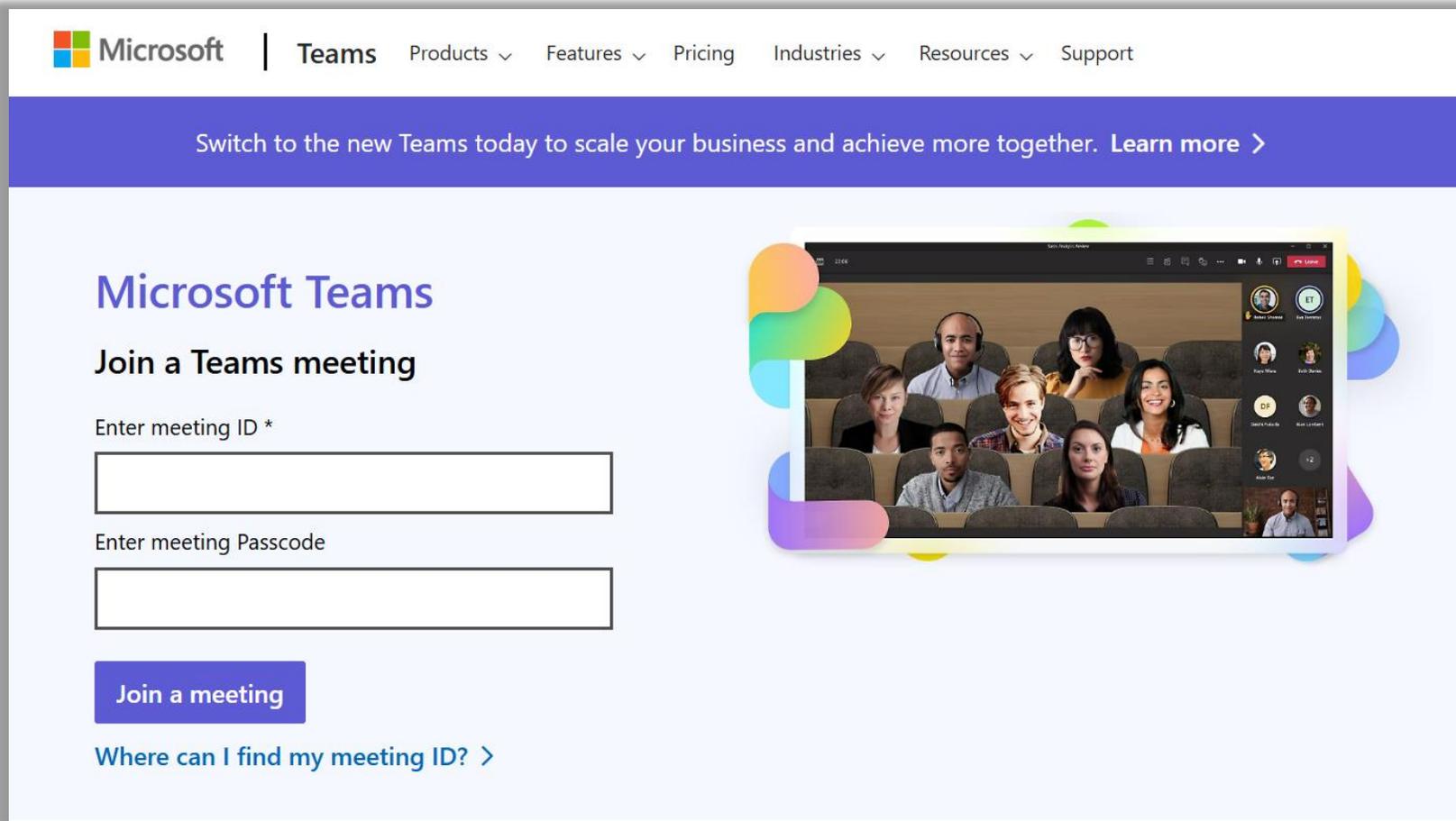




# **Join MS Teams Meeting (Using PC/Laptop)**



# Joining a Meeting with **Meeting ID**



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## Microsoft Teams

### Join a Teams meeting

Enter meeting ID \*

Enter meeting Passcode

[Join a meeting](#)

[Where can I find my meeting ID? >](#)

For parents who will be accessing from their **pc/laptop**, they can use this webpage to join the meeting using the **Meeting ID & Passcode** given by the teachers.

**E.g**

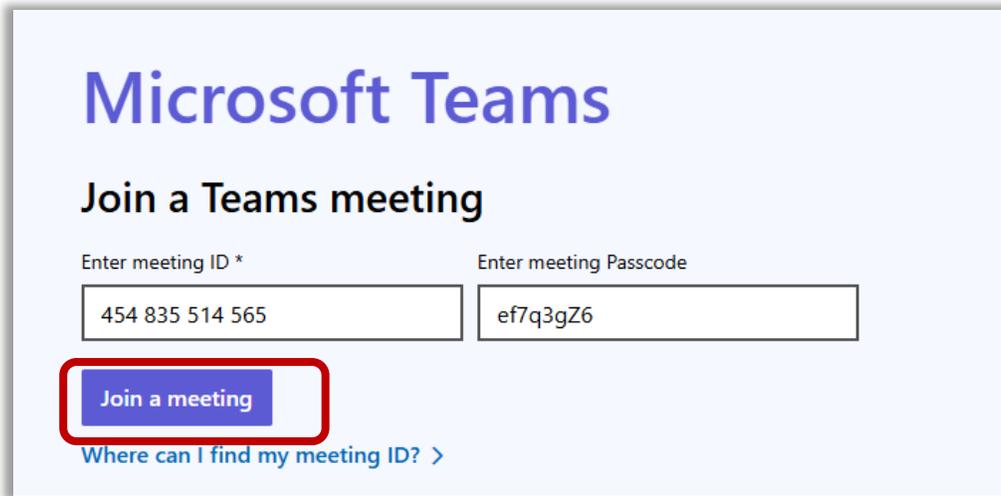
*Meeting ID: 454 835 514 000*

*Passcode: ef7q3gZ0*

**This link have been created for easy access to Join Teams using Meeting ID:**

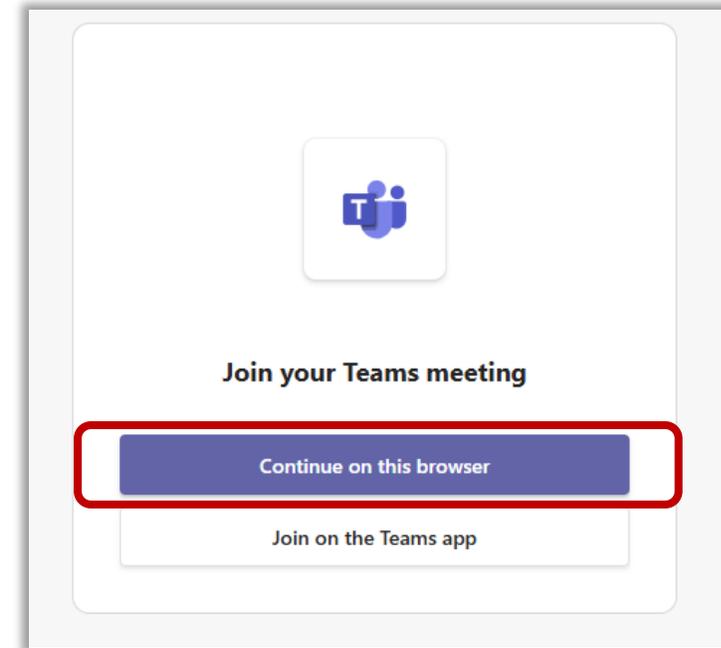
<https://for.edu.sg/jointteamsid>

# Joining a Meeting with Meeting ID



The screenshot shows the Microsoft Teams 'Join a Teams meeting' form. At the top, it says 'Microsoft Teams' in blue. Below that is the heading 'Join a Teams meeting'. There are two input fields: 'Enter meeting ID \*' with the value '454 835 514 565' and 'Enter meeting Passcode' with the value 'ef7q3gZ6'. A blue button labeled 'Join a meeting' is highlighted with a red box. Below the button is a link: 'Where can I find my meeting ID? >'

Type in the Meeting ID & Passcode given by the teachers, then “Join a meeting”



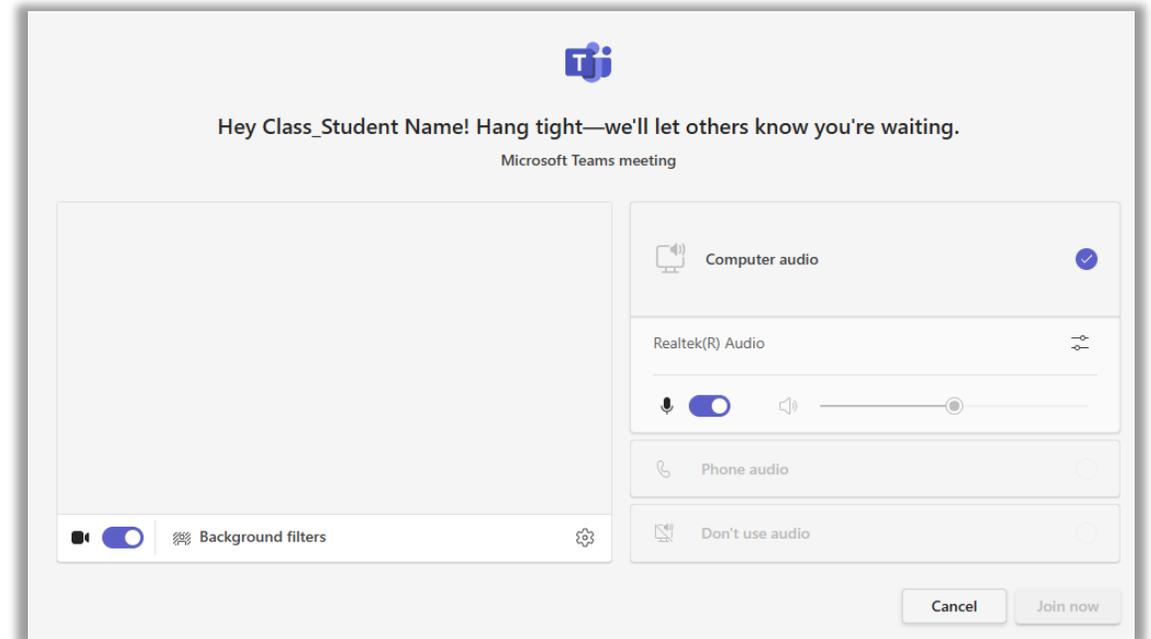
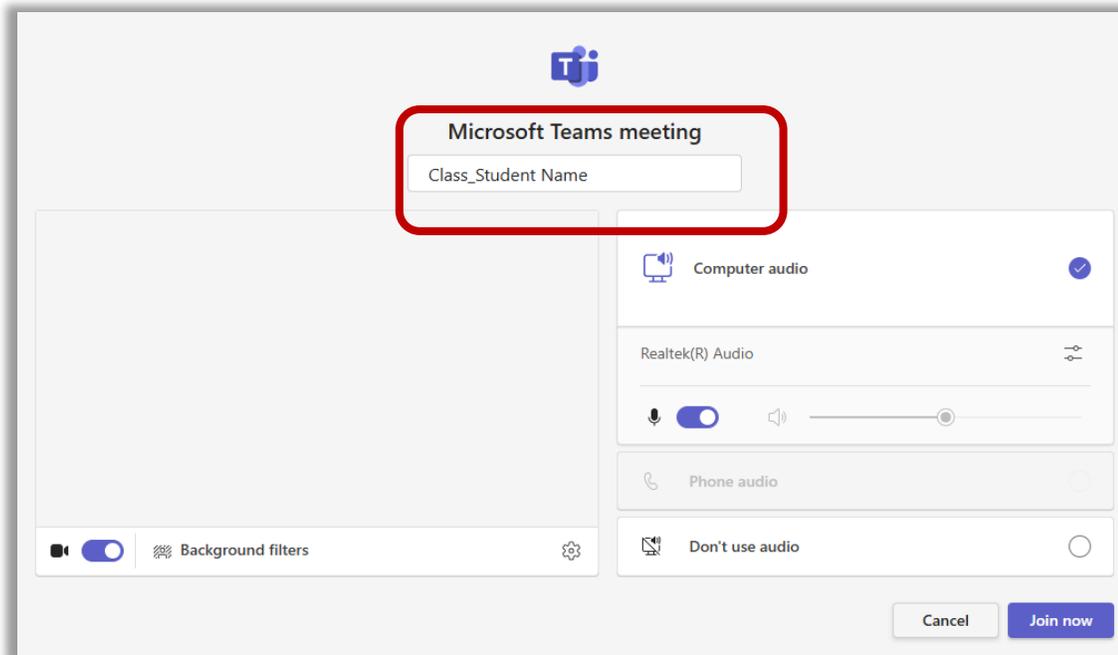
The screenshot shows the Microsoft Teams 'Join your Teams meeting' dialog. At the top is the Teams logo. Below it is the heading 'Join your Teams meeting'. There are two buttons: a blue button labeled 'Continue on this browser' which is highlighted with a red box, and a white button labeled 'Join on the Teams app'.

Click, “Continue on this browser”

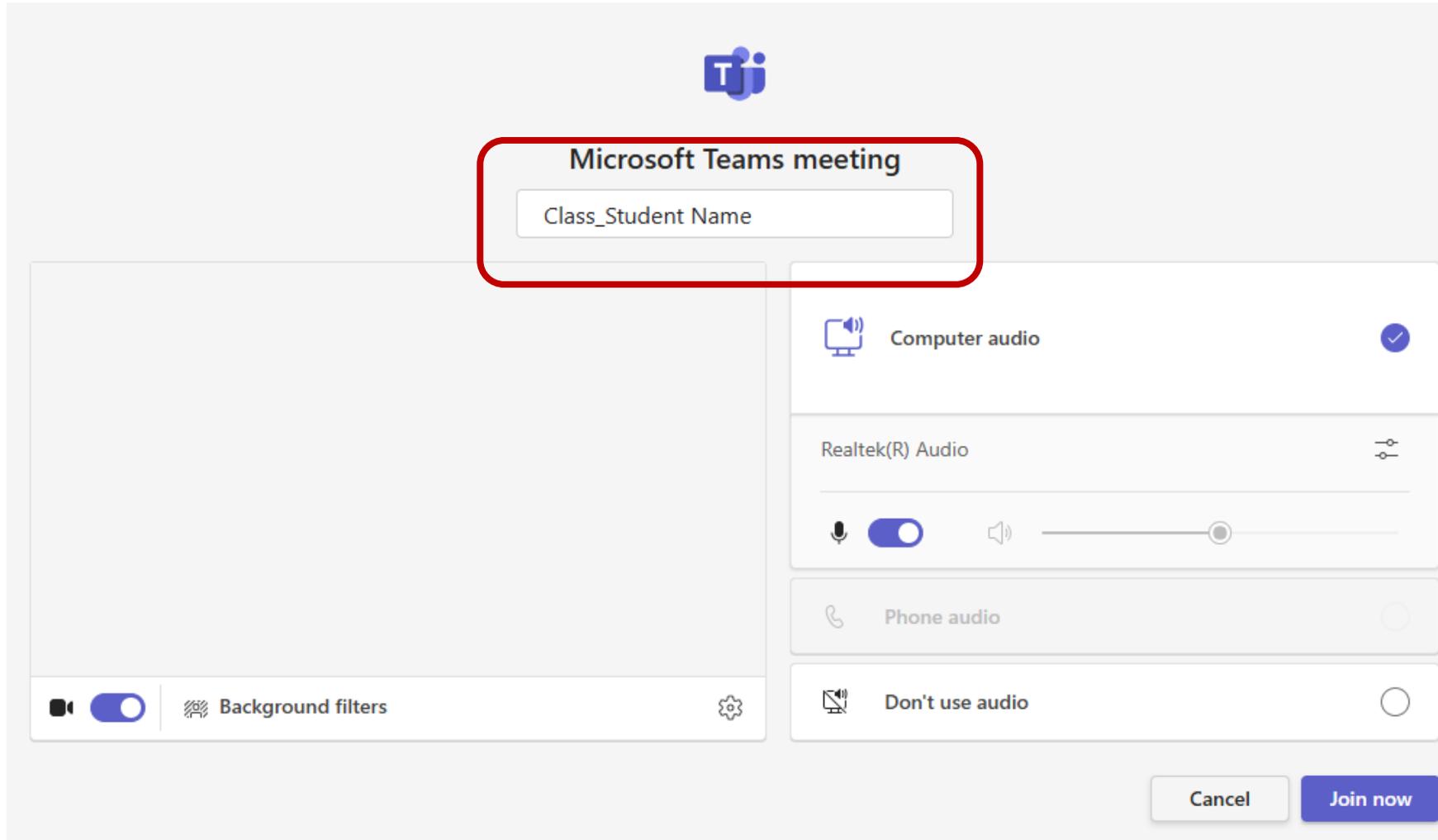
# Joining a Meeting with **Meeting ID**

## Rename as: **Class\_Student Name**

E.g: 6L01\_Mike Lee



# Joining a Meeting with **Meeting ID** (Using PC/Laptop)



3. Reminder to **RENAME** before joining the meeting.

- This is to ensure security and for main organizer to identify your identity.

E.g. 6LO1\_Mike Lee

\*\*If you need to **change** your naming, you need to close the browser.

Repeat the steps again.



# During a Meeting

(Controls & Tools available)



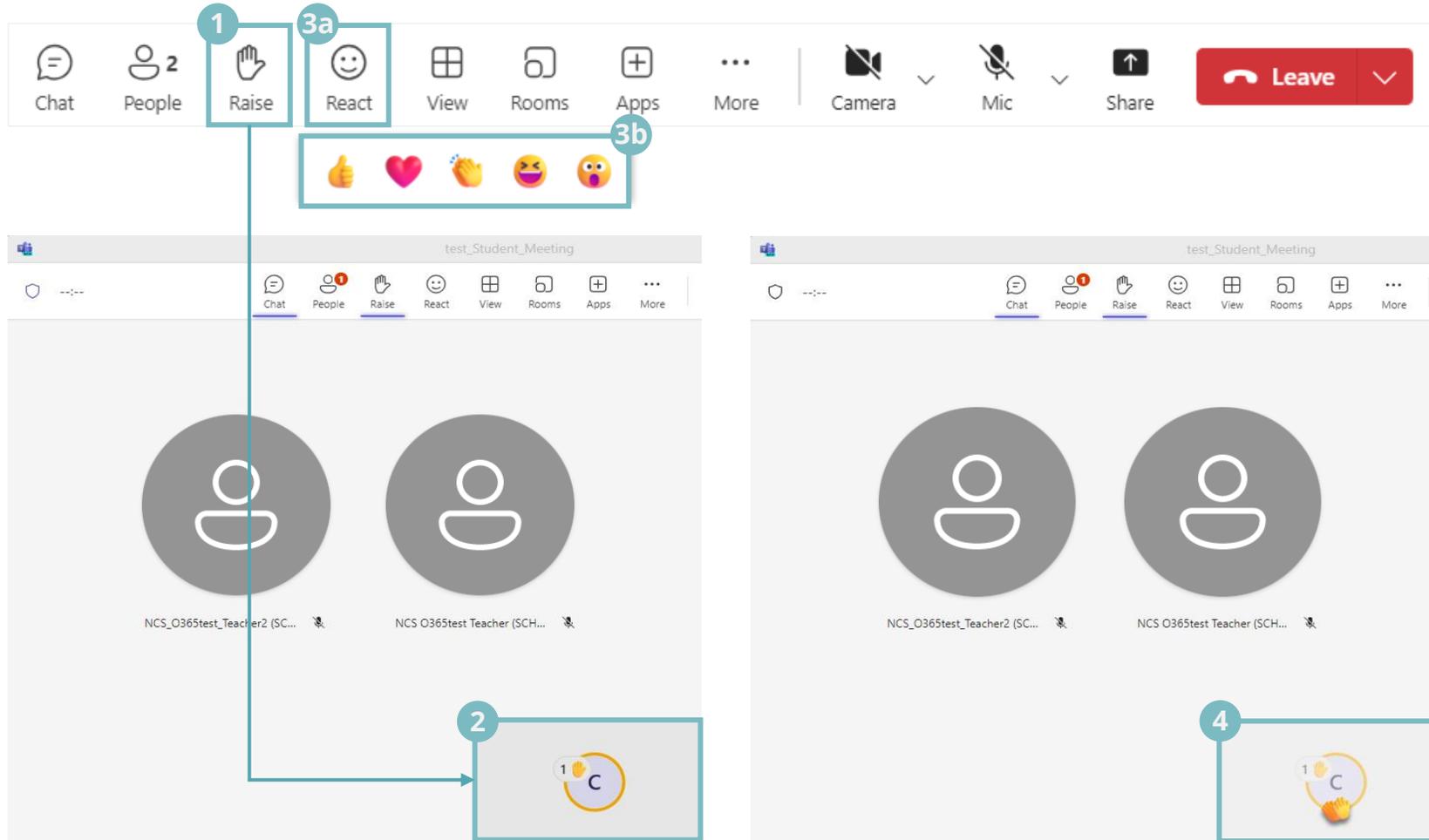
# Use meeting controls during meeting



## How to use meeting controls

- 1 Chat** – Click the '**Chat**' icon to open the chat panel and participate in real time conversations during the meeting.
- 2 People** – Click the '**People**' icon to view participants in the meeting, allowing you to see who's present and their roles.
- 3 Raise** – Use the '**Raise Hand**' feature to signal that you have a question or want to speak.
- 4 React** – Click the '**React**' icon and choose among the available emoticons for reactions.
- 5 View** – Select the '**View**' icon to adjust your layout and display participants based on your preference.
- 6 Rooms** – Access breakout rooms for focused discussions during the meeting. (Only for Teachers/Organiser)
- 7 Apps** – Use the '**Apps**' icon to access and integrate additional tools (i.e. [polls](#)) that enhance your meeting experience.
- 8 More** – Access additional meeting options.
- 9 Camera** – Click '**Camera**' icon to toggle camera access.
- 10 Mic** – Click '**Mic**' to toggle microphone access.
- 11 Share** – Click the '**Share**' icon in Microsoft Teams to display a specific window to all meeting participants.

# Raise hand and reactions



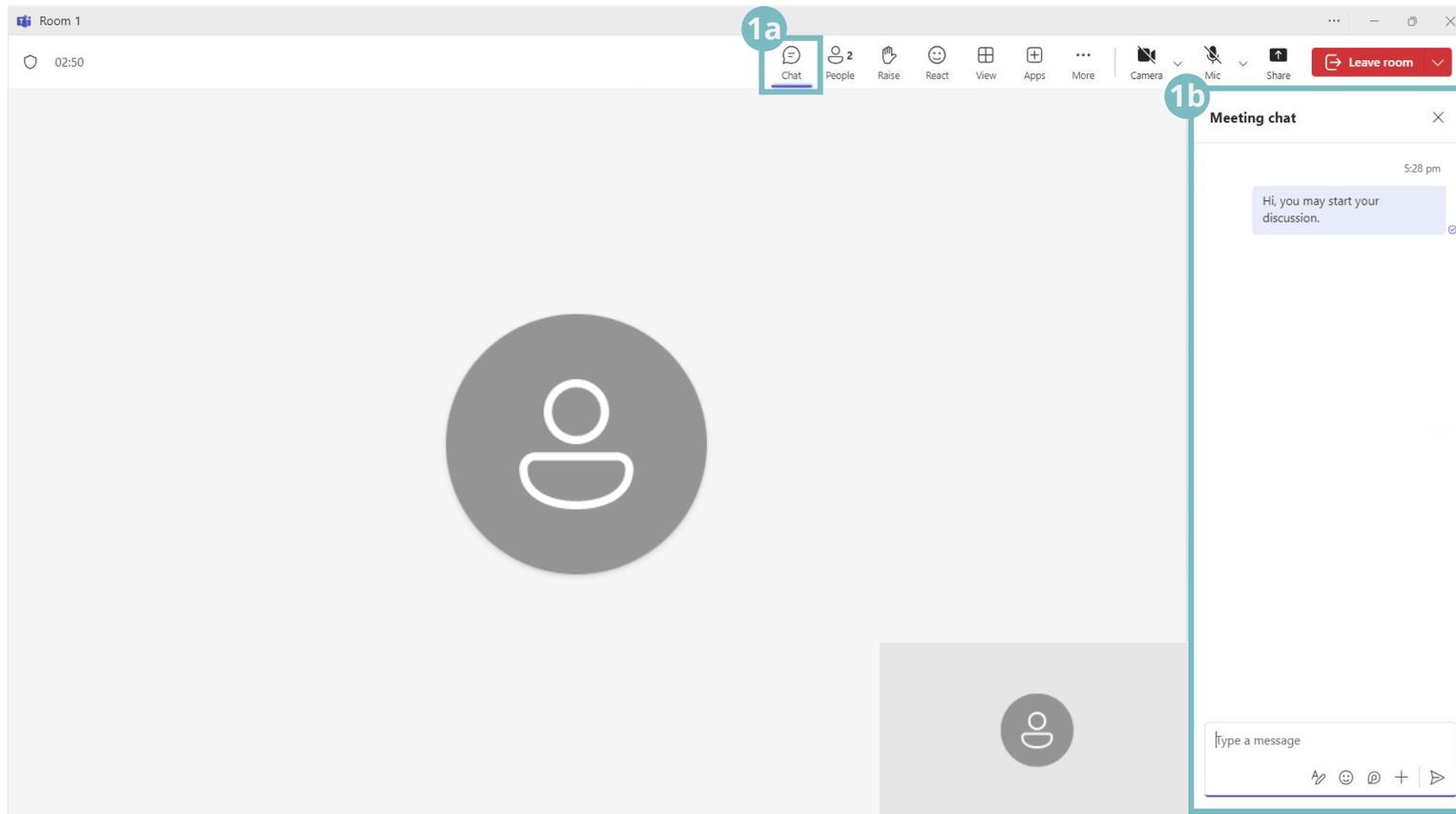
## Raise hand

- 1 To signal that you have a question or want to speak, click the **Raise hand icon**.
- 2 **Your hand will appear raised** in the meeting, indicating you have a question or wish to contribute.

## Send a reaction

- 3 Select **'React'** from the meeting controls and choose among the available emoticons for reactions.
- 4 **Your selected emoticons will briefly appear on your video** or as a notification, showing your feedback or reaction.

# Meeting chat

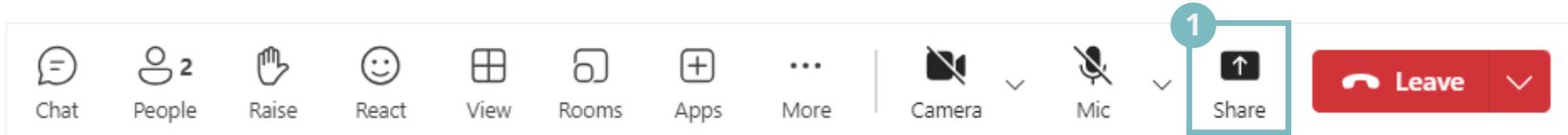


## During meeting

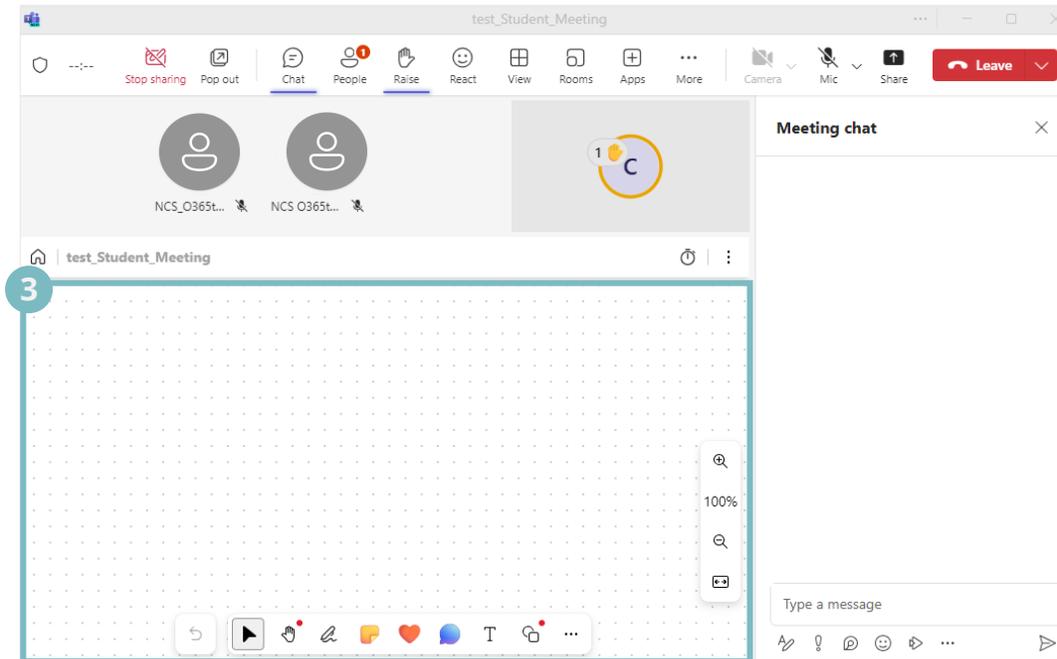
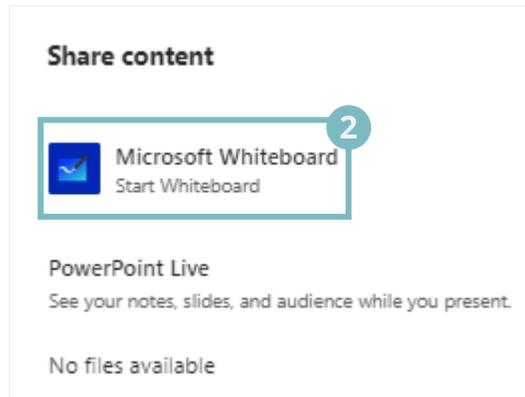
- 1 Select '**Chat**' from the meeting controls. The '**Meeting chat**' for meeting or each breakout room will appear on the right panel.

**Note:** After a meeting ends or a breakout room is closed, no more messages can be sent.

# Share Whiteboard



**Note:** The teacher or meeting organizer will have to provide you with Presenter rights before you can share your whiteboard.

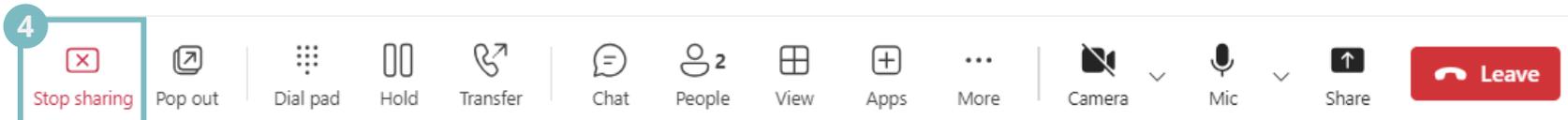


## To share a whiteboard

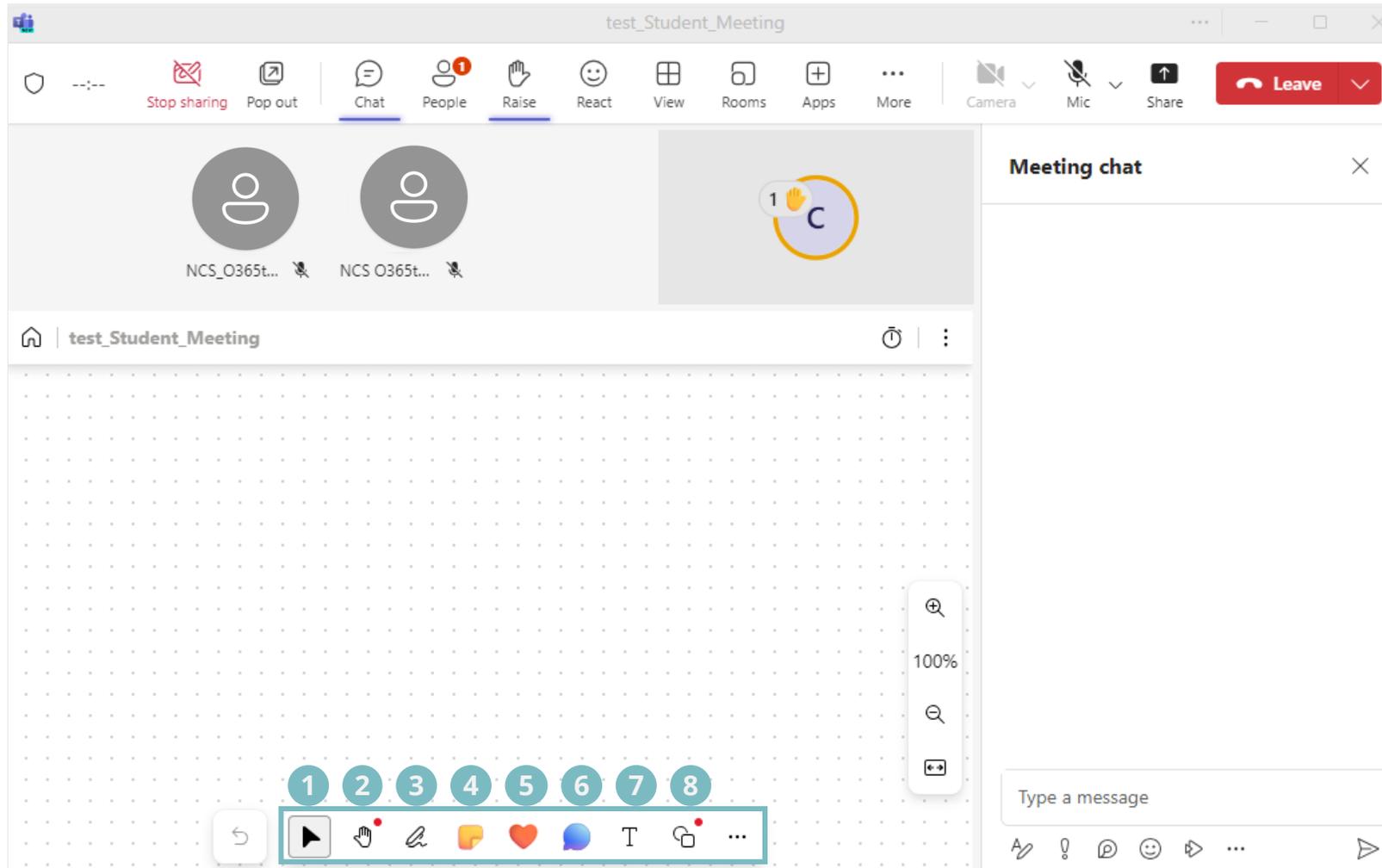
- 1 Select 'Share' from the meeting controls.
- 2 Select 'Microsoft Whiteboard'.
- 3 You have successfully shared the whiteboard.

## To stop sharing whiteboard

- 4 Select 'Stop sharing' to stop sharing your screen.

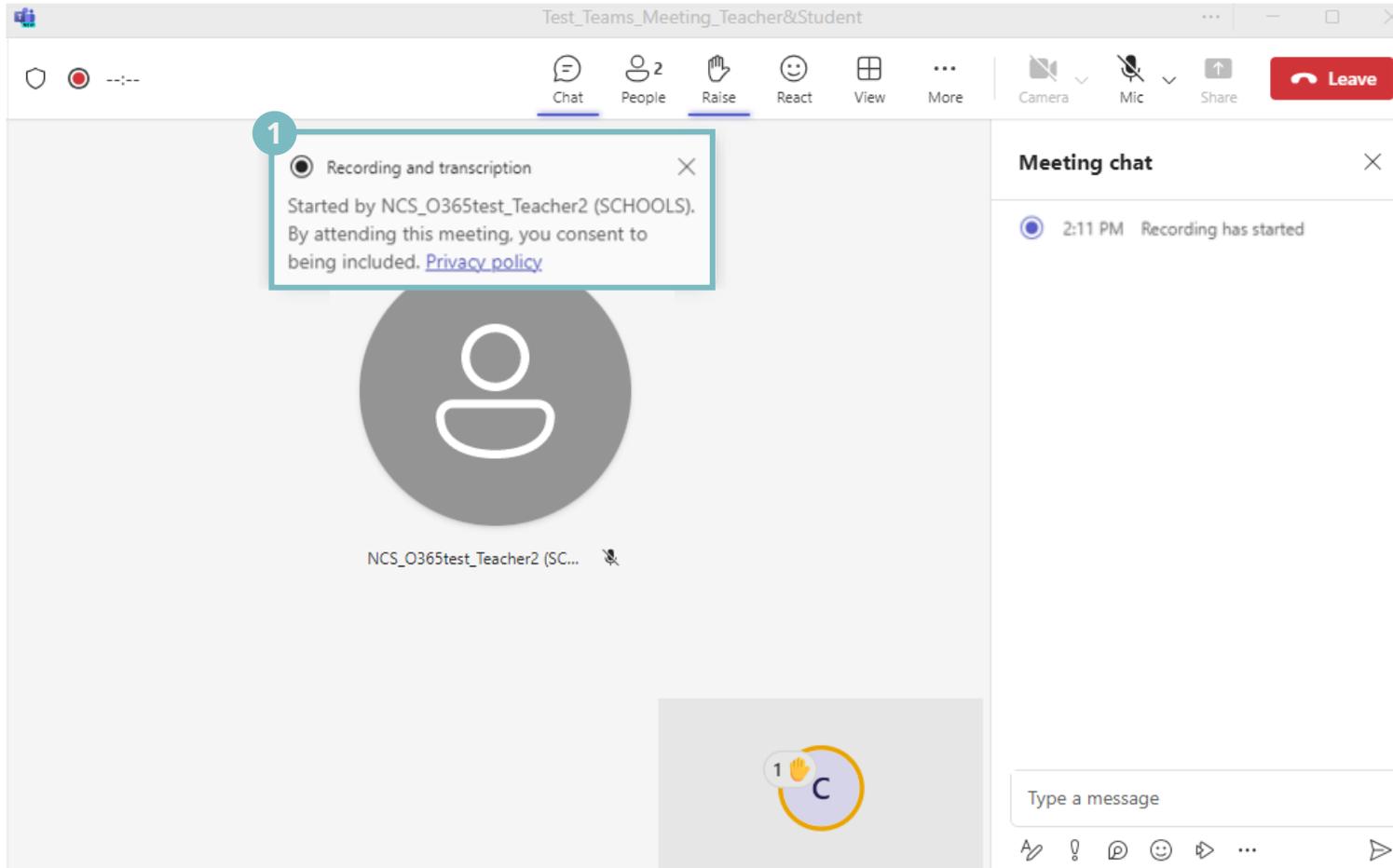


# Whiteboard menu



- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky notes or a grid of notes for brainstorming.
- 5 **Emoticons** – Click to insert reactions or emoticons on the whiteboard.
- 6 **New comment** – Click this to add comments anywhere on the whiteboard.
- 7 **Text** – Use this to insert text boxes.
- 8 **Add shape or line** – Click to draw shapes or lines.

# Notification for meeting recording



- 1 A **recording notification** will appear when your teacher has started recording.

# Support Options

Please contact **your teacher** should you want further information regarding Microsoft Teams or if you encounter any issues.

