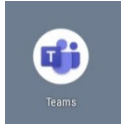
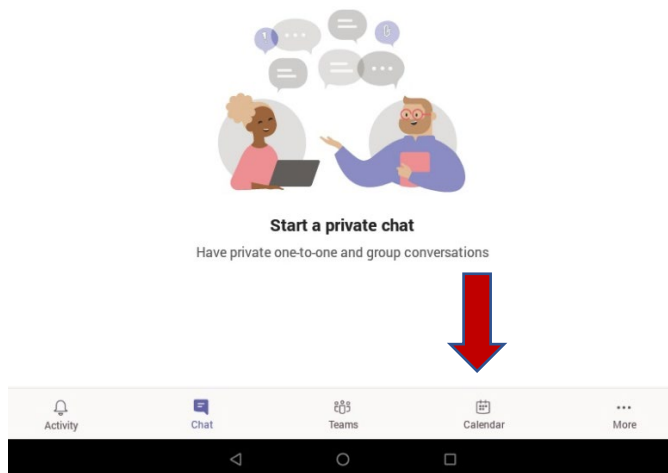


Instructions for Teams Video Calling

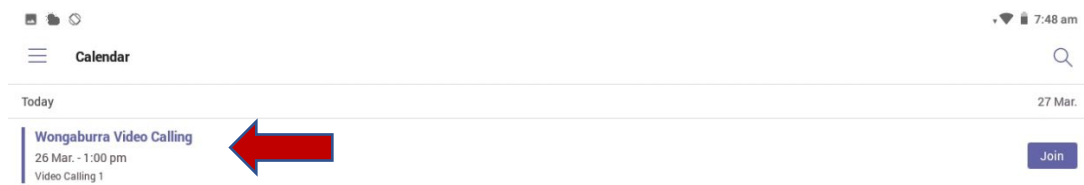
1. Open Microsoft Teams



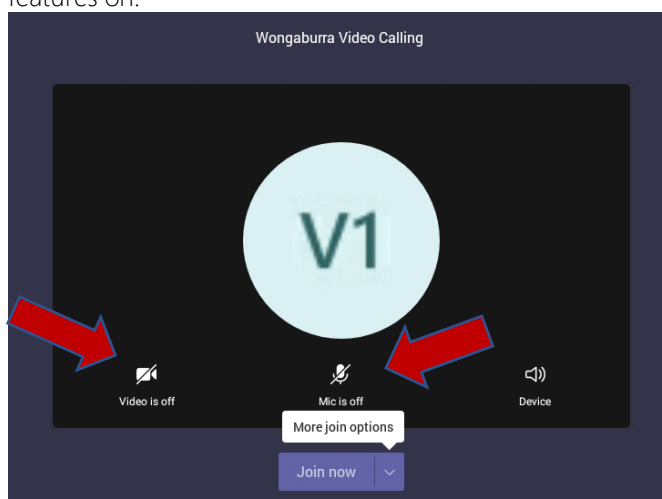
2. Select calendar from the bottom menu (insert picture with red arrow)



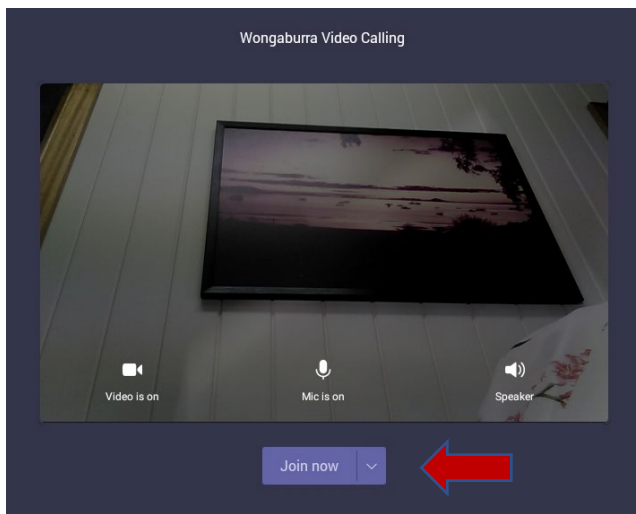
3. Select your call booking from the calendar and click join



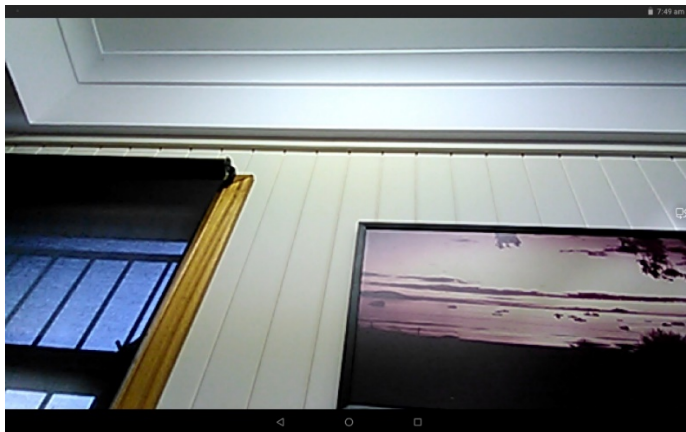
4. If the video and microphone icons have a line through them, tap on each icon to turn these features on.



5. Click join now to start the call



6. At the end of the call, tap anywhere on the screen to bring up the controls



7. Press the red icon to end the call

