Instructions for joining the Microsoft Teams meeting

1. Two or three minutes before the time of your language examination, use the link you received by email and press *Click here to join the meeting*.
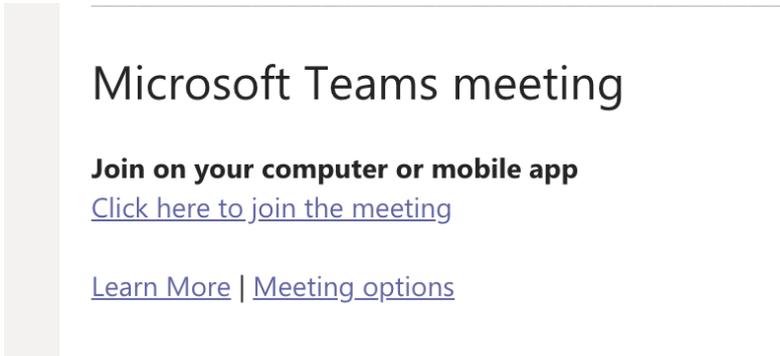
You <u>must</u> access MS Teams using **Chrome** or **Edge** browsers on a Windows PC or a MAC OS.

NOTE FOR MAC USERS AND MOBILE DEVICES: For Mac OS users, you can access a Teams meeting via the Chrome browser. You will not be able to join a Teams meeting using the Safari browser. If you download Microsoft Teams app to join the Teams meeting, you do not need a Microsoft account. If you want to join the meeting via mobile device, you will need to download the Microsoft Teams app in advance. You do not need a Microsoft account to do so.

2. In the next window, select *Continue on this browser*.
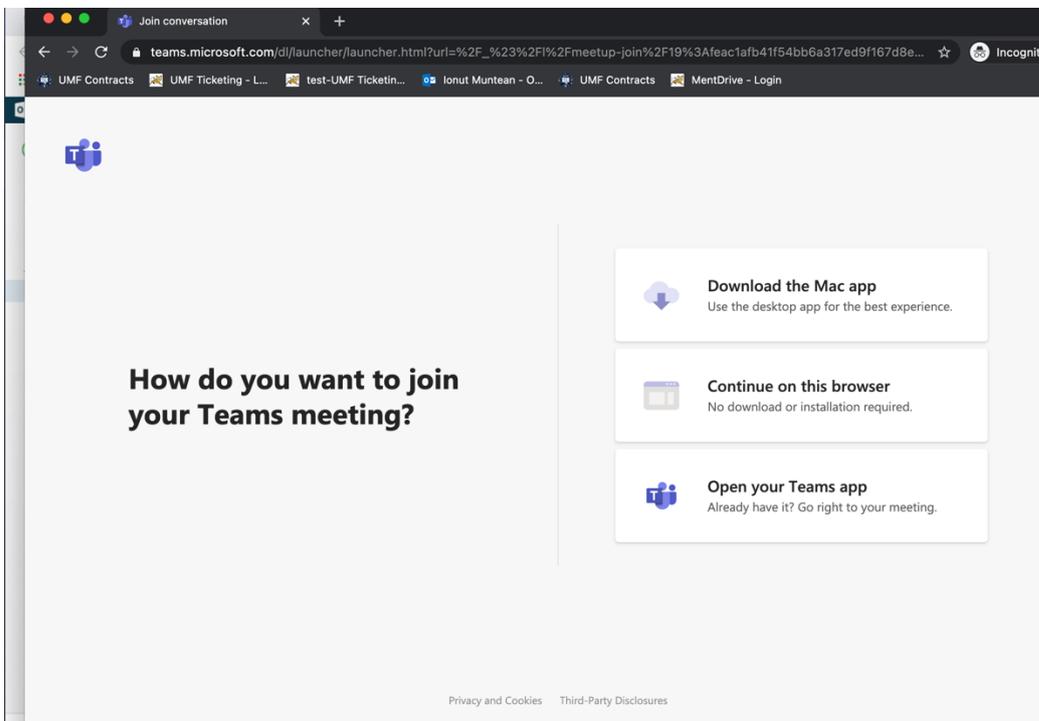
3. Click *Allow* to use your microphone and camera.
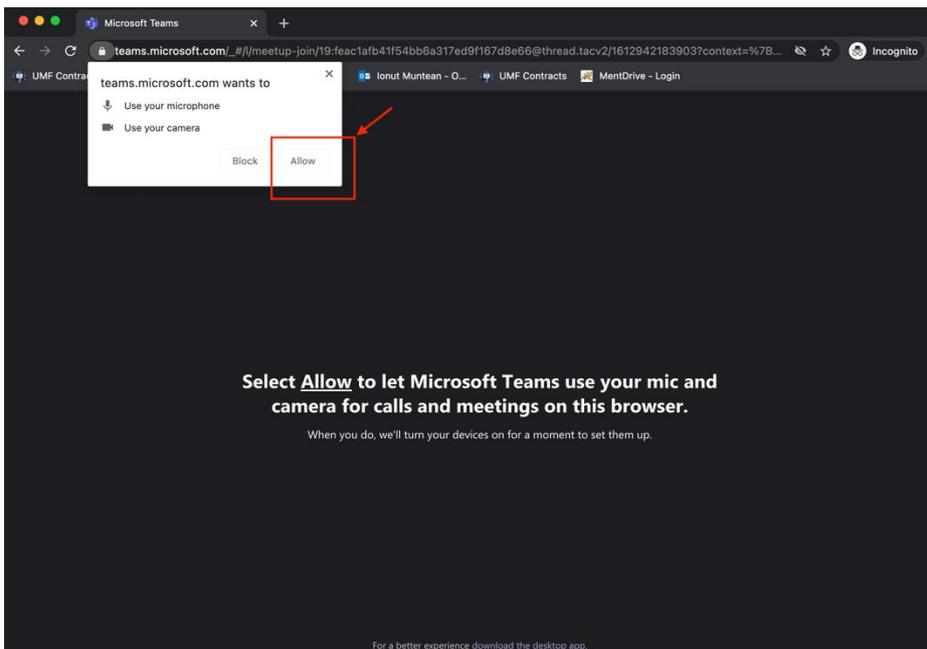
4. Enter your FULL NAME and then click *Join now*.
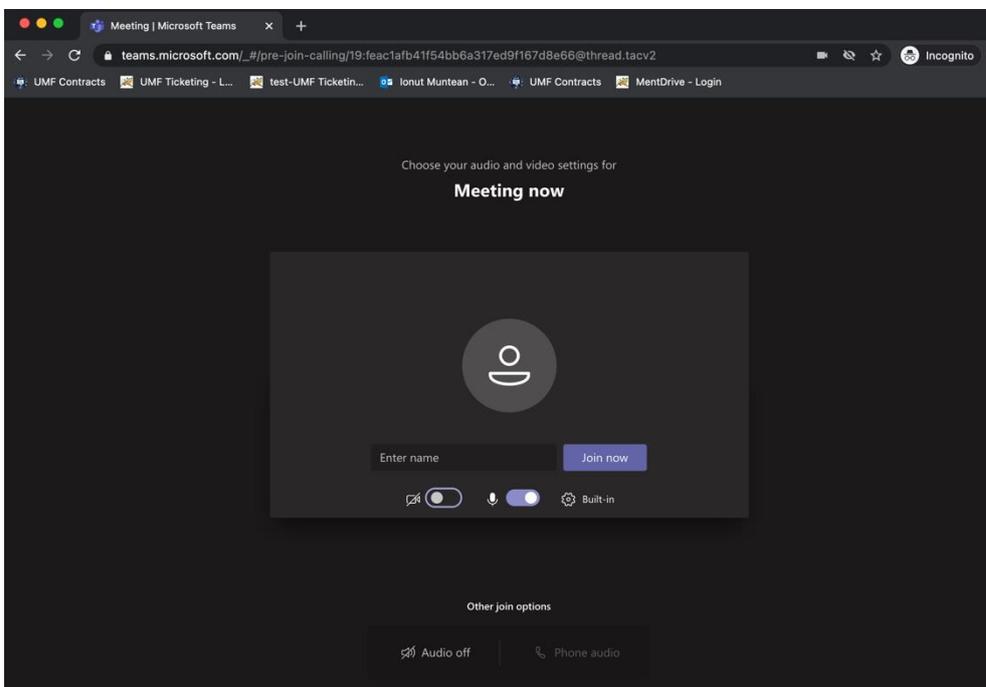
You will first wait in the meeting "lobby". Please do not leave. The meeting starts for you after the organizer admits you.