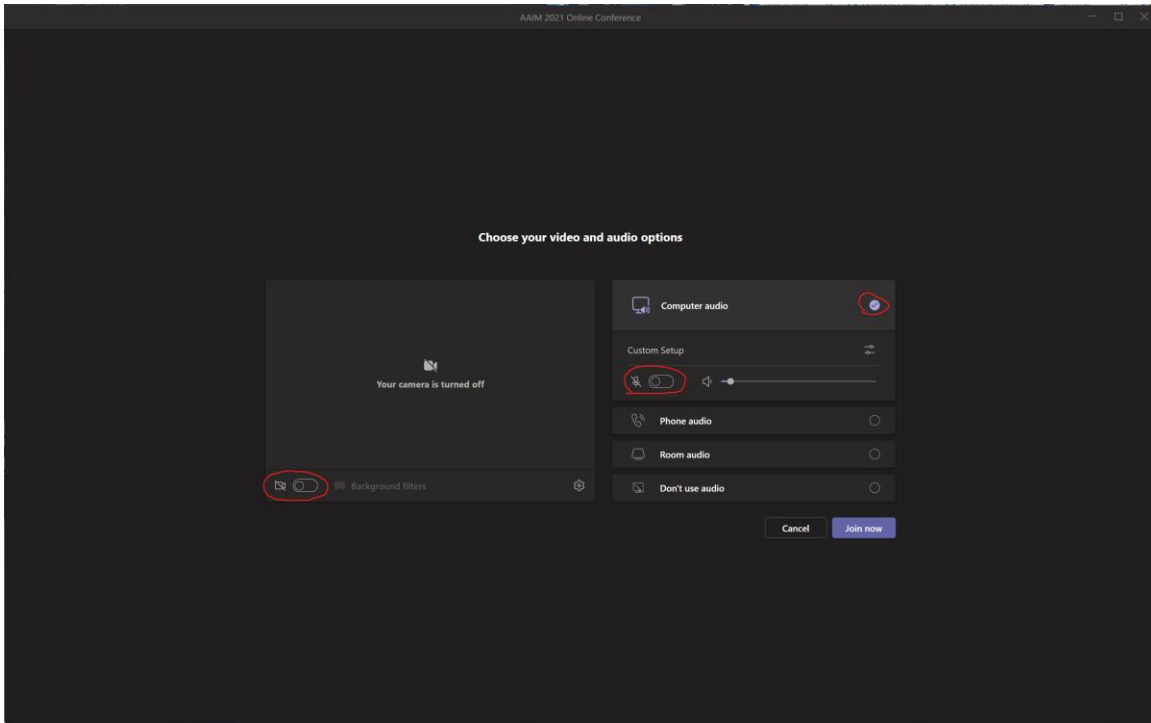
[Learn More](#) | [Meeting options](#)

Please click “click here to join the meeting”, to jump to MS Teams.

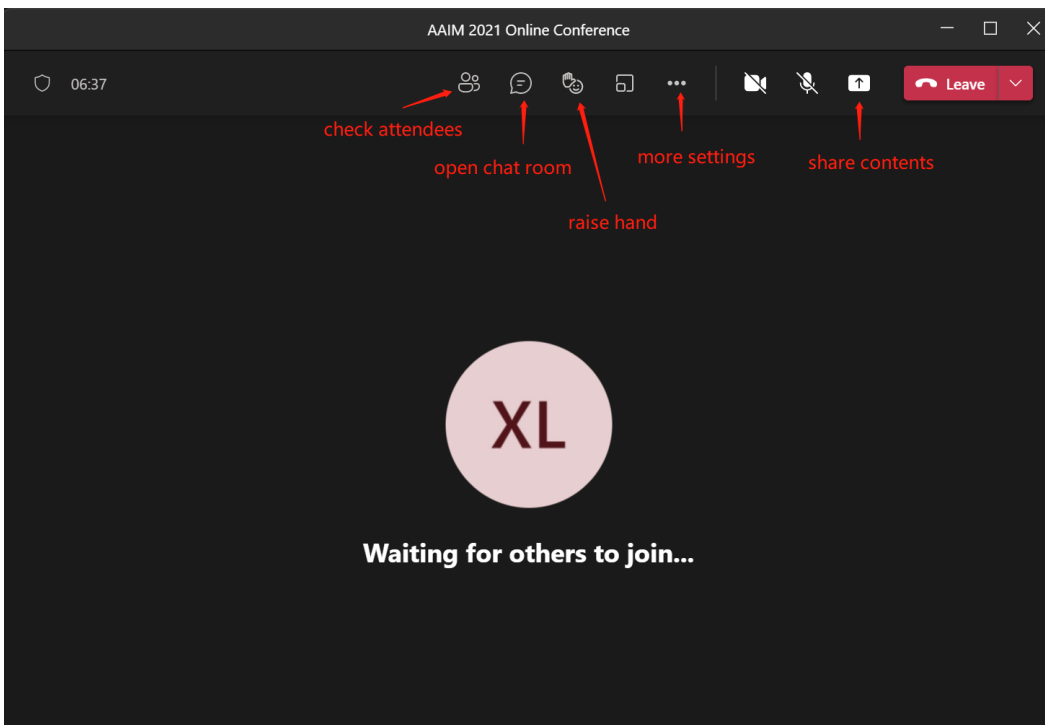
2. Then you will be led to a browser window showing a message:



3. Click “Open Microsoft Teams”, you will then jump to MS Teams window. Please make sure the settings in red circles before click “Join now”.

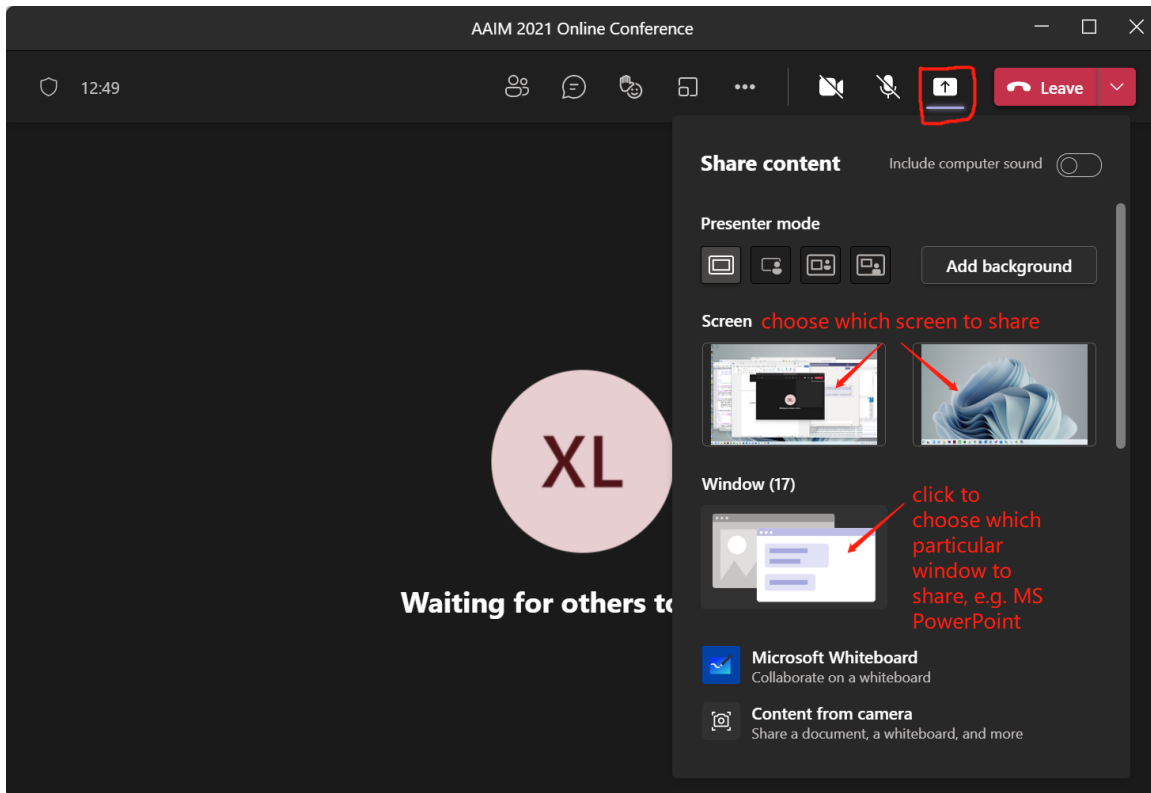


4. Click “Join now”, you will be in the MS Teams conference meeting main window like this:



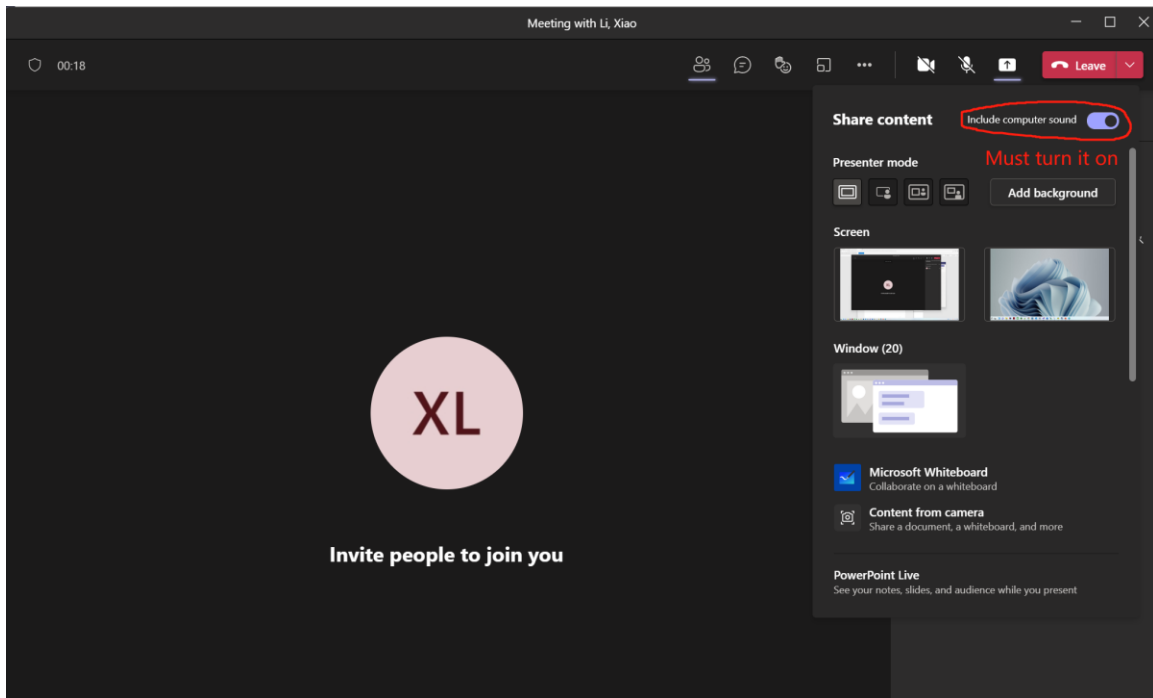
B. Share PowerPoints.

1. click the share button and choose one option to share your contents.



C. Share video in your local file.

1. click share button, make sure "Include Computer Sound" is tuned on.



2. then share your screen, play the video in your own pc, we will be able to see the video as well as hear the voice of the video. **When you play the video, please mute yourself to avoid echo.**