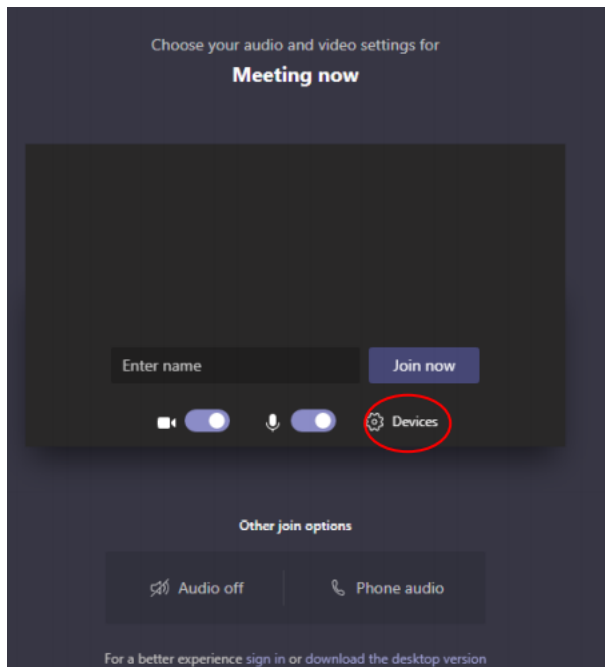




VIRTUAL FITNESS – “HOW TO DOWNLOAD AND USE MS TEAMS”

JOINING FROM A LAPTOP OR COMPUTER (recommended)

- Click the link provided in the Virtual Fitness email invite.
- If you are joining from a laptop or desktop computer, you do not need to download the Microsoft Teams app. However, having the app does allow for better functionality. You will be able to choose whether to join the meeting online, or through the Teams app.
- If you are joining from the web, you will be prompted to choose your audio and video settings for the meeting and to enter your name before joining.
- The widget for Devices, will give you a menu where you can select your speaker, microphone and camera source.



Device settings ×

Audio and Video

Speaker

1 - V246HL (AMD High Definition Au... ▾

Microphone

Headset Mic (Realtek High Definition... ▾

Camera

HP Truevision HD (0bda:5776) ▾

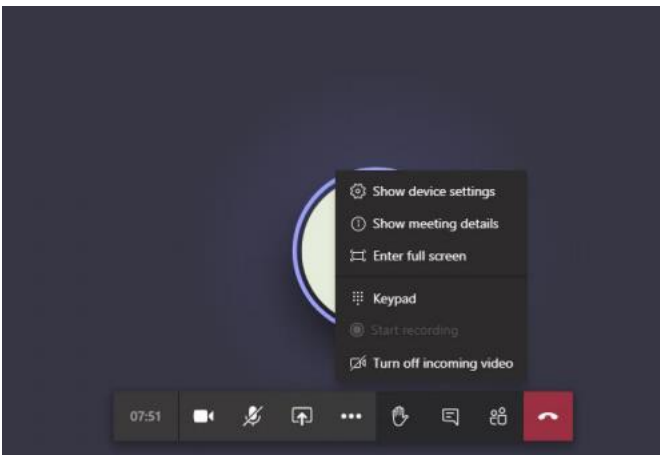
App Settings

Theme

Default ▾

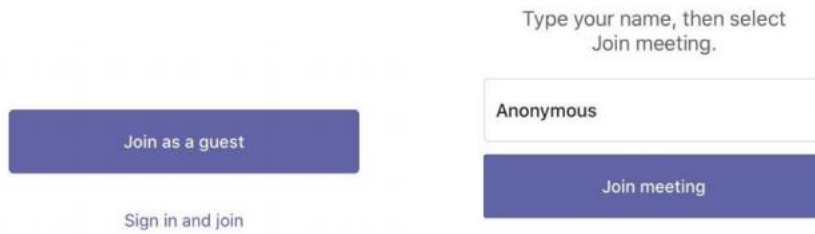
Open language settings

- Once you join the meeting, you will have to wait in the “lobby” for a few seconds until the facilitator lets you in.
- When you have joined the meeting from your web browser, your screen should look like this (below) – although depending on your computer’s capability joining via a web browser may not give you video.



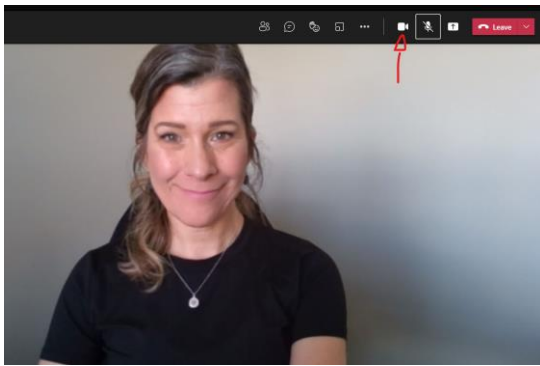
JOINING FROM A MOBILE DEVICE (smart phone or tablet)

- Click the link provided in the Virtual Fitness invite.
- If you are joining from a mobile device, you will need to download the Microsoft Teams app from the Apple App Store, Google Play, or wherever you get your apps. This is a free download. You will be prompted to download it after clicking the event link.
 - Consider installing the app in advance so that you don’t miss any of the session.
 - Note that for Apple Devices, you must have iOS 11 or greater installed on your device to use Teams.
 - Once downloaded, you will be able to join the meeting as a Guest. This does not require a Microsoft Teams account, so you don’t need to worry about setting one up.
 - To join the Teams app on your mobile device, click the “Join as a guest” button. The app will require you to enter a name when joining. This is a username that will be displayed for the duration of the class. **We recommend using your first name for privacy reasons.**
 - Once you have joined the meeting from a mobile device, your screen on your mobile should look like this (below)

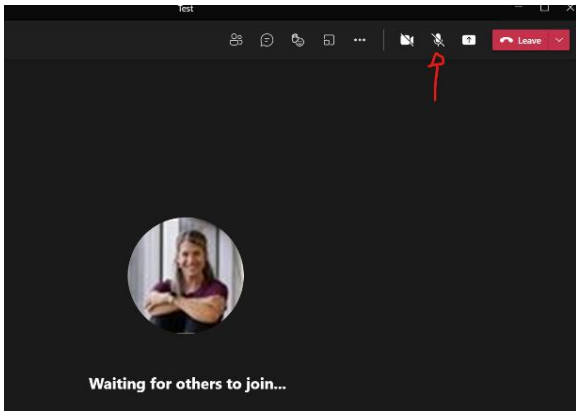


MEETING ETIQUETTE

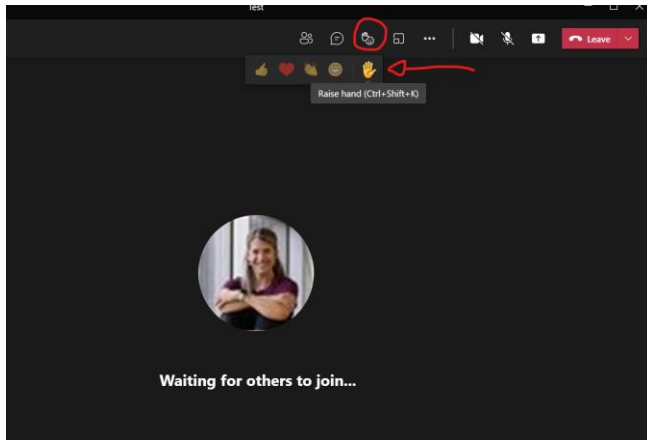
- Before joining the Virtual Fitness Class, ensure you set yourself up in a space that is free from tripping hazards and has enough space to move around.
- Please consider keeping your camera on for the duration of the class. This way we will be able to support your experience with modifications, tips, and body correction.



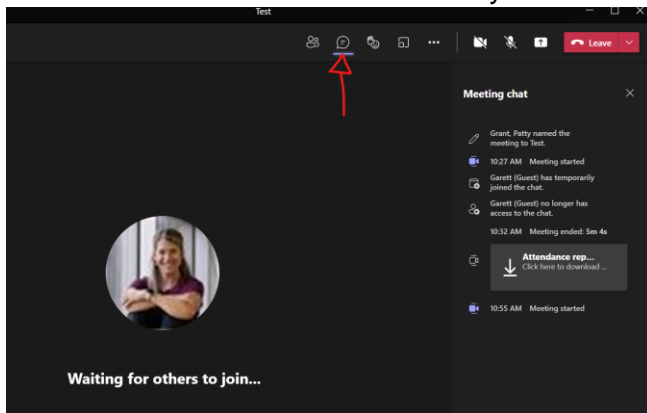
- When you are not speaking, please mute your microphone.



- The meeting facilitator will mute microphones that are left on.
- You may also use the “hand-up” option to let the Virtual Fitness Team know that you have a question or comment.



- Feel free to write in the chat at any time as we would love to hear from you!



- We will capture all comments from the chat section.
- If you are having connectivity issues, try turning your video off.
- If at any time you feel unwell and need assistance, please unmute, and turn your camera on so one of our Team Members can assist you.