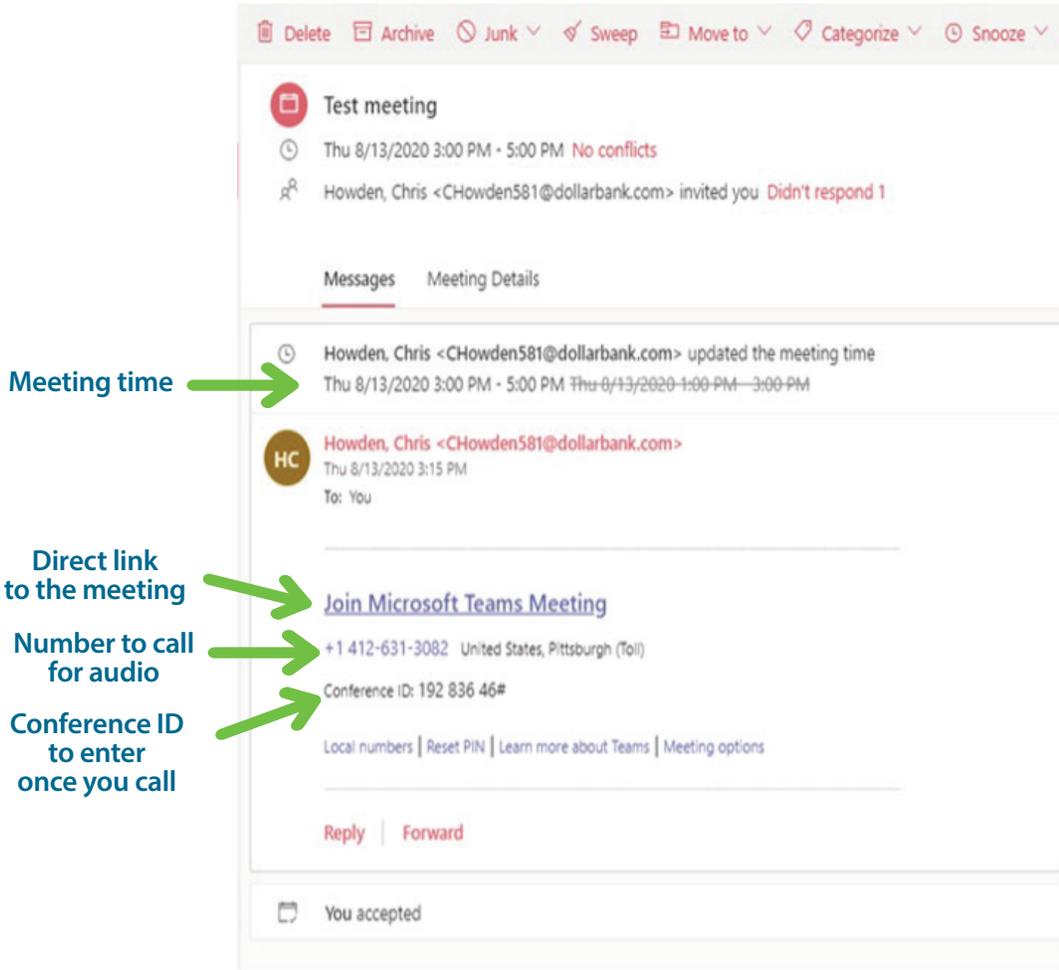


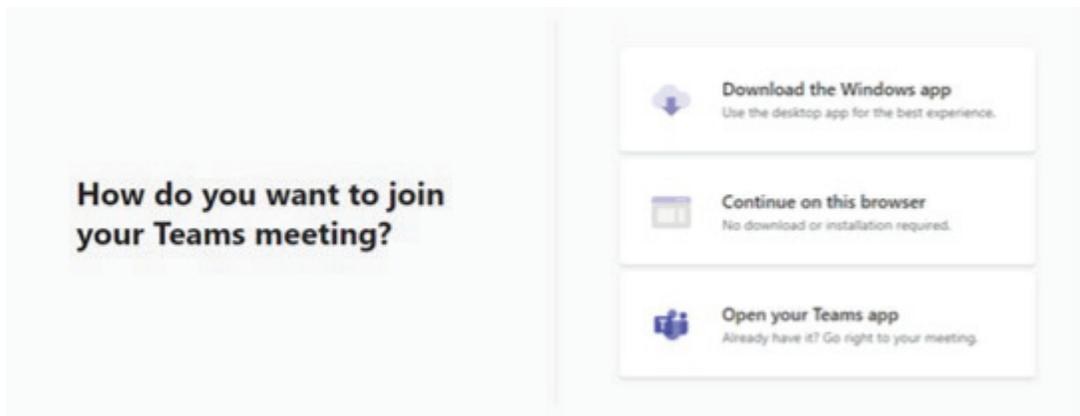
How to Use a Microsoft Teams Meeting

For help, please e-mail Melinda Arendas: marendas931@dollarbank.com.
You will receive an e-mail invitation for the Scholarship Contest session you will be joining.

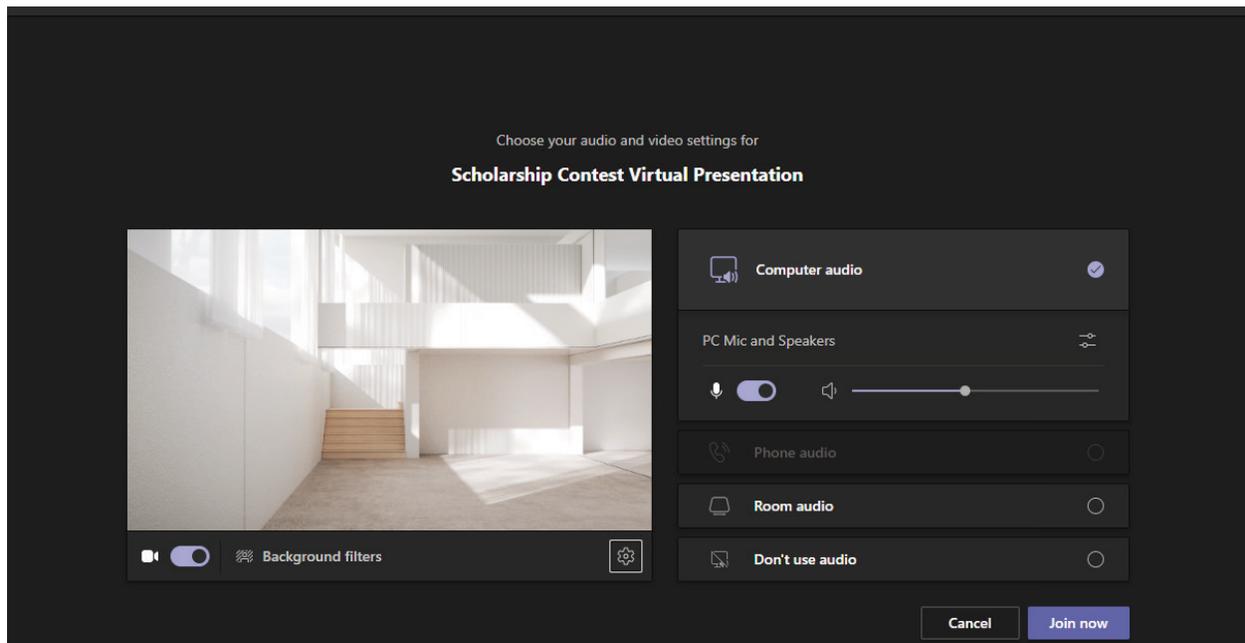


When it's time to join the Scholarship Contest session, click on the direct link to the meeting. If your computer does not have speakers and a microphone, you will need to call for audio. When calling for audio, you will enter the Conference ID once you dial.

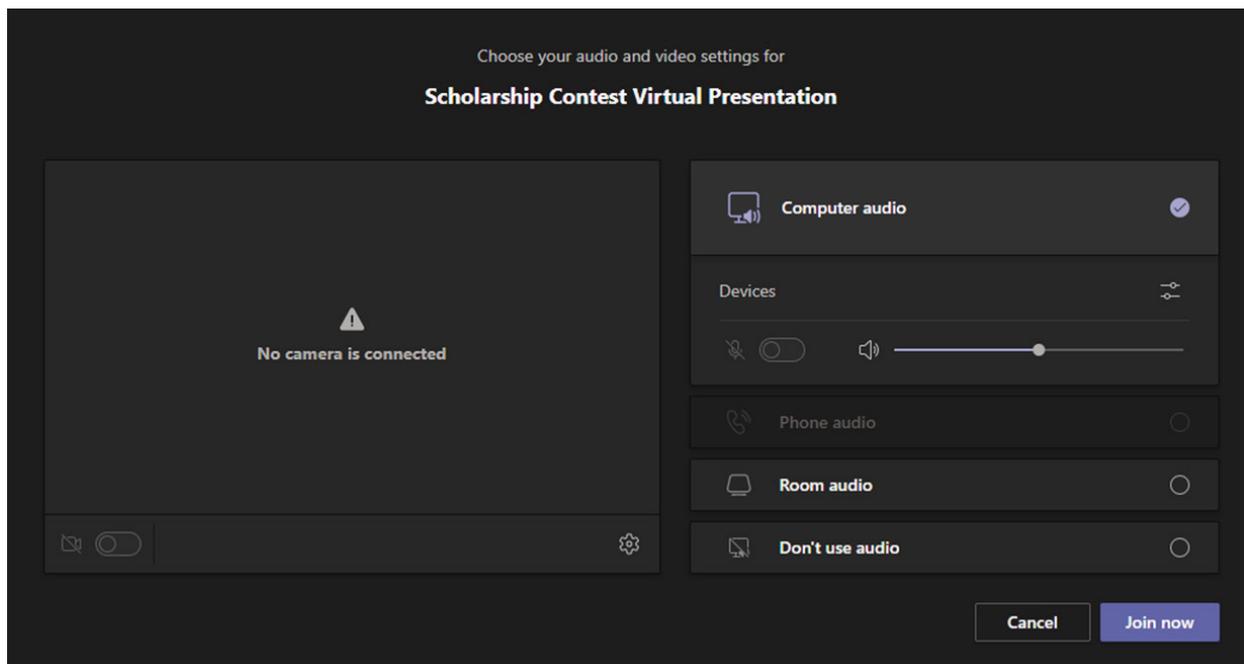
When you click on the direct link for the meeting, this screen will populate for you. Microsoft Teams will ask how you want to join the Teams meeting.



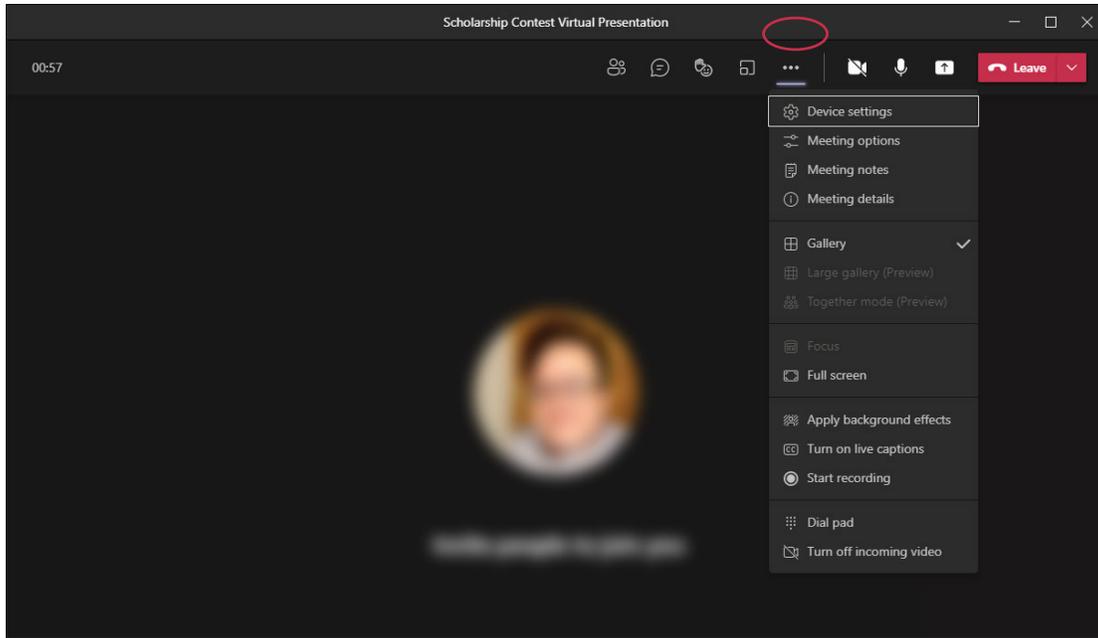
Once you are in Microsoft Teams, you will see the “pre-join” screen:



If you do not have audio on your computer, your “pre-join” screen will look like this:



The drop-down listing will provide you with the various options:



Under the sub-menu, under "Gallery", you can modify your options of how your incoming video can be displayed. (Gallery, Large Gallery, Together mode will put everyone in an "auditorium" together, etc.); background effects; turn off incoming video (if someone is having choppy connection, this may help); live captions (if anyone is having a hard time hearing).

