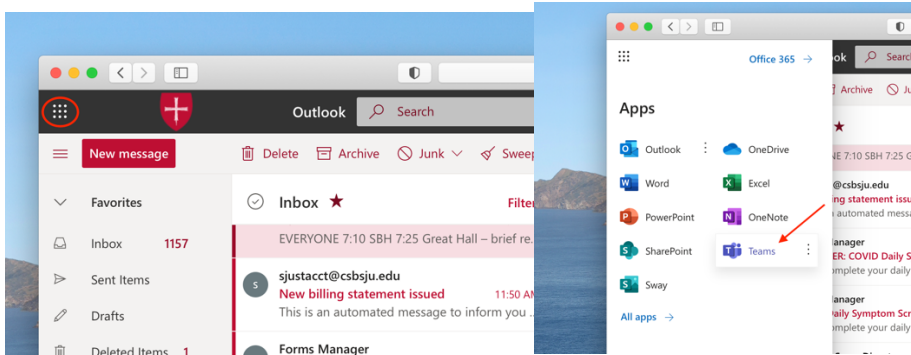


## Student Instructions

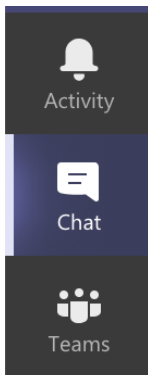
In case of a Zoom outage, or other technical problems with Zoom, Microsoft Teams can be used as a temporary alternative.

1. If you are using the browser version of Teams, use Google Chrome, as Safari will not work. To get to Microsoft teams, if Outlook is already open on your computer, you can get to teams by clicking on the dots in the upper-left corner and selecting Teams, otherwise Teams can be accessed by simply searching for “Microsoft Teams” or following the link below:

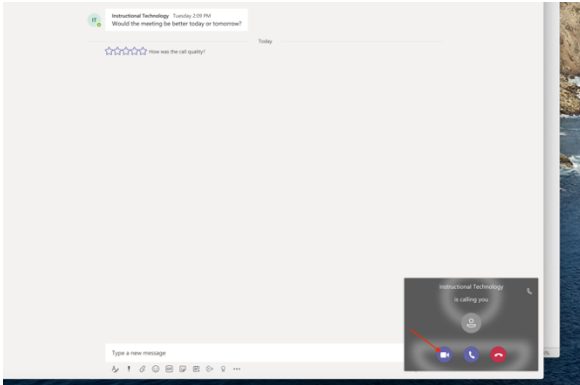
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>



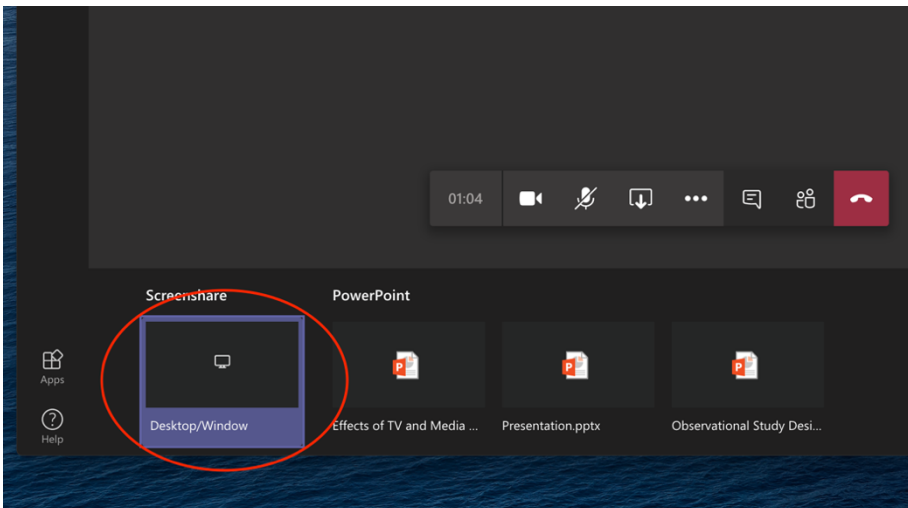
2. Log in to Teams using your CSB/SJU credentials, and click on the chat icon on the left tool bar



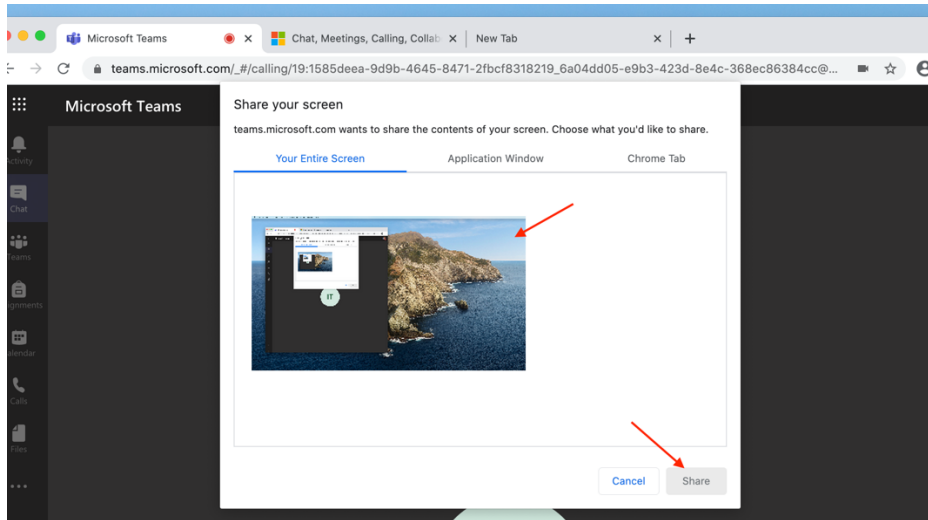
3. Your professor will create a new chat and invite all students. Once the chat is created the professor can start a video call.



4. To screenshare in Teams, click on the “open share tray” button on the bar at the bottom of the call. It will pull up multiple options. It is recommended to share the entire screen by clicking on “Desktop/Window”.



5. Click on the image of your desktop that appears in the next window and then click share at the bottom left to share your screen.



From here, Teams functions almost identically to Zoom. On the bar at the bottom users can mute their mic or camera, type in a chat, add anyone to the call that might have been forgotten, and more.