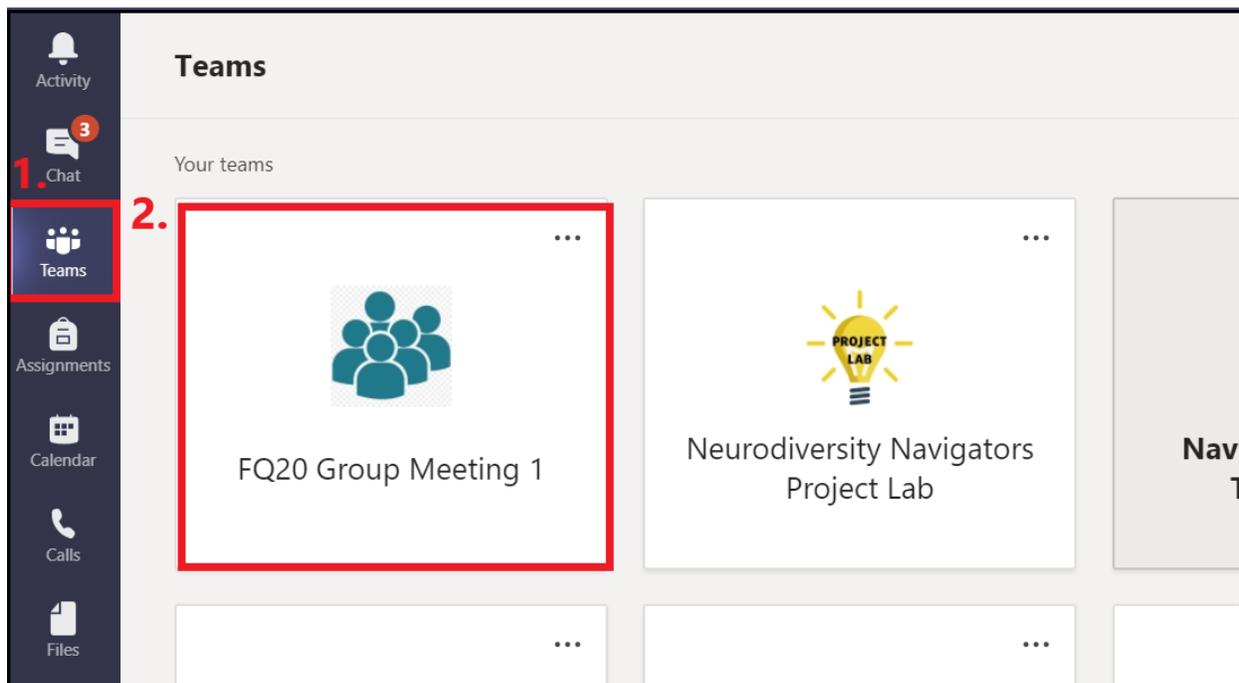


Accessing your Group Meeting Team (in Microsoft Teams)

Accessing Your Group Meeting Team

1. Open Microsoft Teams. See the “How to Use Microsoft Teams” handout if you need instructions for how to do this.
2. On the left-hand menu, click “Teams”
3. Click on your Group Meeting Team. You will have already been invited to your Group Meeting Team.
 - a. All group meeting teams have the format of “FQ20 Group __” or “FQ20 Small Group __” with the __ being your group number.
 - b. You won’t need to know your group number, since the Team will show up for you automatically.
 - c. Your group will look like this:



Navigating the Your Group’s Team

1. Once inside your Group Meeting Team, there are at least 2 channels, located on the left-hand side of the screen, just to the right of the main Teams menu. During the first part of the meeting, everyone will start out with the large group in the “General” channel.



2. Your NA will give you instructions during the meeting on how to then switch out to breakout rooms when they're necessary.
 - a. If you aren't sure how to get to the breakout room after your NA gives you directions for it, or if you get lost trying to find the breakout meeting, don't worry! Your NA will call you into the breakout meeting, so all you'll need to do is accept the call if Teams tells you that your NA is calling you.