Microsoft Teams: Joining a Virtual Meeting

Microsoft Teams is a secure synchronous learning application that allows for virtual communication between students and their teacher. There are two ways to join a Teams meeting: Using Teams through Office 365 in a Chrome browser or using the Teams app.

Use the links below or scroll to the required page to learn more about joining a Microsoft Teams meeting:

Joining a Teams Meeting through a Chrome Browser:

Chrome is the recommended browser for joining a Teams meeting.
(Your class meeting link might also be posted in your LMS class)

1. Go to www.nearnorthschools.ca and click the door in the top right corner:


2. Sign in with your NNDSB first.last## username and password

3. To join a Teams meeting, click the app launcher in Office 365 and choose **Teams**
(If you see a page that has a button for "Get the Mac app", choose "Use the web application instead)
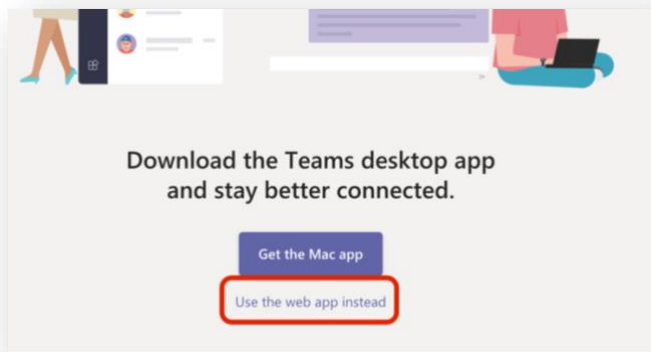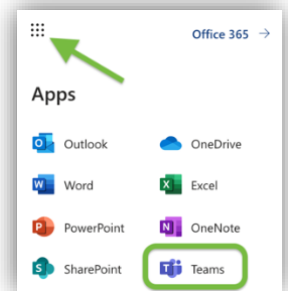
4. Next, select the **Calendar** icon (left panel) and click the meeting in the calendar:
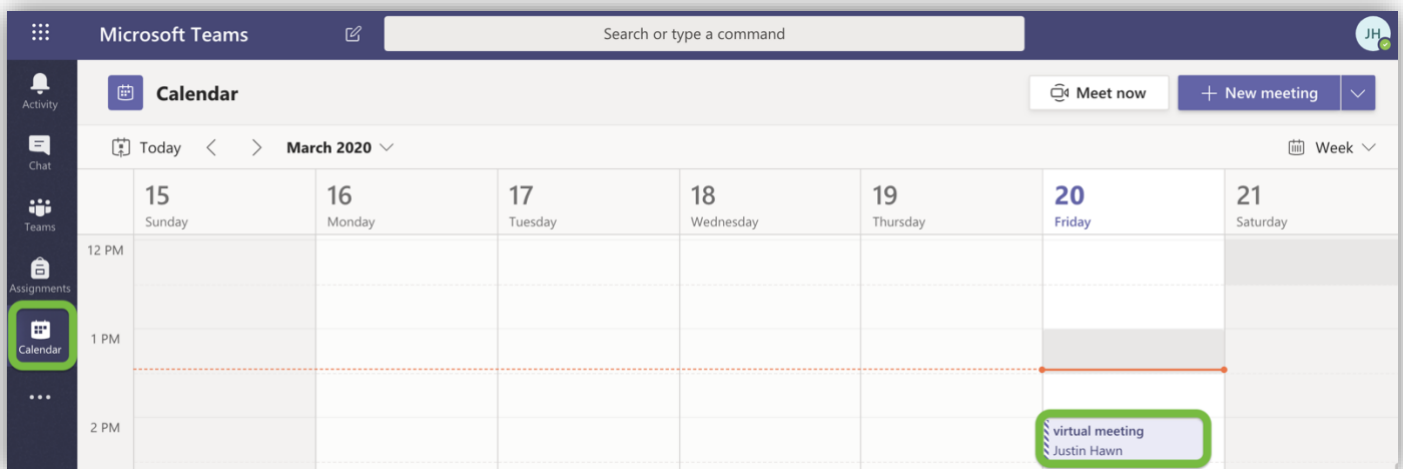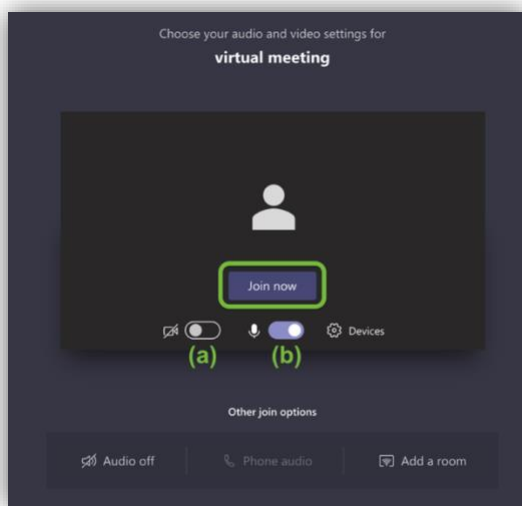
5. Choose **Join** (top right corner) or click **Join Microsoft Teams Meeting**
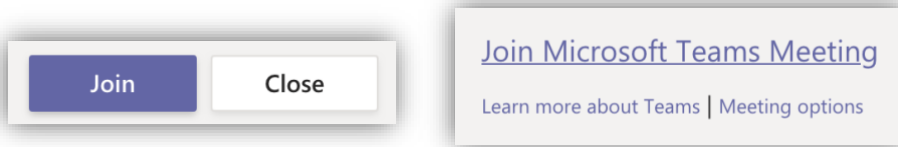
6. Select the audio (b) and video (a) settings for your virtual meeting. If video is not necessary, turning it off is recommended.
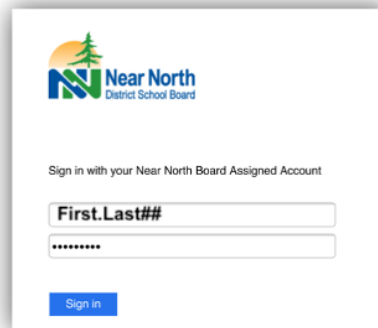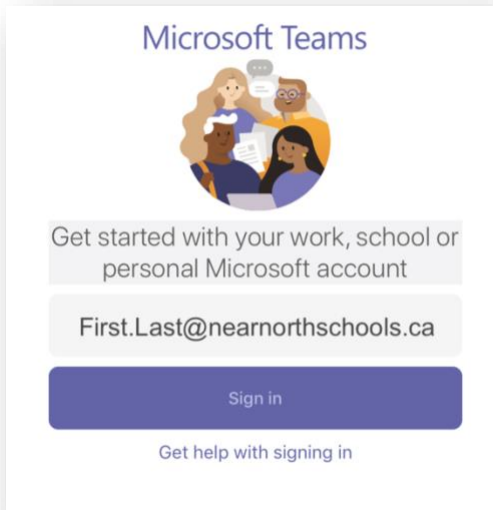
7. Click **Join now**
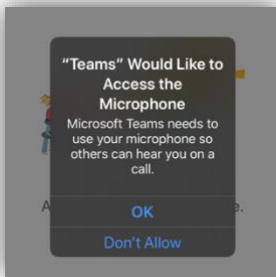
Joining a Teams Meeting Using the iOS Teams app (iPad):

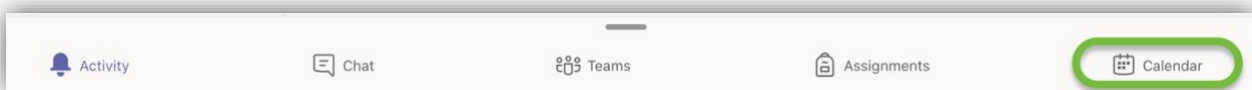Download the Microsoft Teams app from the app store.

1. Launch the Teams app, enter your NNDSB username **including @nearnorthschools.ca** and sign in with your NNDSB password and click Sign in
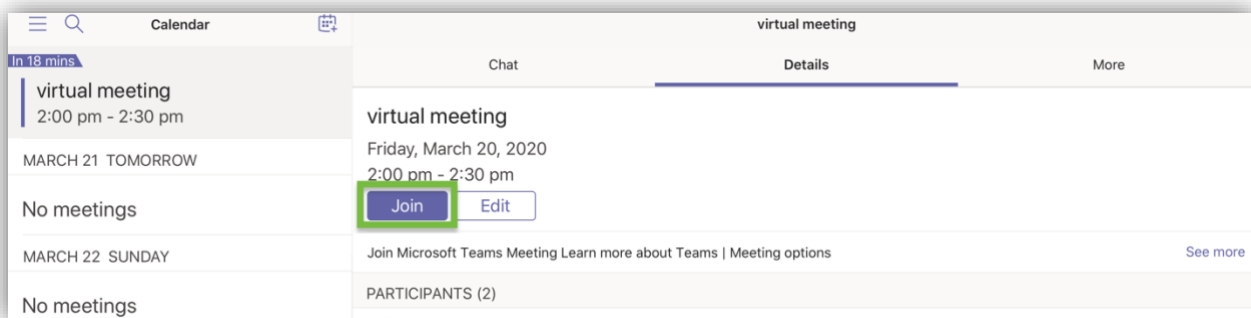

2. Allow the app to access the Microphone

3. Select the Calendar tab in the bottom menu:

4. Click the meeting and select Join:

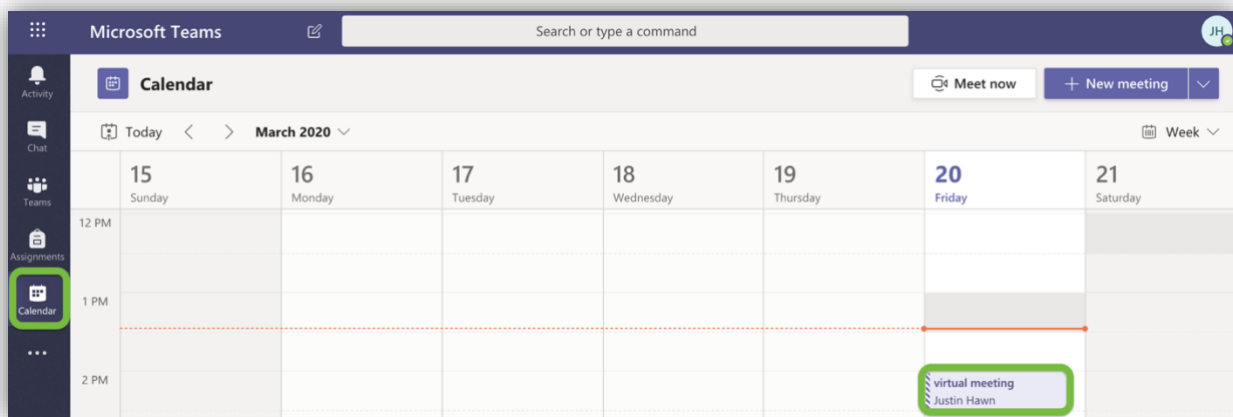# Joining a Teams meeting using the the Teams app (MacBook)
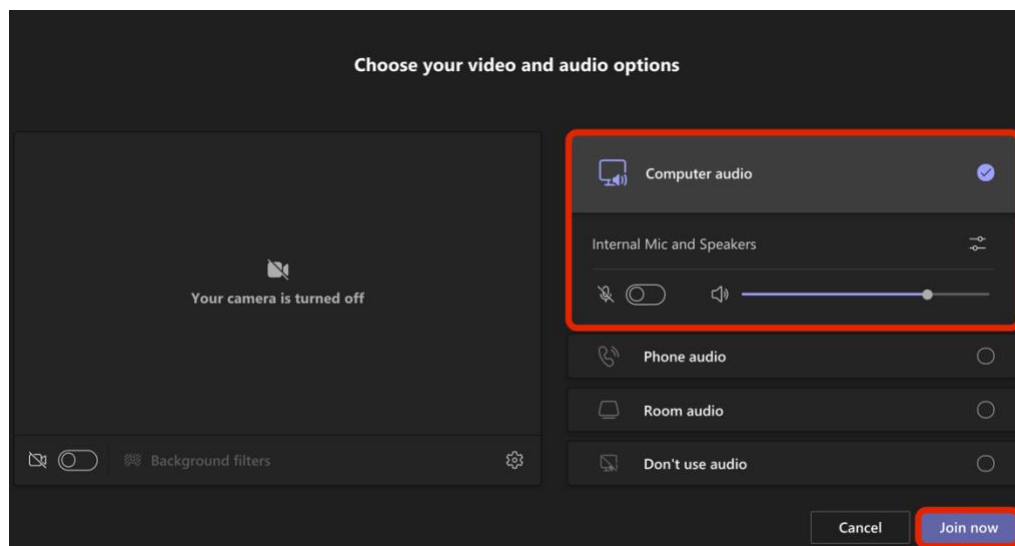
1. Launch the Teams app and sign in using your full first.last@nearnorthschools.ca
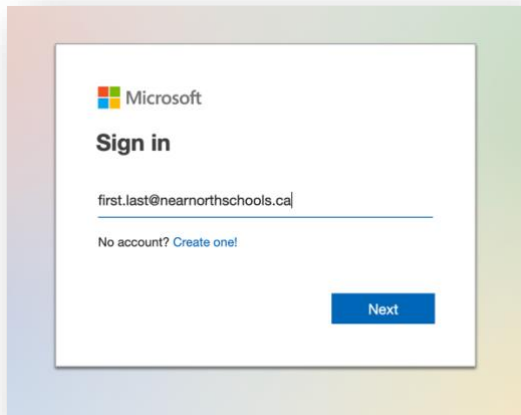
2. Select the Calendar from the left menu:
   (If Calendar isn't showing, click the three dots and choose Calendar)

3. Click the meeting in your calendar and select Join.
4. If "Join now" is greyed out, select "Computer audio" and then click Join now:

Frequently Asked Questions

**When I try to join, the "Join now" button is greyed out.**

- Ensure Computer audio is selected and then click Join now. See bottom of page 5

I can't find my meeting in the calendar, what can I do?

- Your meeting will show in the calendar on the day it was scheduled. If you can't find it but you've been in the meeting before, you can join through the chat. Choose the Chat menu item (left menu in Chrome or the Mac app, bottom menu on an iPad). Select the meeting and click Join in the upper right corner

When I join a meeting, I'm being added as a guest. How do I join with my NNDSB account?

- If you are signed into the Teams app you should automatically be brought into your meeting as an NNDSB student instead of a guest.

- If you're using a browser to sign into your Teams meeting, you must use **Chrome**. After clicking the link to join the meeting you may be brought to a login screen like this:
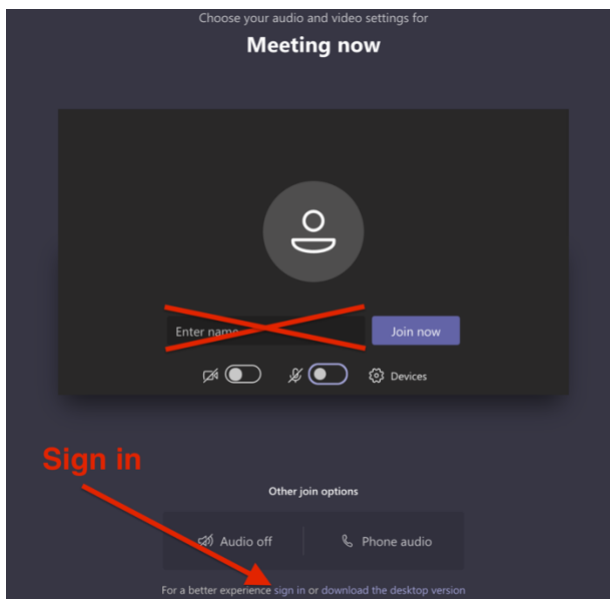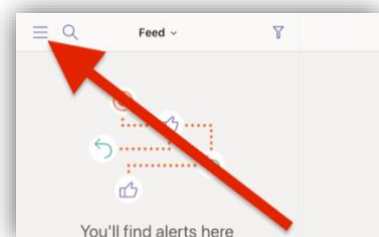

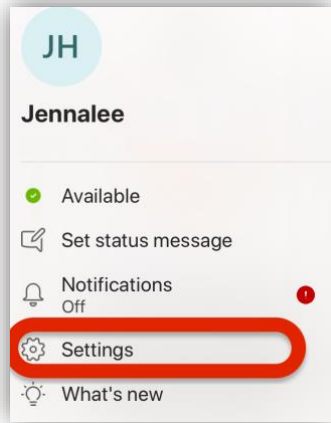If you are asked to enter your name, ignore that field and click "Sign in" at the bottom of the page:

How do I sign out of Teams?

- If Teams is causing you issues, it might be best to sign out and restart Teams and your device. To sign out of Teams,
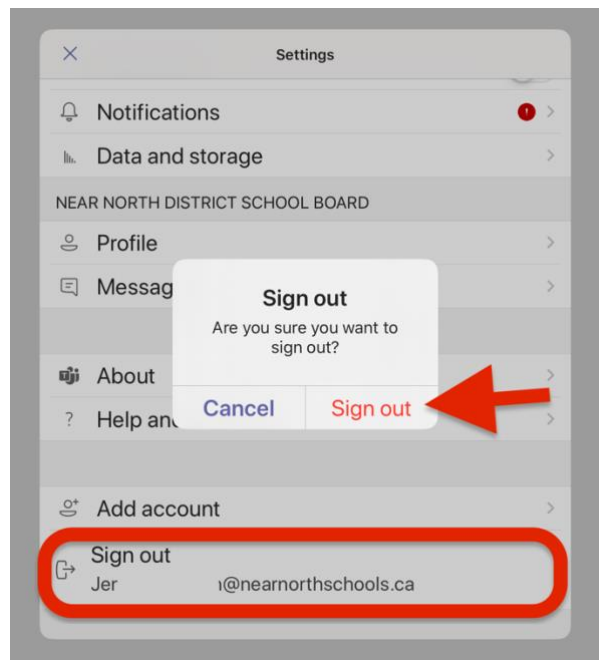
1. Click the menu icon in the top left corner of the app:

2. Select Settings:

3. Click the sign out option and then confirm the Sign out:

4. Chrome: Quit Chrome
   iPad: Double tap the home button on the iPad and swipe the app closed.
   MacBook: Quit the app (Click Teams in the top left corner and select Quit)

How can I troubleshoot other issues?

- It's recommended that you sign out of Teams (See above) and restart your device. If you're on a Mac or PC, and you're using the downloaded Teams app, try connecting through Chrome (Page 2) or if you're using Chrome, try connecting through the Mac App (Page 5).