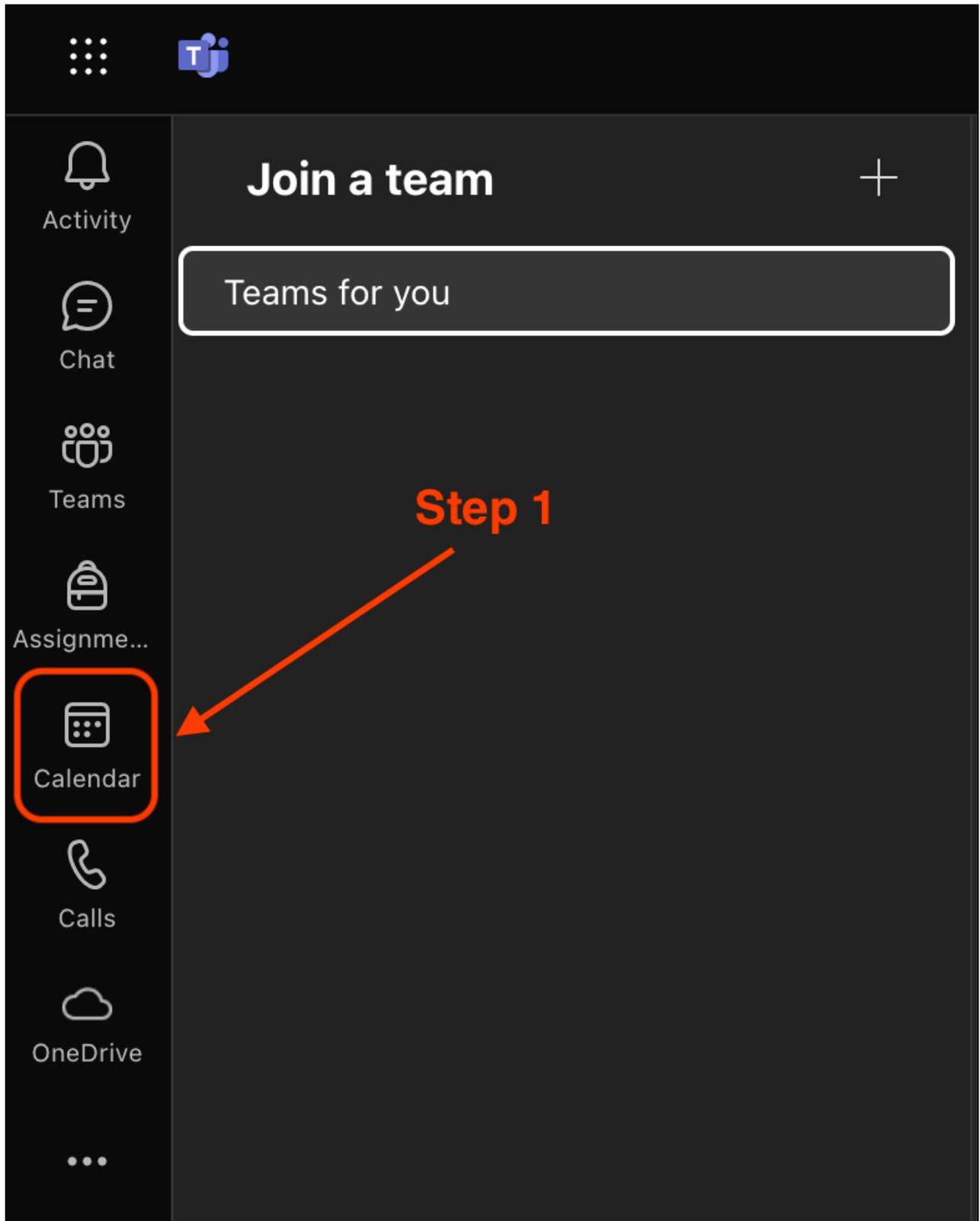
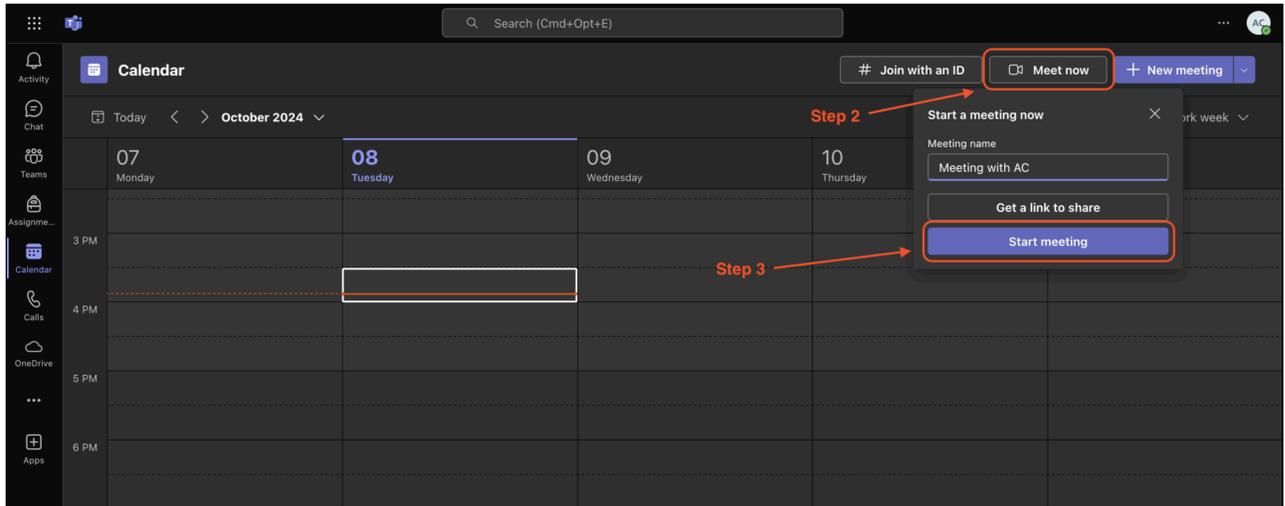


How to Run a Test Meeting

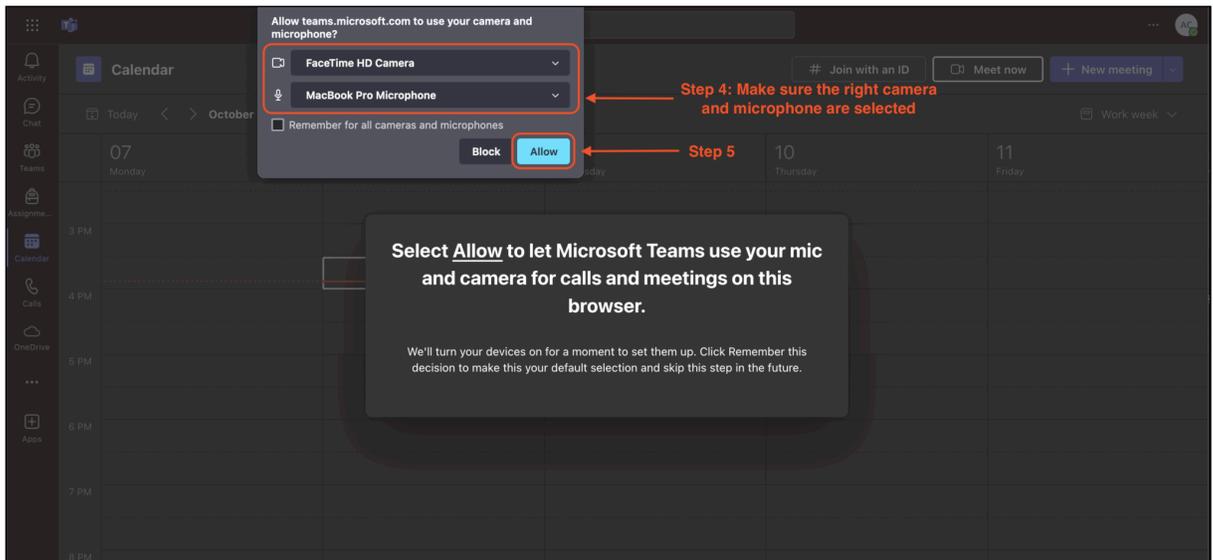
- The first step to run a test meeting on Microsoft Teams is to open the “Calendar” tab to create a new meeting



- In the “Calendar” tab we then click the “Meet now” button
- We set a name for the meeting and then click “Start meeting”



- Depending on your operating system you may have to allow access to microphone and camera
 - Make sure to select the right microphone and camera



- Then we review the settings and click “Join now” to join the meeting

