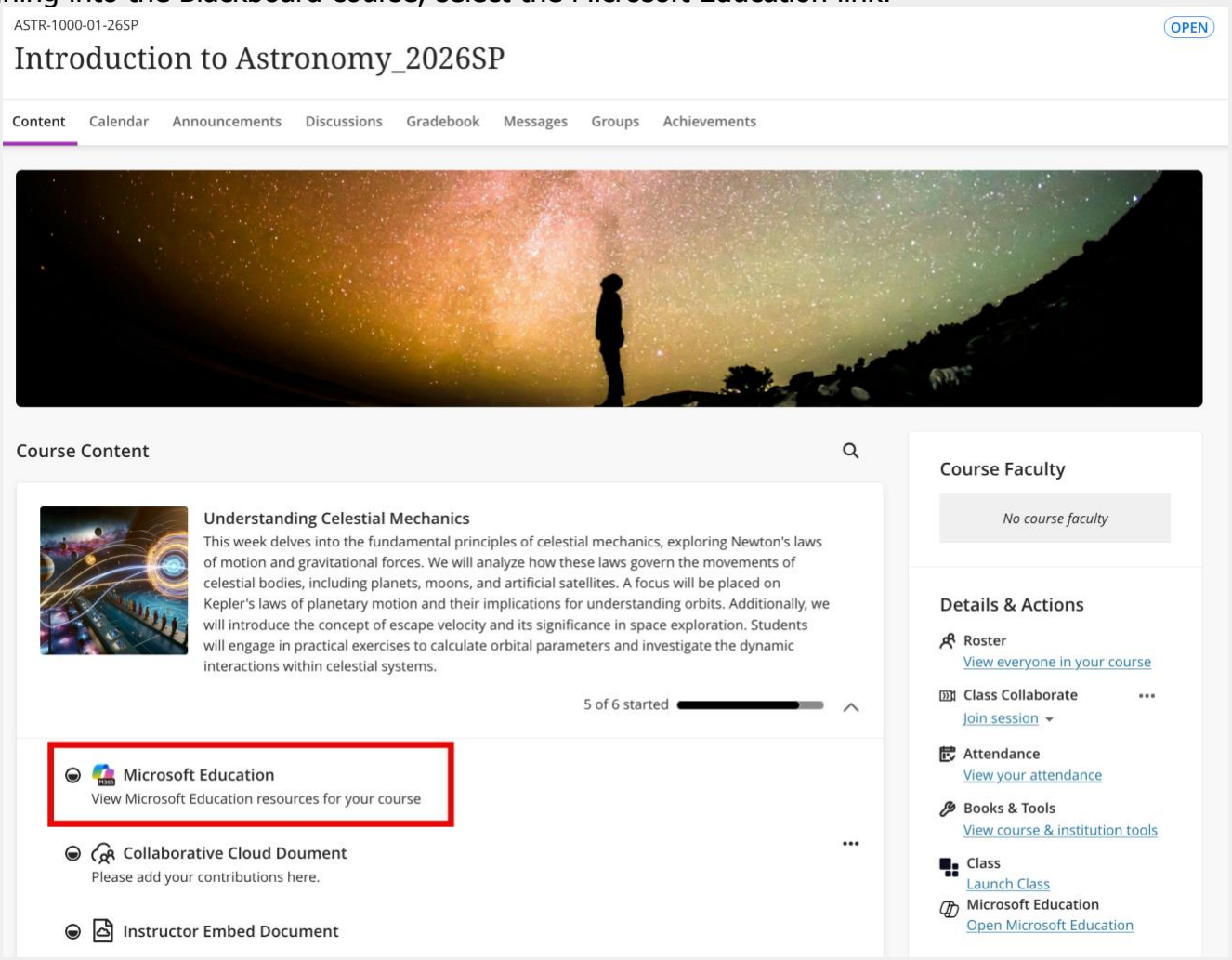
Microsoft Education

Accessing Teams Meetings in Blackboard

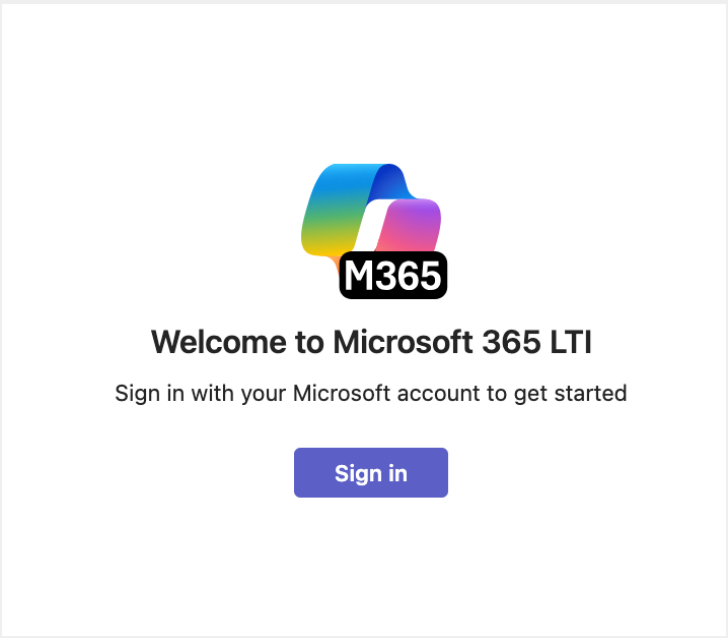
Access content link in Blackboard course:

After signing into the Blackboard course, select the Microsoft Education link.

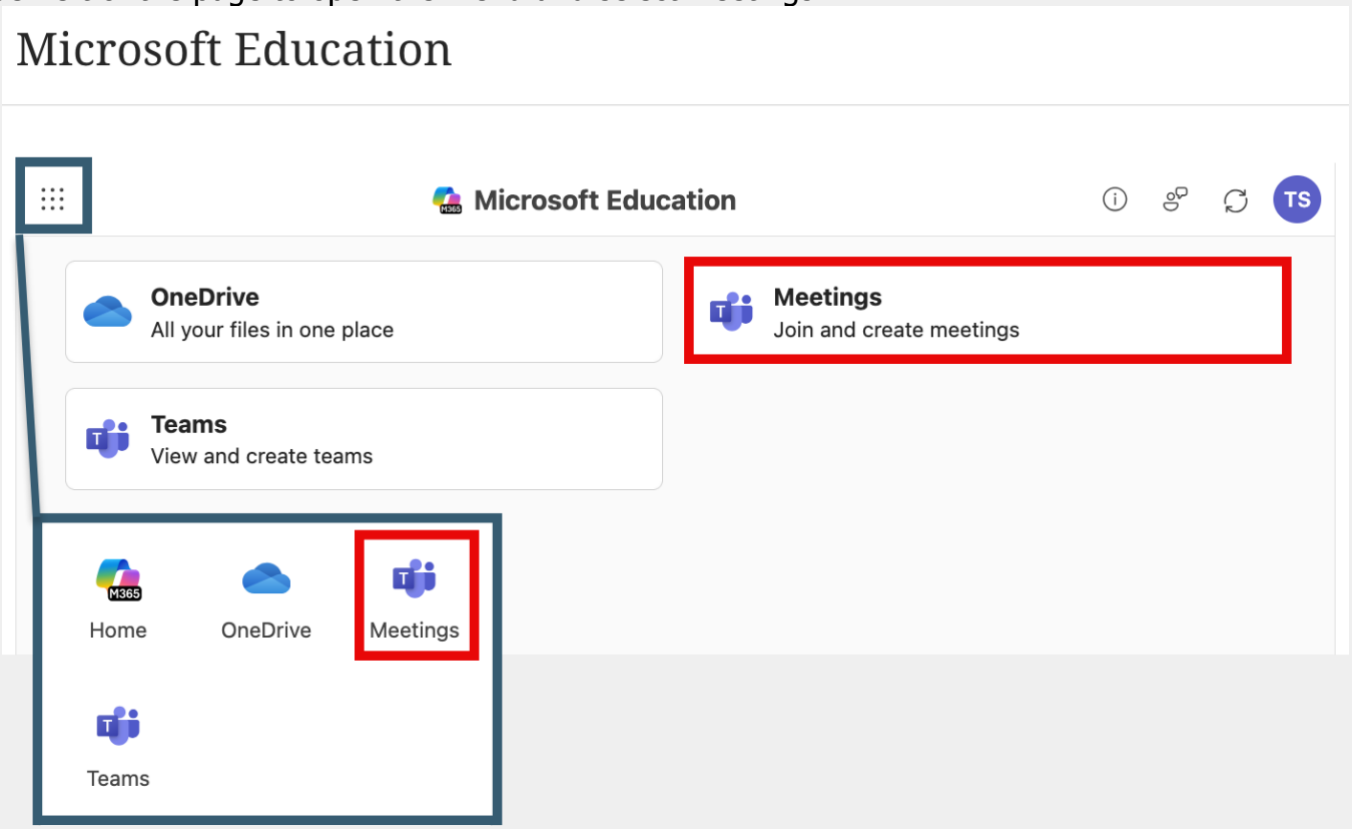


You will need to sign in with your GovState Microsoft account.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115



Once you are signed in, you should be brought to the Microsoft Education home page. Select the Meetings option. If you are not brought to the Microsoft Education home page, you may select the 9 dotted icon near the upper left of the page to open the menu and select Meetings.

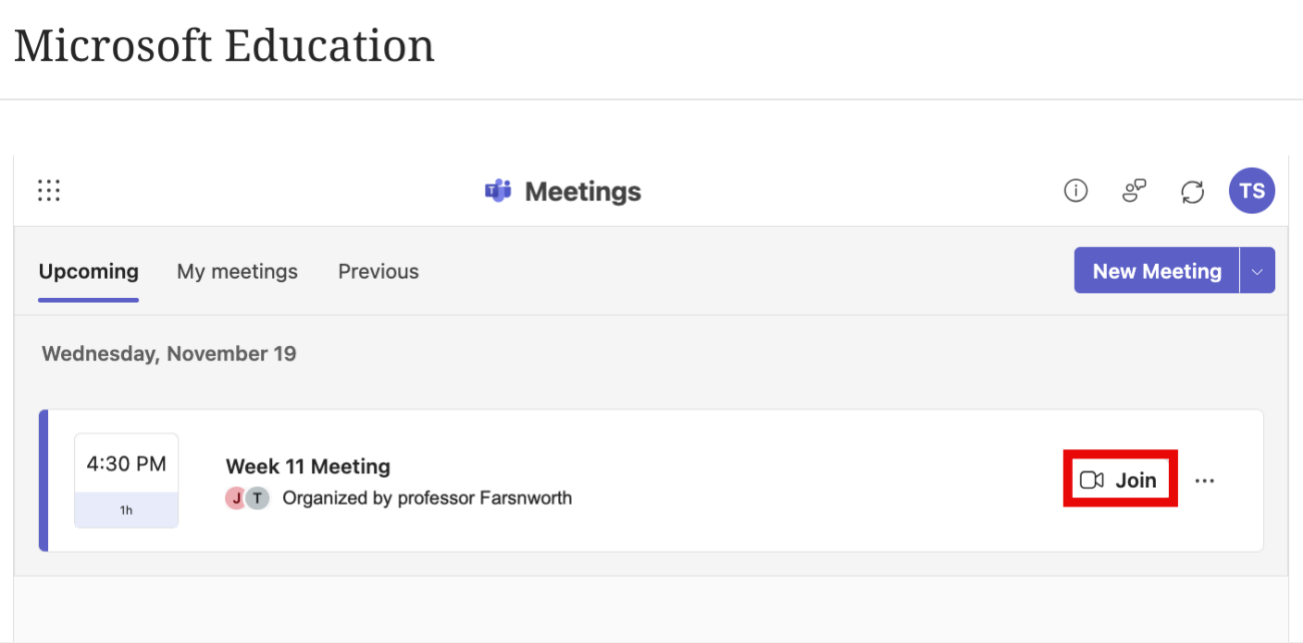


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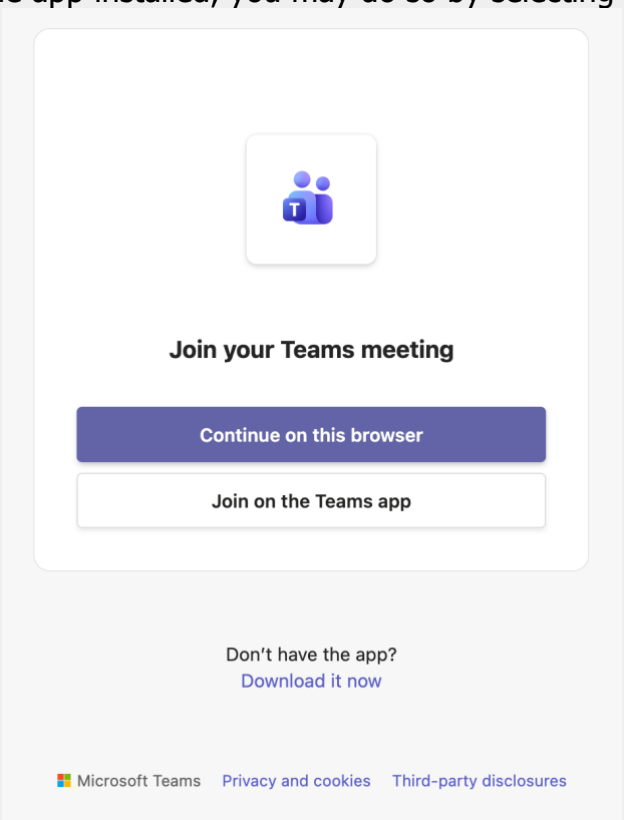
Microsoft Education

Upcoming:

By default you are on the Upcoming tab. View the list of upcoming sessions and select the appropriate session.

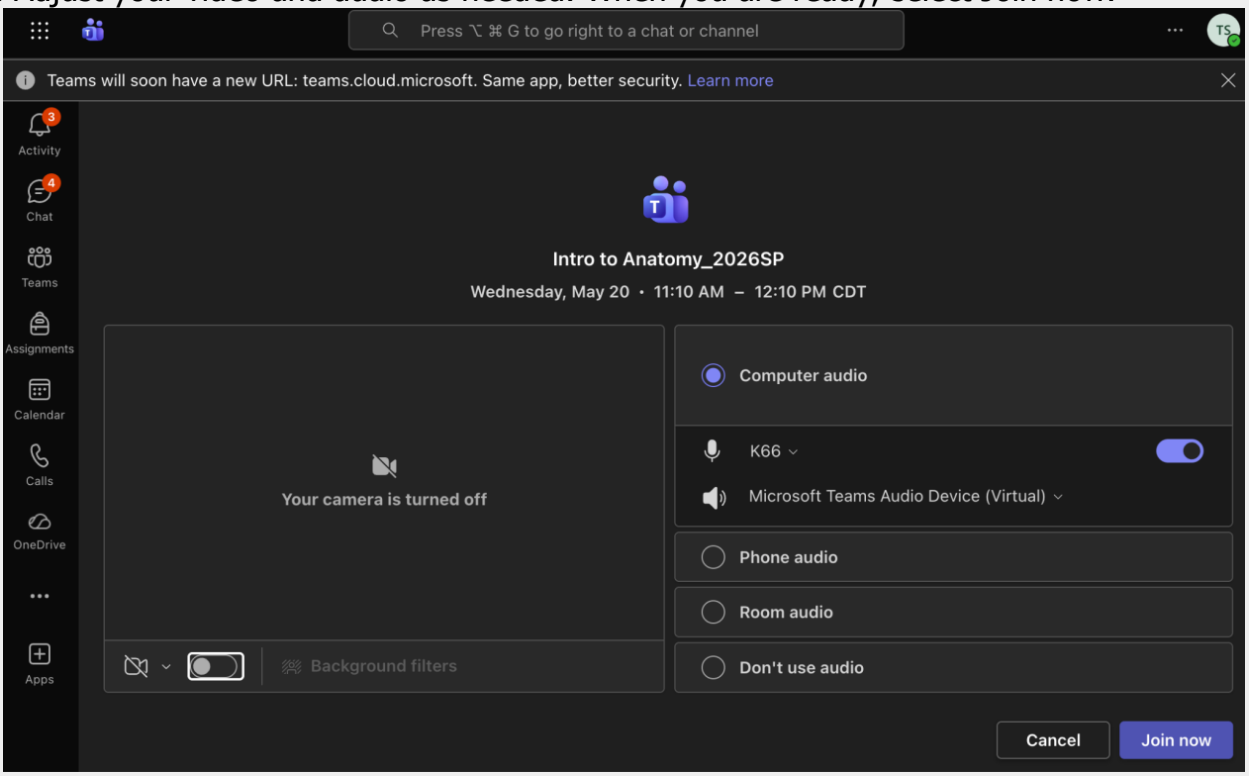


A new tab will open. Select **Continue on this browser** or **Join on the Teams app** depending on your preference. If you do not have the app installed, you may do so by selecting **Download it now**.

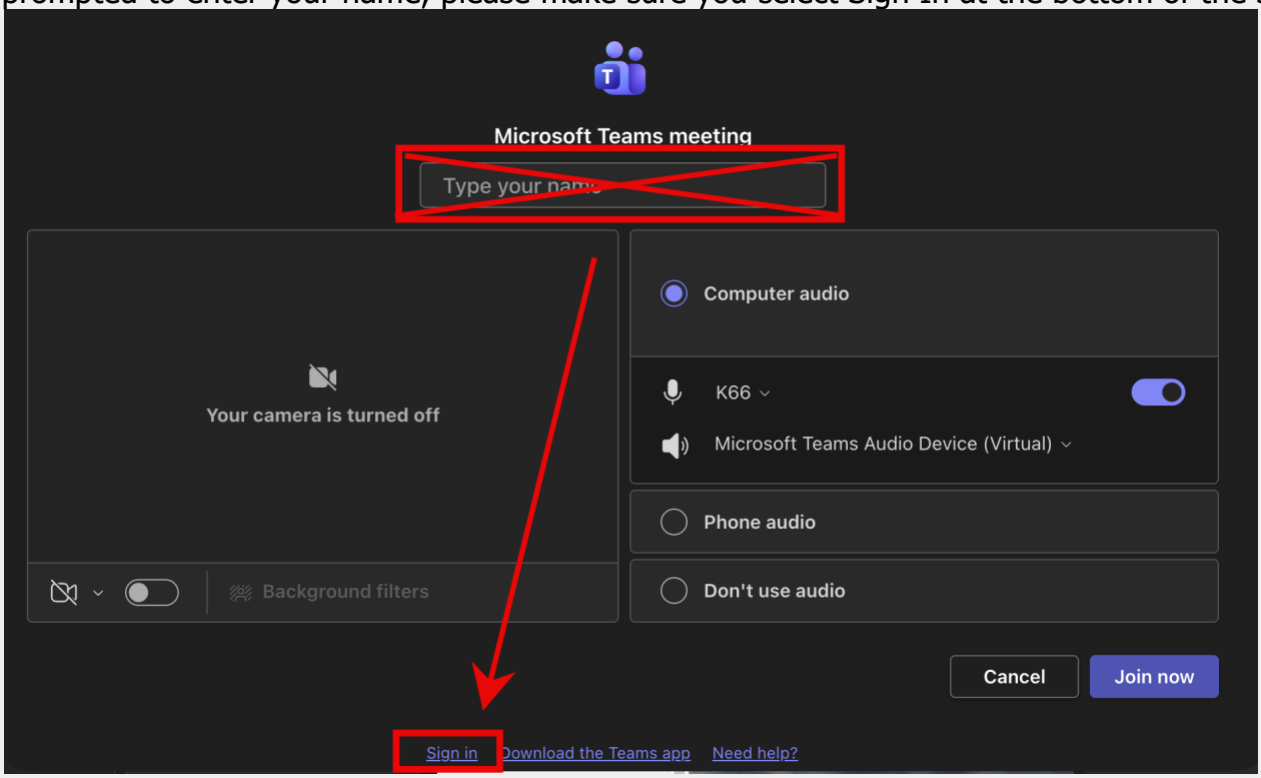


Microsoft Education

Either the browser or app will load the Teams Meeting settings screen before joining the session. Please make sure you are not prompted to enter your name, as you may not be able to access all tools (i.e. chat, polls, etc.). Adjust your video and audio as needed. When you are ready, select Join now.

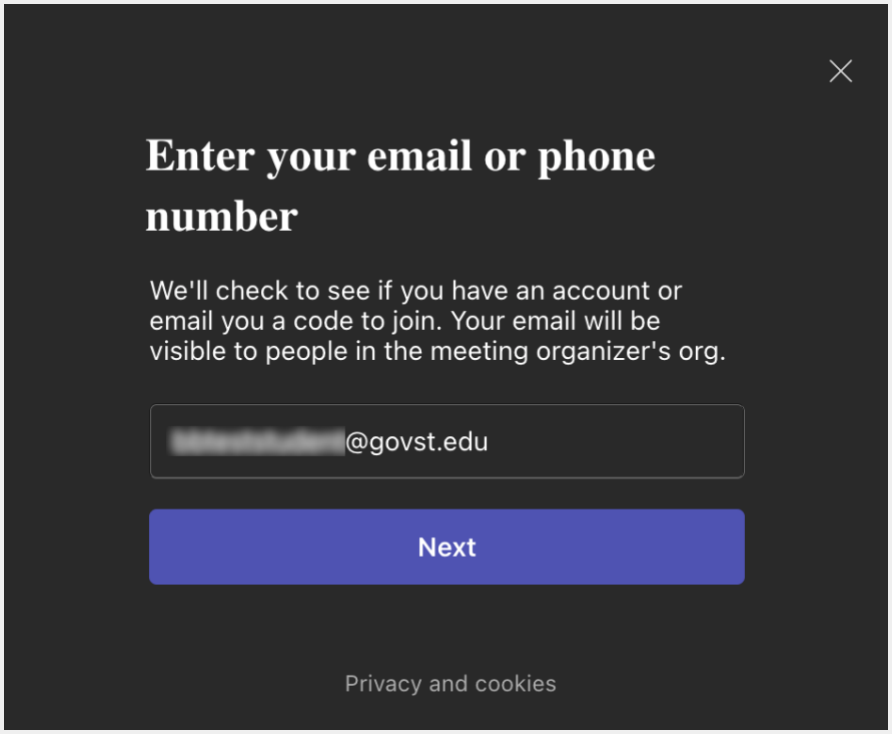


If you are prompted to enter your name, please make sure you select Sign In at the bottom of the screen.

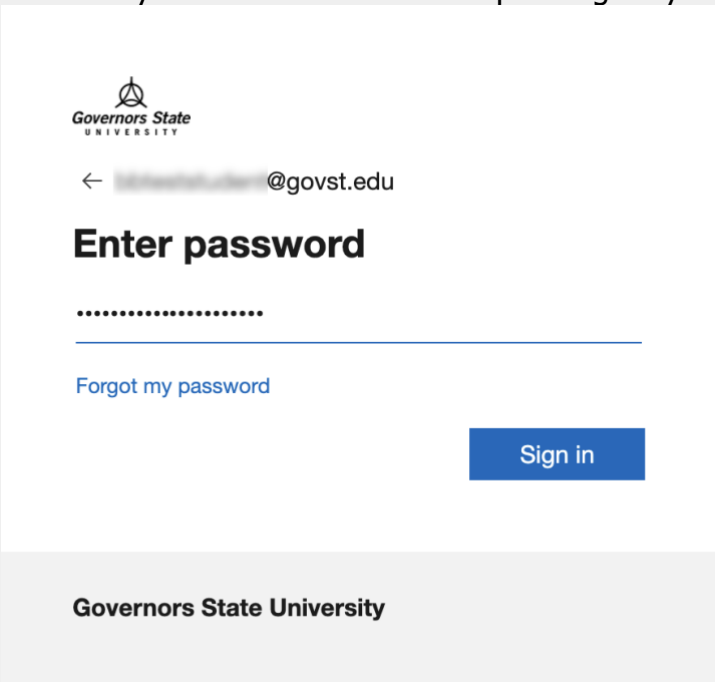


You will be prompted to enter your GovState email.

Microsoft Education

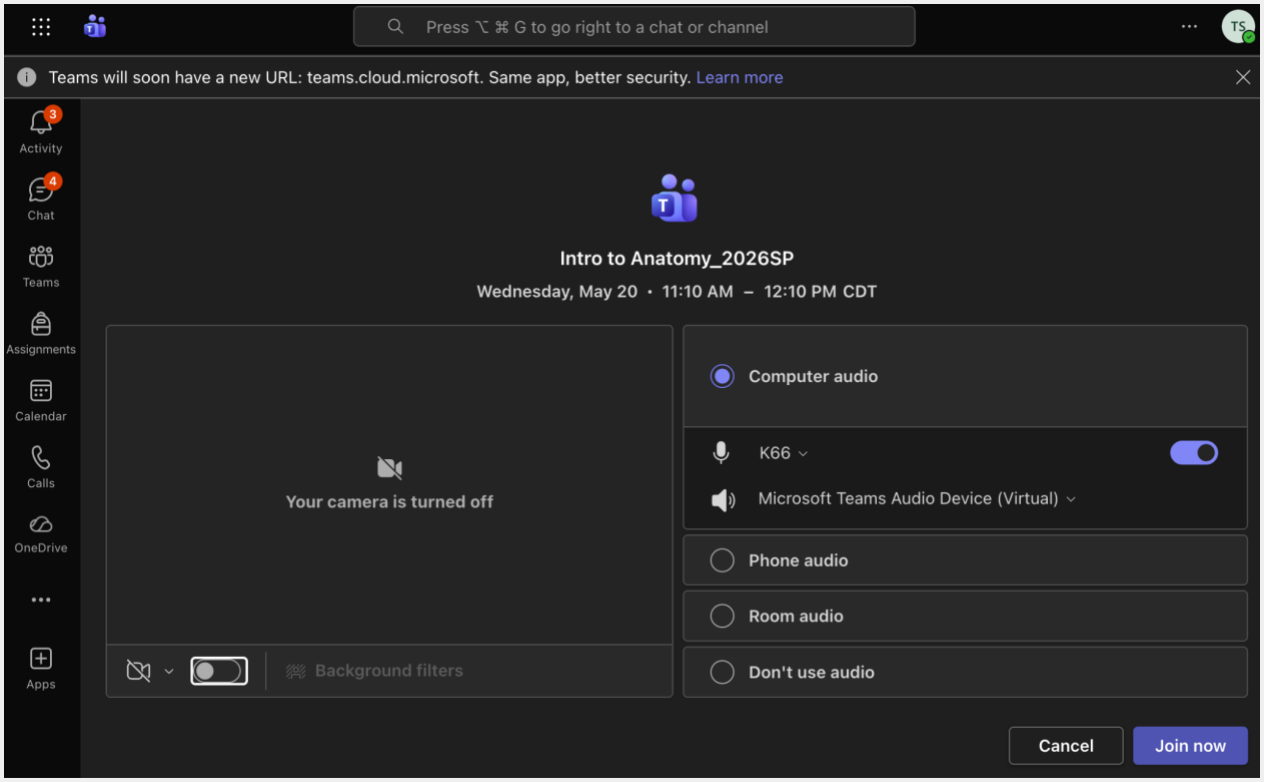


Enter your GovState password. You may have to authenticate depending on your setup.



You will be brought to the Teams Meetings entry page. Adjust your video and audio as needed. When you are ready, select Join now.

Microsoft Education



Previous:

To view previous sessions that the Instructor setup, select the Previous tab.

