

# Guidance for students on using Teams for teaching sessions

## Downloading Teams

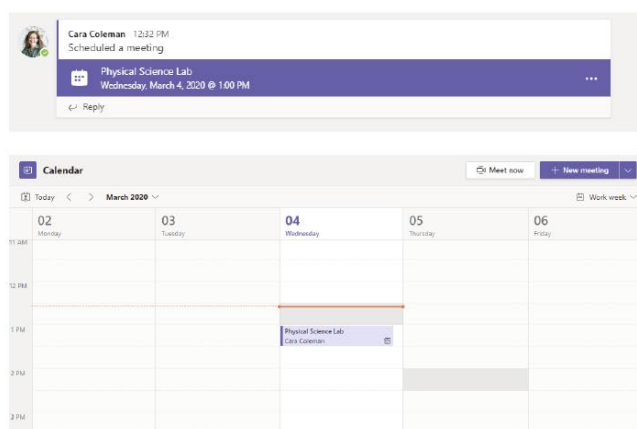
We recommend that if you are going to be joining sessions hosted in Teams, please ensure that you install the Teams software on your PC or Laptop – you can find instructions on how to do that here:

<https://teams.microsoft.com/downloads>

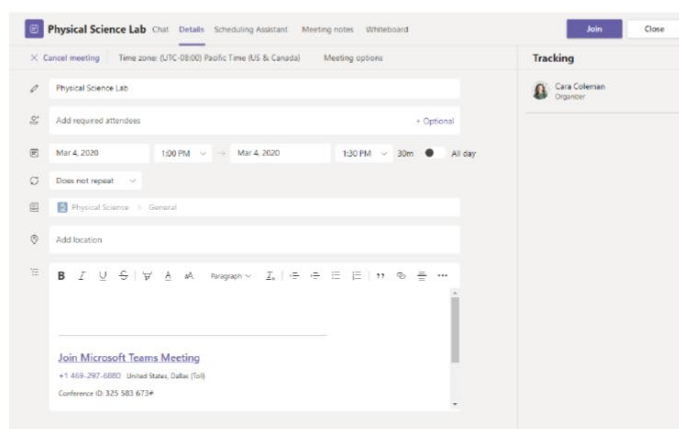
iOS and Android apps are also available via the relevant App Store.

## Joining Events

1. You can join events by clicking the Events link with the Module Channel you have been invited to
2. Alternatively, you can join using the link provided in the Teams invite in your Outlook Calendar or Teams Calendar (shown below)



Find the meeting invitation in the channel of your team or on your Teams calendar

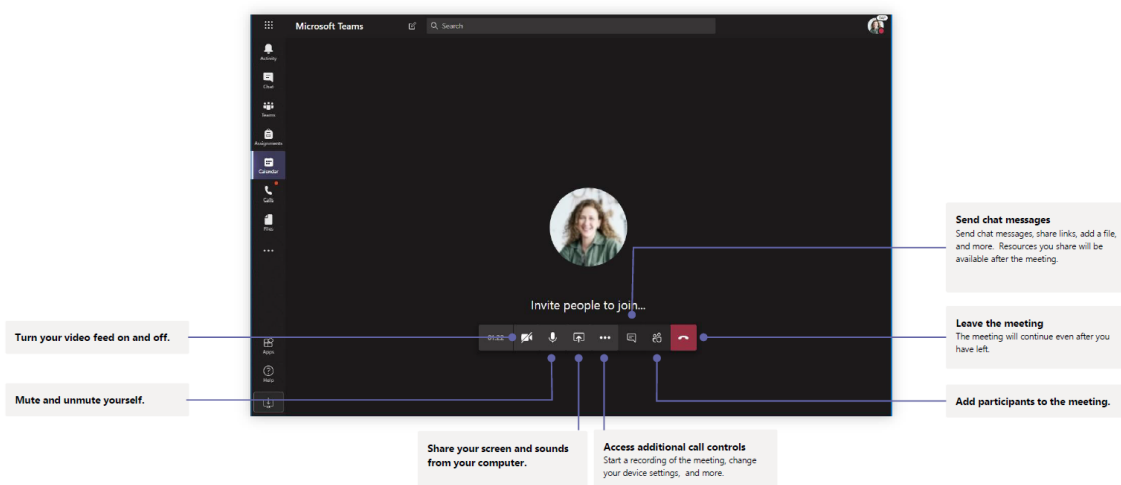


Click **Join** to join the meeting.

## Participating in an online meeting

Below are the key features that all users will have when participating in online calls and video calls

Share video, voice, or your screen during the online call.



### Other Useful links

Further information and links for more guidance on the general use of Microsoft Teams can be found on the ICT Website:

<https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/apps/microsoft-teams/>

Remember, if you can't join a session or meeting, please contact the member of staff hosting the event using either Chat in Teams or email.