

Joining an Online Lecture

1. Select the session link to join the Online Lecture
2. That will open a web page, where you'll see two choices: **Download the Windows app** and **join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your microphone and camera. Be sure to allow it so you will be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **phone audio** if you want to listen to the meeting on your mobile phone.
4. When you are ready, hit **Join now**.
5. This will bring you into the meeting lobby. We will notify the meeting organizer that you are there and you will be admitted to the meeting.

Notes: If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again

Please ensure your microphone and camera are muted.