

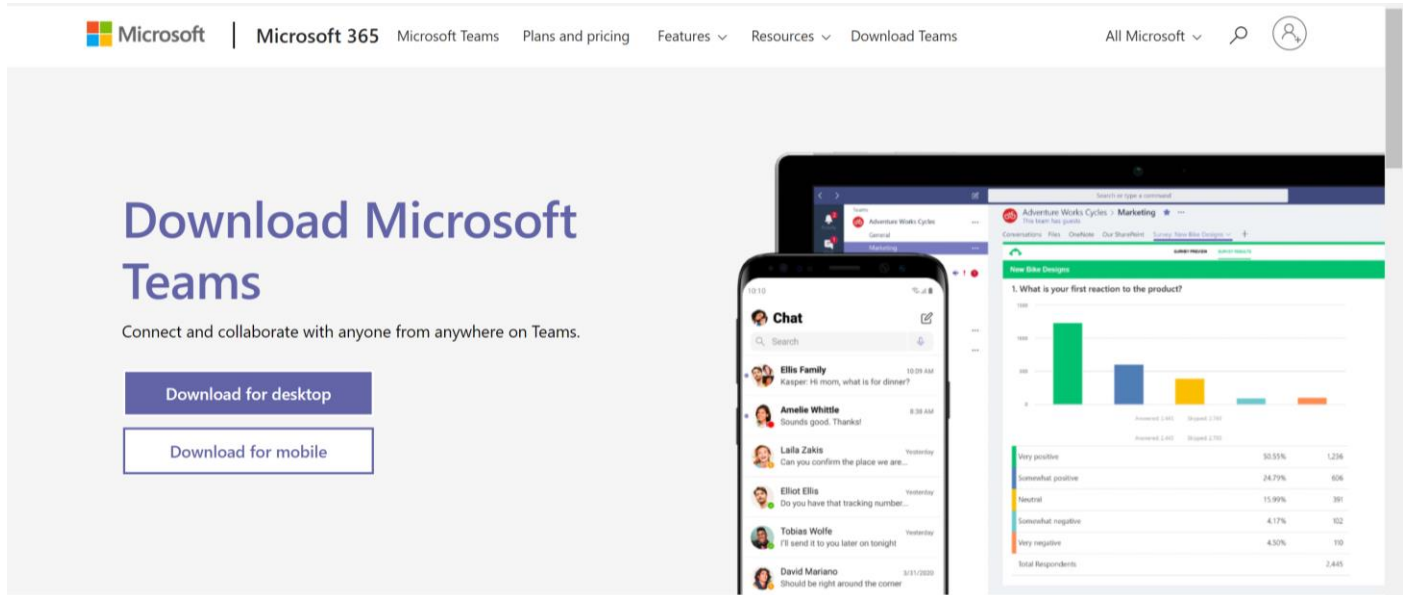


How to join a **Microsoft Teams** meeting with your teacher on the **DESKTOP APP**

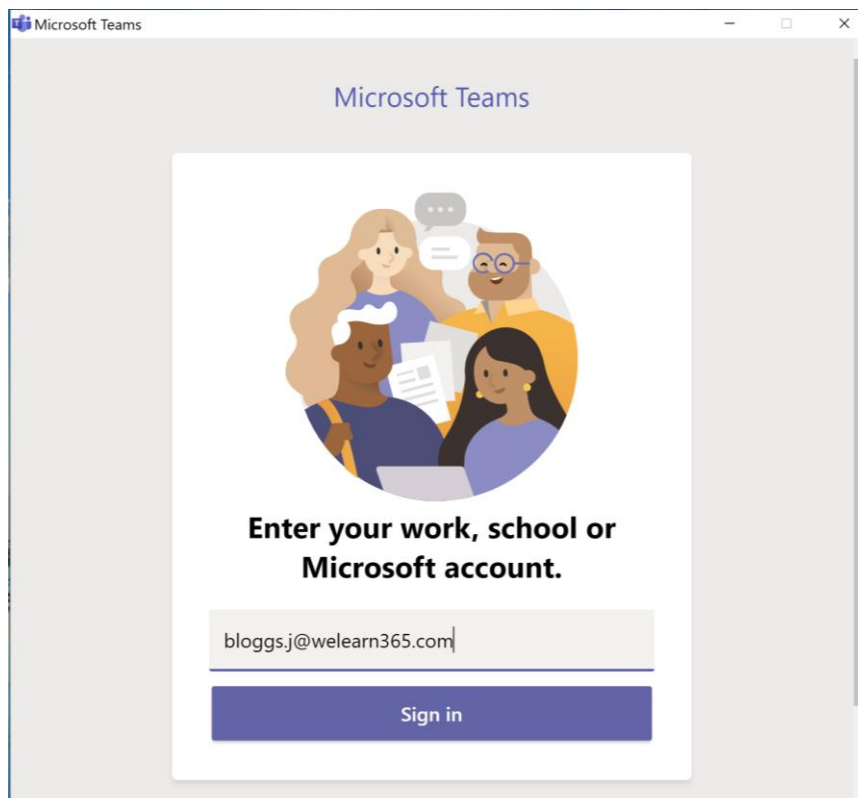
Step 1 – go to the Microsoft website and download the Microsoft Teams desktop app.

This app is **FREE TO DOWNLOAD** – please make sure you are on the official Microsoft website.

You can access this webpage by following this link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>



Step 2 – Once the app has downloaded, open it. Enter your **welearn365** log in details:



Step 3 – Your Teams homepage will show up. You will be in a team, which is named something like **Ash Class – Group 1**, created by your teacher.

Wait on this page for your teacher to call at the time you have been given in your email.

Click on **VIDEO**, and **ALLOW MICROPHONE**.

This way, your teacher will be able to hear and see you when you join the meeting.

