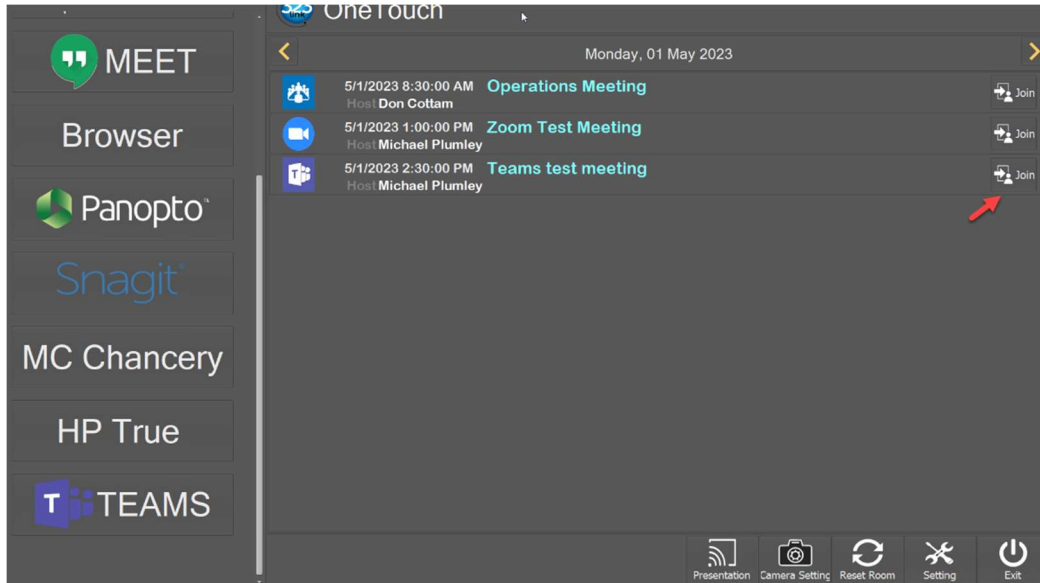
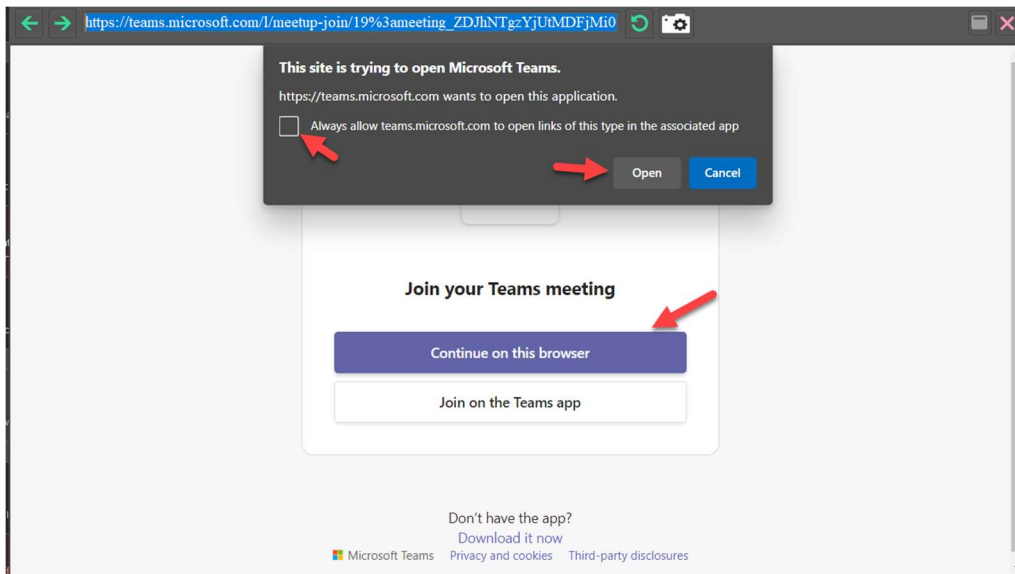


OneTouch Teams User Guide

- To join a previously scheduled meeting from your OneTouch calendar, simply select the Join button.

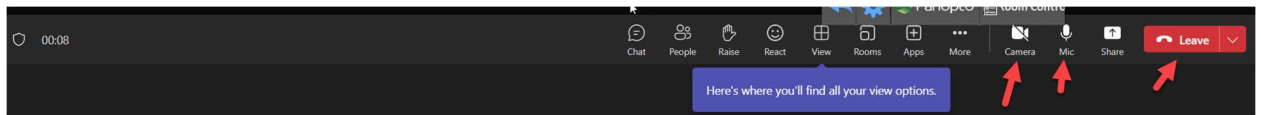


- If your system is set to Auto launch the meeting, then the Join button will not be visible and Teams will automatically launch the meeting one minute before the scheduled start time.
- The first time Teams launches on the system you will see this screen, select Always Allow and Open.

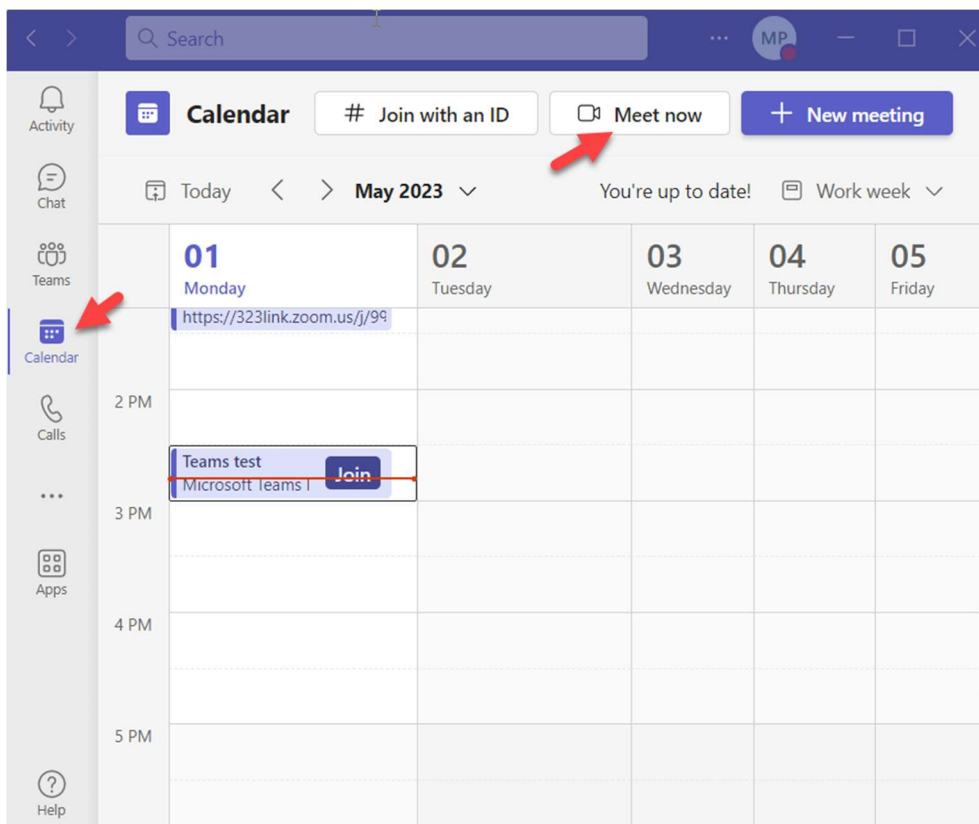
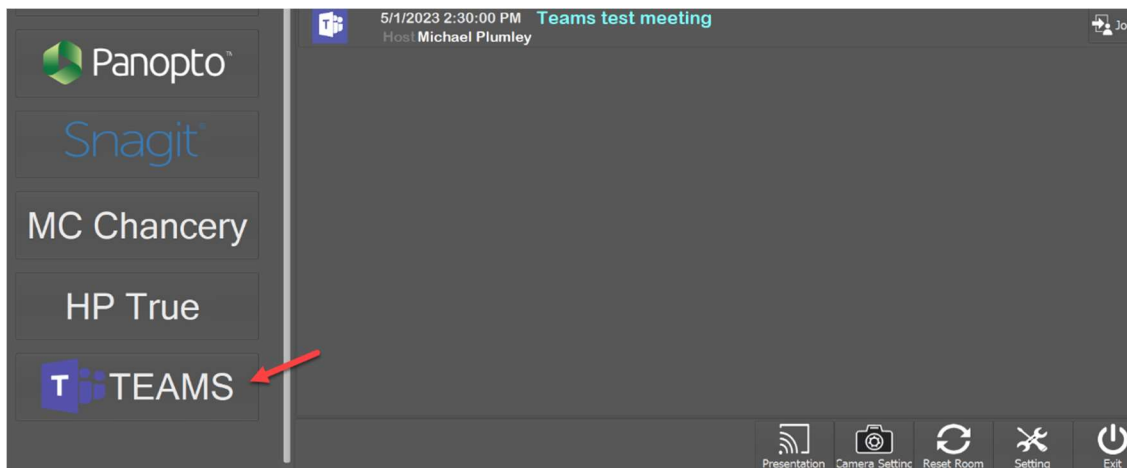


- If you ever encounter an issue with the client launching properly, you also have the option of joining from the browser.

- Once the Teams client has launched, make sure to have the camera and microphone turned on. If you need to select a different source for your camera or microphone then tap the small arrow to change it.



- If you would like to start a Teams meeting not scheduled in the calendar, simply select the Teams button from the sidebar. From there you can Start a new meeting or Join one by inputting the meeting ID.



- To end the meeting you can click on the Floating blue arrow button or click End.

