CAPILANO UNIVERSITY

SENATE

REGULAR MEETING - APRIL 7, 2020

4:00 – 6:00 PM VIA MS TEAMS

Joining Instructions

To join the April 7, 2020 Regular Meeting of Senate, please follow the steps below.

MS Teams: Audio-Video Conferencing

1. Click on the link **Join Microsoft Teams Meeting**

2. A new window will open.

3. If you already have MS Teams installed, a small window may appear and you can click "Open Microsoft Teams".

4. If you don't have the app installed, either click "Download the Windows app" or "Join on the web instead".

5. Or, you can click "Launch it now", then "Open Microsoft Teams" if you have MS Teams already installed.

6. **Before joining the meeting:**

   a. Please kindly mute your microphone, (located below "Join now").

   b. Optionally, you can turn your camera off.

7. Click "Join now".

8. You can temporarily make the menu bar disappear by clicking anywhere on your screen once or twice.

9. To leave the meeting, click on the red and white receiver button on the menu bar.

MS Teams: Audio Only Conferencing

1. Dial the conference number below.

   +1 778-655-6003   (Toll)

2. Enter the Conference ID: : 519 403 188#