

Tip Sheet: Connecting to MS Teams

Follow the directions below for connecting to your virtual training:

1. Make sure you are in a distraction free environment and have high speed internet access.
2. We strongly recommend you download the “**Microsoft Teams**” app to your device. You will have a much better experience using the app. You can delete the app after training.
3. Plan on joining at least 15 minutes before class starts to ensure you do not have any connection issues.
4. Click the blue hyper link, type in the web address into your browser, or click on the purple Teams link that says “Join Microsoft Teams Meeting” if joining from your calendar.
5. Only Google Chrome or Microsoft Edge browsers are fully supported. If you experience any issues, ensure you using Chrome, Edge, or the Microsoft Teams app.
6. If you continue to experience technical issues, we recommend you attempt to join on another computer, personal device, or click here: <https://docs.microsoft.com/en-us/MicrosoftTeams/troubleshoot/teams-welcome>