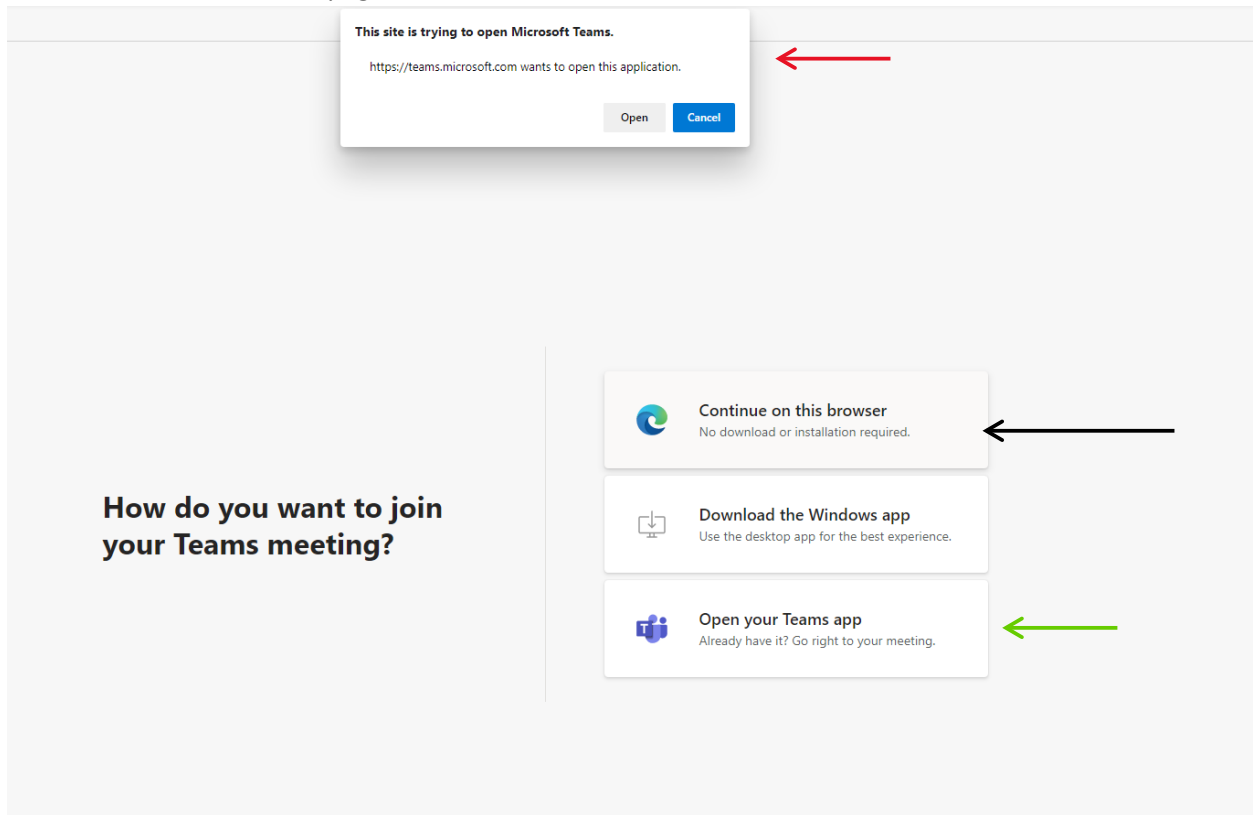
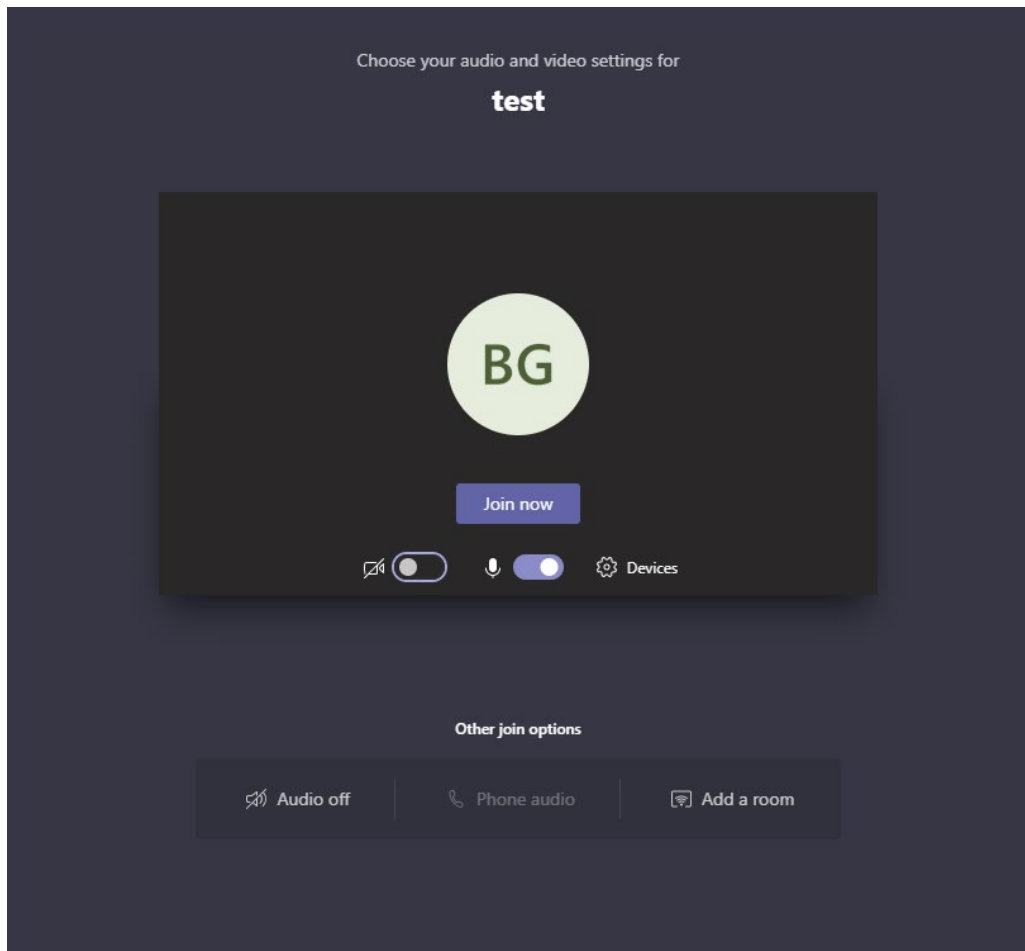


Process to login to a Teams meeting as a student

1. Login to the Teams web or desktop client
 - a. Use your ename@colostate.edu and your CSU password for this step.
 - b. More information on logging in: <https://www.acns.colostate.edu/Microsoft-Teams-Students/>
2. Click on the link for your meeting that was in the invitation (inbox and email calendar)
 - a. If you have an @colostate.edu email address you can also find this meeting link on your Calendar tab in the MS Teams client. If you click on that link from the Calendar tab you will be taken to step 4.
3. You will be taken to a web page like this:



- a. The red arrow at the top indicates a message that will allow you to launch your Teams Desktop app if you have it installed. You can cancel this box if you do not have the desktop version installed.
 - b. The black arrow in the middle indicates the button that will launch your Teams session in your current web browser.
 - c. If the message that the red arrow at the top is indicating doesn't appear and you have the desktop version of Teams installed, then click the button that the green arrow at the bottom is indicating to open the meeting in your Teams desktop app.
4. The next screen you will see will be like this:



- a. If you do not see a **Join now** button as shown above then you are not logged in with your ename@colostate.edu account and will be asked to type in a name. This means you are joining as a guest and will not be able to view any recordings or notes in the meeting later. You will also be placed into a lobby until the host admits you to the session. To avoid this close all of your browsers and start over, you may need to have cookies enabled to let the web pages work properly.
5. Click the **Join now** button to join the meeting.
 - a. If you need to ensure your correct audio or video options are set before joining, then click the **Devices** button shown above.