

# MTS Tamil Schools Michigan Tamil Sangam

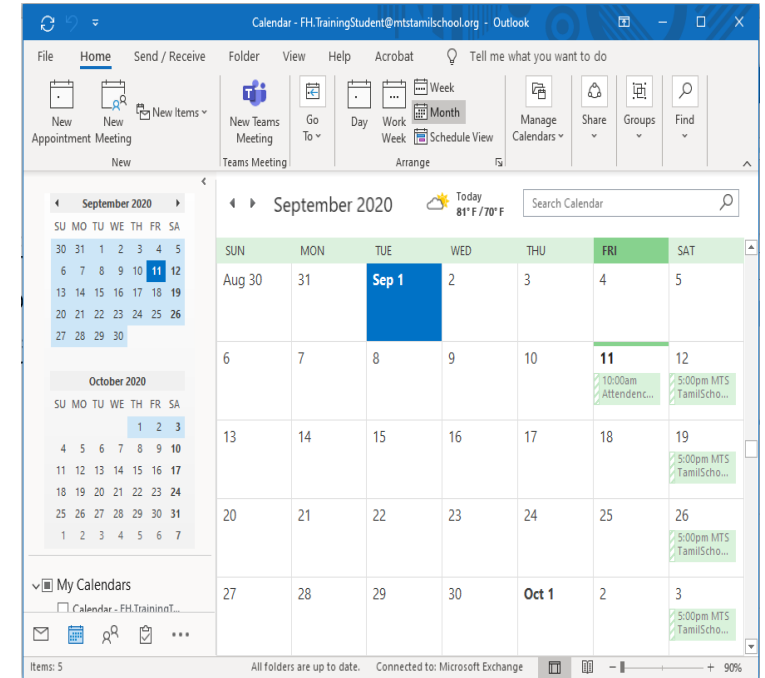
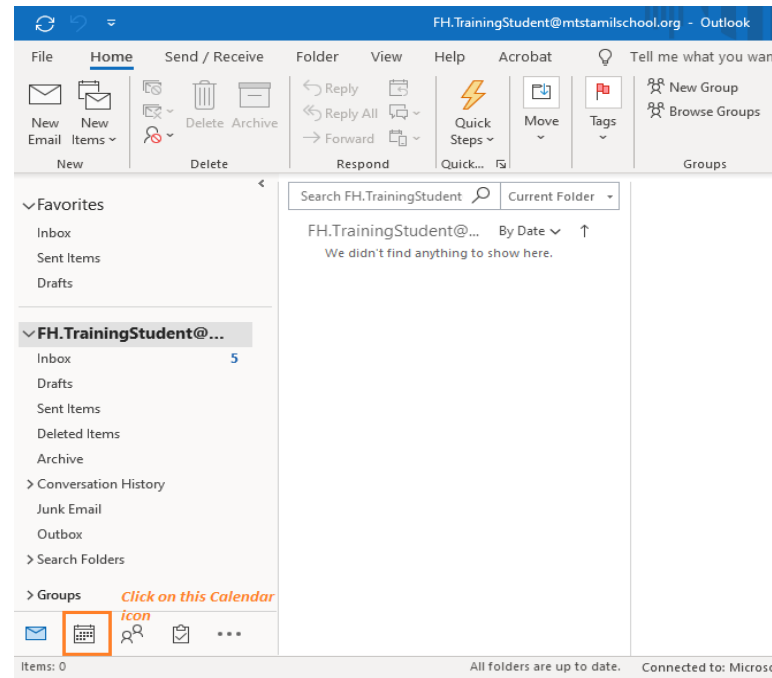


Instructions to Join a meeting

<https://mitamilsangam.org>  
<https://mtstamilschool.org>

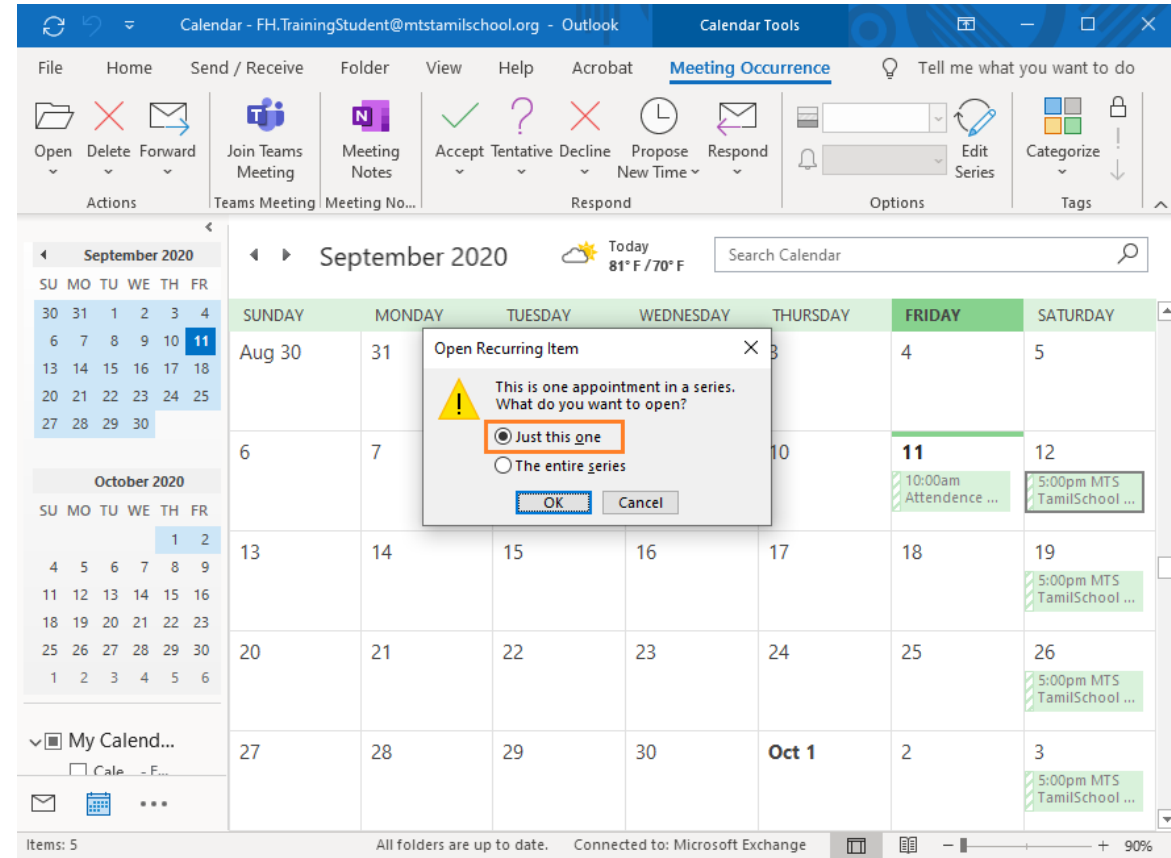
# Joining a Meeting using Outlook

- You can join your class meetings in two ways- either by Outlook or by Teams.
- To access your schedule in Outlook-
- Launch Outlook→ If prompts, enter your MTS Tamil School Login Credentials→ Click on Calendar
- Double Click on the Invite for your meeting



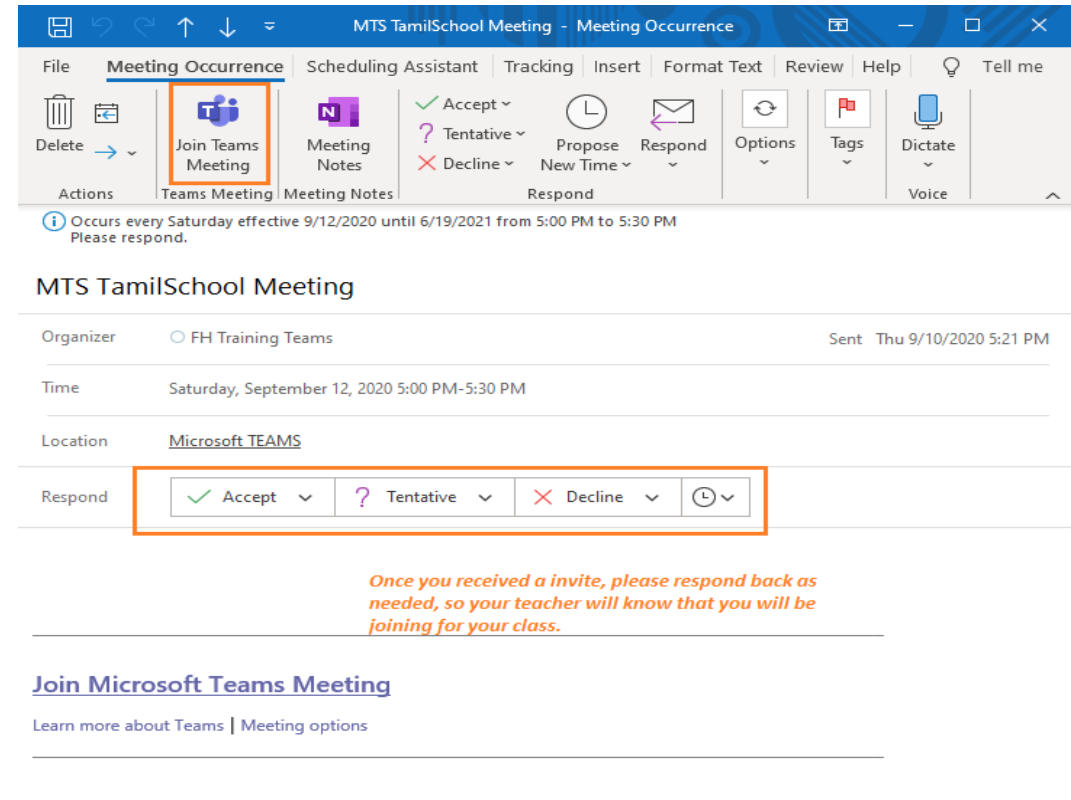
# Joining a Meeting (contd.,)

- If your teacher scheduled for Recurring Item, when you open an invite you will be asked to choose item as shown.. Choose as Just this One



# Joining a Meeting (contd.,)

- Click on Join Team Meeting, it will take you to Teams.



The screenshot shows a Microsoft Outlook window titled "MTS TamilSchool Meeting - Meeting Occurrence". The ribbon includes "Meeting Occurrence", "Scheduling Assistant", "Tracking", "Insert", "Format Text", "Review", "Help", and "Tell me". The "Meeting Occurrence" ribbon is active, showing options like "Delete", "Join Teams Meeting" (highlighted with a red box), "Meeting Notes", "Accept", "Tentative", "Decline", "Propose New Time", "Respond", "Options", "Tags", and "Dictate". Below the ribbon, a notification states: "Occurs every Saturday effective 9/12/2020 until 6/19/2021 from 5:00 PM to 5:30 PM. Please respond." The meeting details are as follows:

- Organizer:** FH Training Teams (Sent Thu 9/10/2020 5:21 PM)
- Time:** Saturday, September 12, 2020 5:00 PM-5:30 PM
- Location:** Microsoft TEAMS
- Respond:** A row of response buttons: "Accept", "Tentative", "Decline", and a clock icon. This row is highlighted with a red box.

Below the response buttons, a red italicized message reads: "Once you received a invite, please respond back as needed, so your teacher will know that you will be joining for your class." At the bottom, there is a link "Join Microsoft Teams Meeting" and a sub-link "Learn more about Teams | Meeting options".

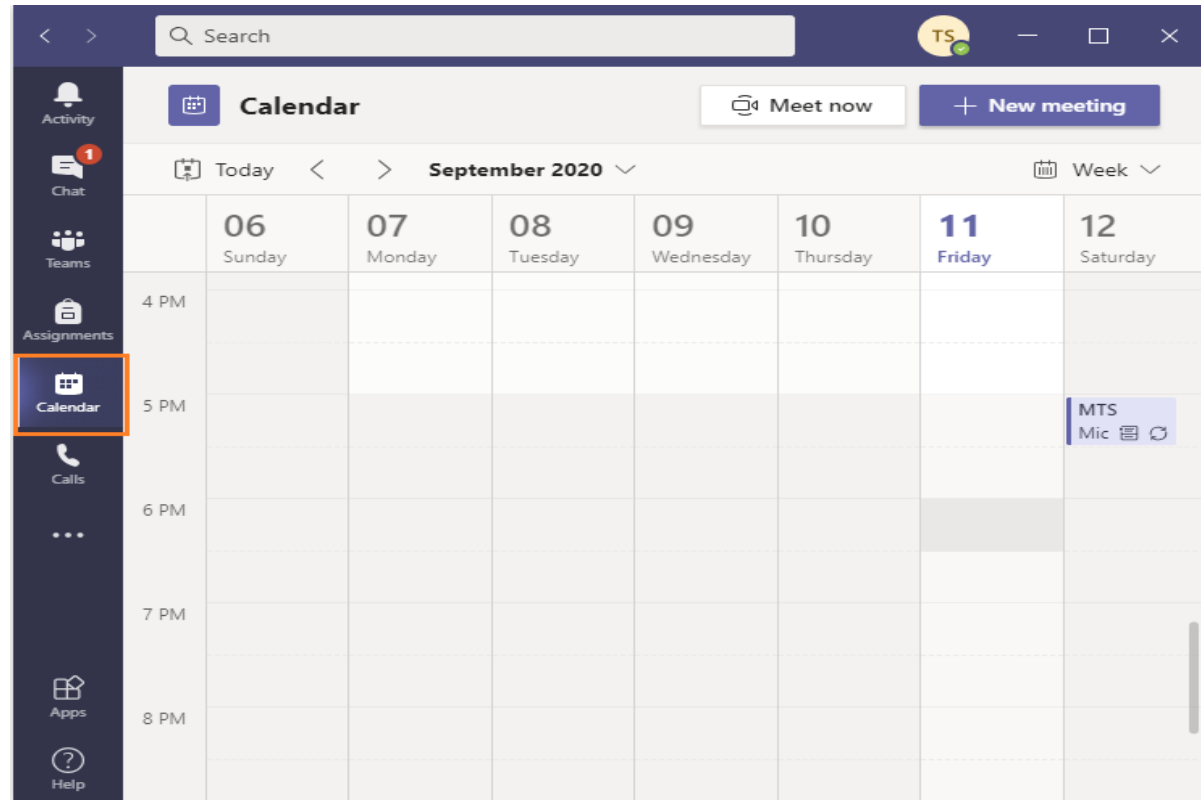
## Joining a Meeting (contd.,)

- Enable Audio & Video and click on Join Now



# Joining a Meeting using TEAMS

- Launch Teams App → If prompts, enter your MTS Tamil School Login Credentials → Click on Calendar
- Double Click on the Invite for your meeting



# Joining a Meeting using TEAMS

- Click on Join
- Enable Video & Audio and click on Join Now

