

MS Teams Starter Guide (VHAP Students & HAPLs)

Downloading the Teams app - Before Session 1

Windows users

1. Go to the [Microsoft Team Website](#). Download Microsoft Teams for Windows.



Download Microsoft Teams for Windows

2. Click the MS Teams Setup file in your downloads. Follow the instructions to install the app.

Tablet users

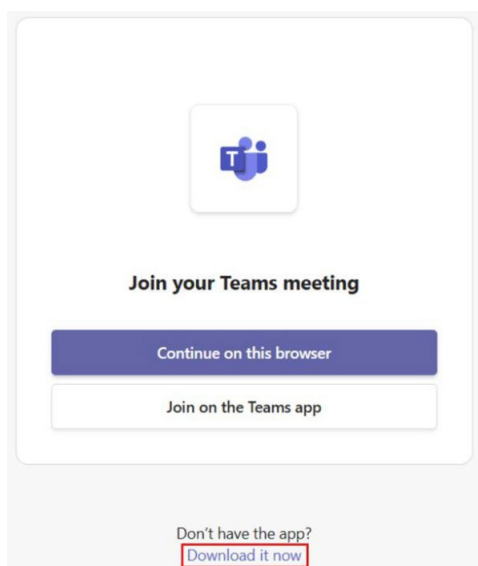
- Download Microsoft Teams from your app store

Logging in to your online classroom

1. Log in to the [VHAP LMS](#). Select your VHAP course.
2. Click the Online Lesson button on your course page. It should look something like this:



3. A new window will open asking how you'd like to join:



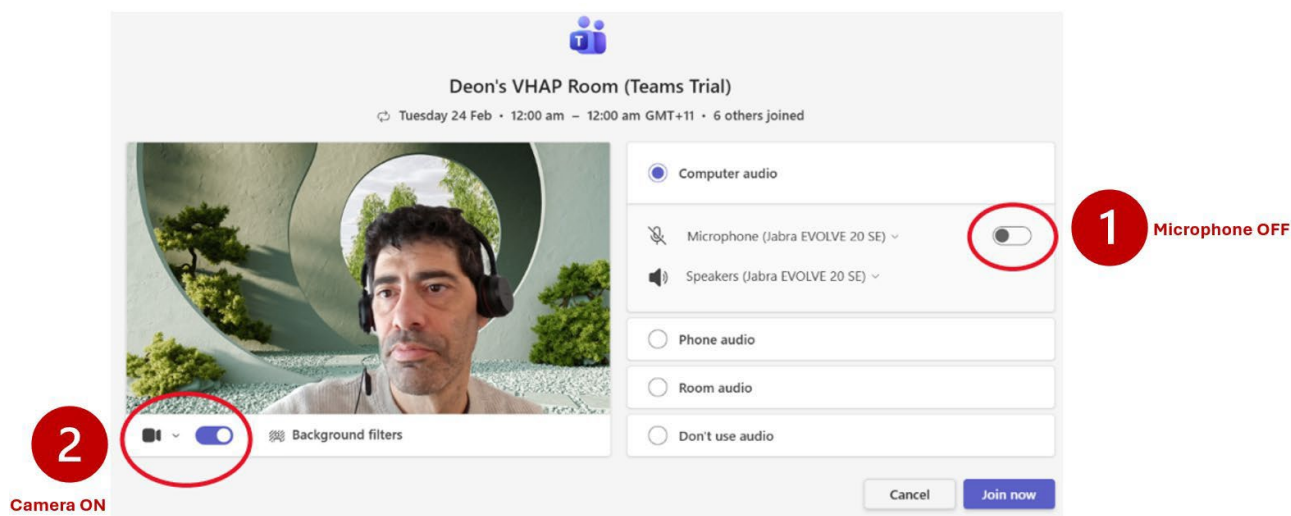
- **Join on the Teams app** (best option)
- **Continue on this browser** (works if you don't have the app)

If you don't already have the Teams app installed:

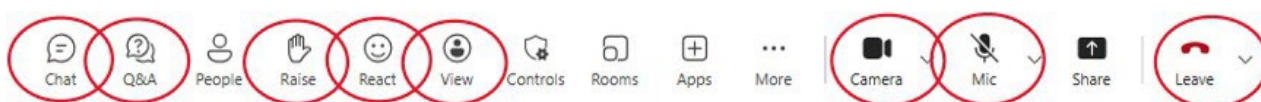
1. Choose [Download it now](#) or install Microsoft Teams from your app store (if using tablet).
2. Once installed, return to your course and click the Online Lesson button again.

Check Microphone / Camera settings before joining session

1. Toggle **Microphone** to the **off** position (left) to ensure that your mic is muted prior to joining
2. Toggle the **Camera** to the **on** position (right) to ensure that your camera is on



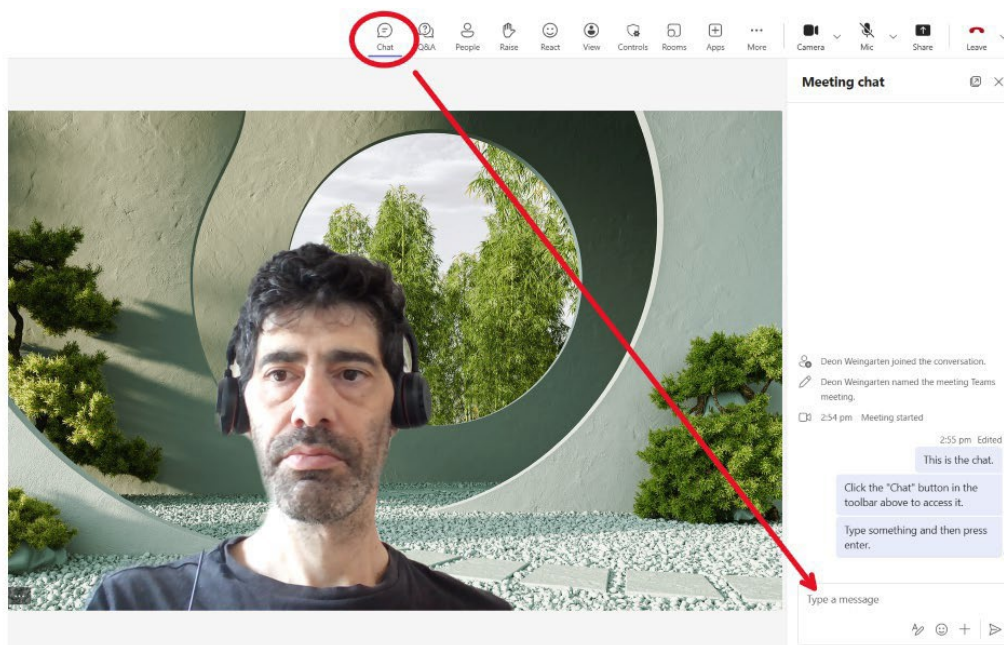
Main features students will use in VHAP sessions:



Your VHAP teacher will show you how to use most of these features during your VHAP lessons. Below are a few to get you started 😊

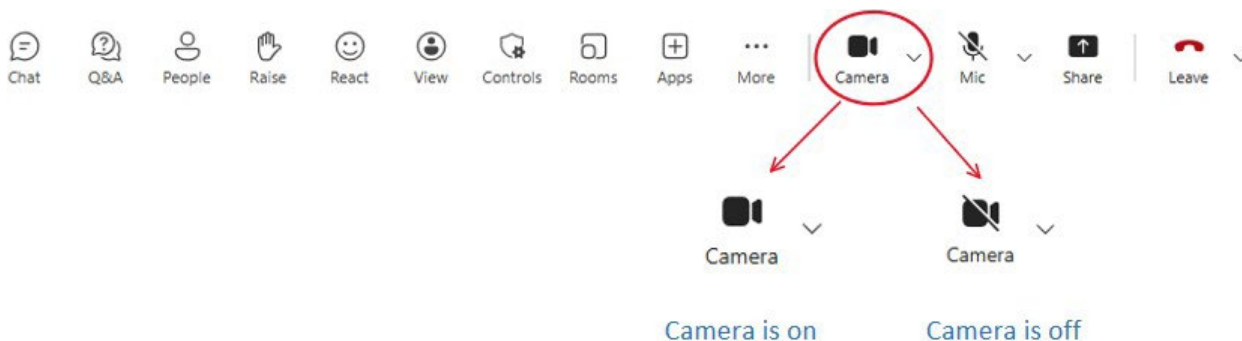
Chat:

Click the “Chat” icon. A window will appear to the right. Type a message. Press enter.



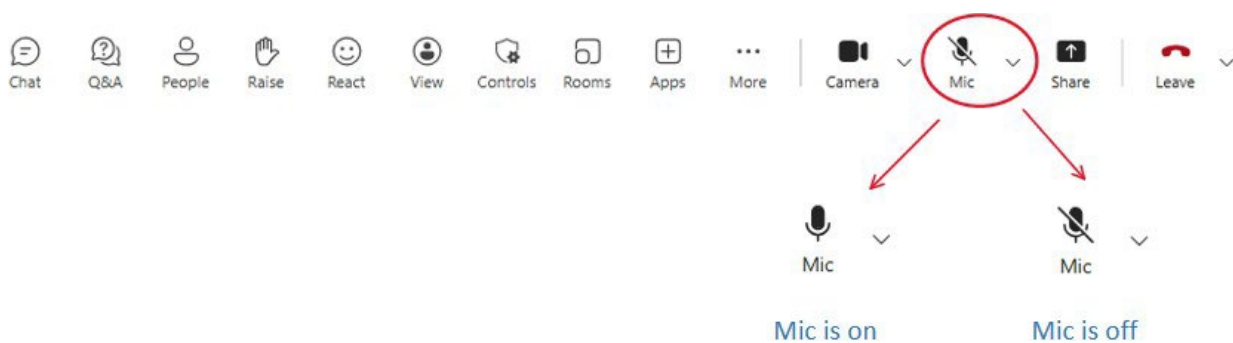
Camera:

Click the “Camera” icon to turn camera on.



Microphone:

Click the “Mic” icon to turn microphone on/off.



View:

View settings are a personal choice. However, the following settings are suggested to enable students to see as many participants as possible:

- Click “View” icon. Tick Gallery.
- Click “Select max gallery size.” Tick “49 people.”

