



UMT

**User Guide for Participants How to Join a Microsoft
Teams Class
(Step-by-Step Guide)**

Overview:

Your teacher will share the Microsoft Teams class link using one or more of the following methods:

- LMS (within the relevant course)
- Email
- WhatsApp or any other communication channel

You can join the class using either:

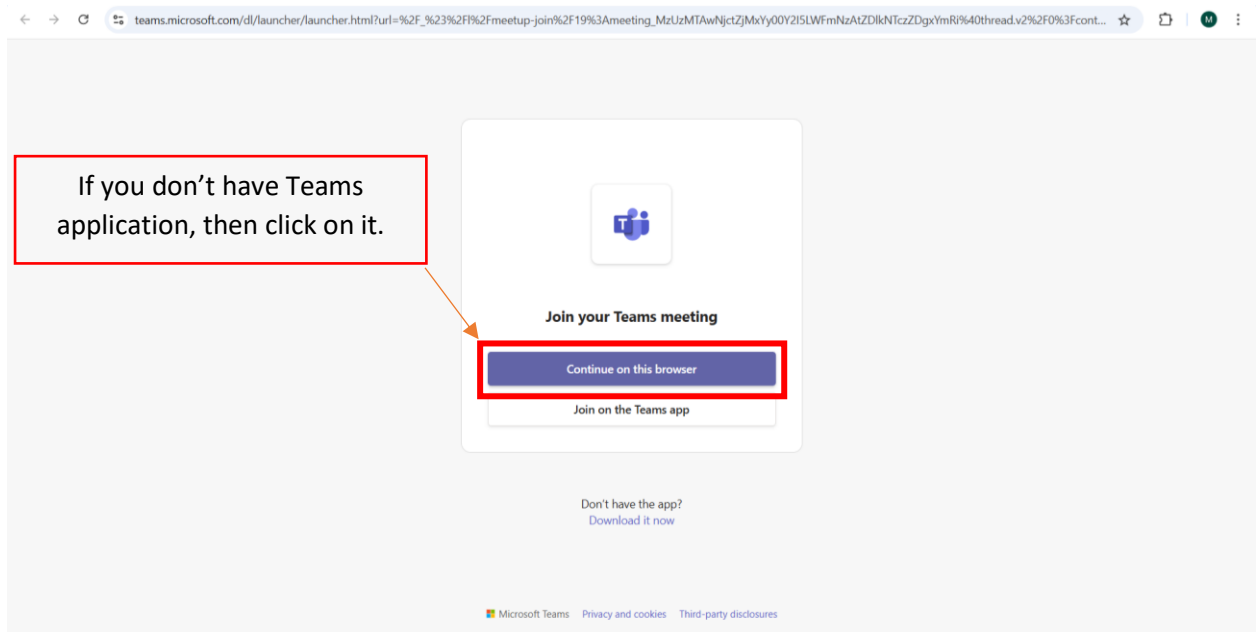
- **Microsoft Teams Desktop App** (recommended for best performance),
or
- **Microsoft Teams Web Version** (via browser, no installation needed)

Step-by-Step Instructions**Step 1: Locate the Microsoft Teams Link**

- Open the LMS portal, your email inbox, or WhatsApp.
- Click on the **Teams meeting link** shared by the teacher.

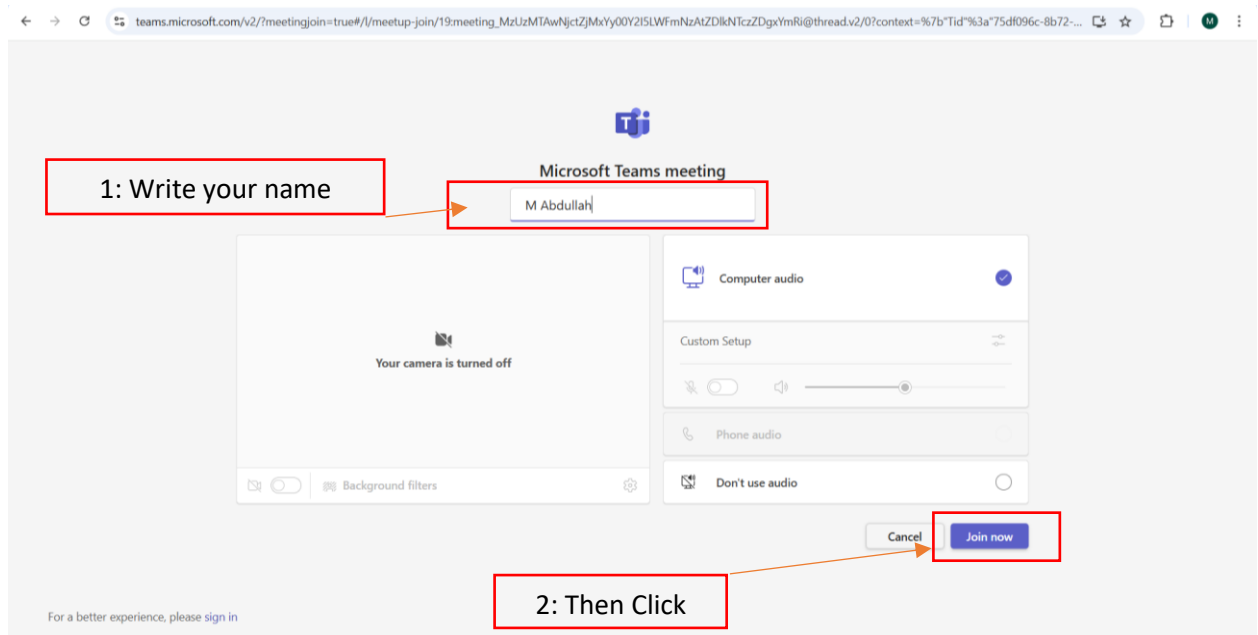
Step 2: Open the Link

- If you already have Microsoft Teams installed:
 - Click "**Open Microsoft Teams**" to join the class.
- If you don't have the app:
 - Click "**Continue on this browser**" to use the web version.
 - Alternatively, download and install the **Microsoft Teams App** for a better experience.



Step 3: Enter Your Name

- If you're not signed in, Teams will ask you to **type your full name** before joining.
- Enter your **real name** so the teacher can identify you easily.



Step 4: Wait for Teacher's Approval

- After entering your name, you'll be placed in the **lobby**.
- Wait for the teacher to **admit you into the class**.

