

# Joining



## A Virtual Resource Centre Session

### Before the session

After booking, you will get 3 emails:

- A confirmation email when you book.
- A reminder email on the day.
- Prompt email before the session is due to start.

These emails have a blue link, click the link to join your session.

Please do not record or take photos during the session.

### What This Guide Is For

This guide helps you:

1. Download Microsoft Teams
2. Join and use a session on Microsoft Teams

### Downloading Microsoft Teams

You can use either Microsoft Teams online or you can download the app. But, you will need the Microsoft Teams app if using a phone.

### Steps

1. Go to the app store on your device:
  - iPhone: App Store
  - Android: Google Play Store.
2. Search for: "Microsoft Teams".
3. Tap Install or Get.
4. Enter your password or ID when asked.
5. Open the app.
6. Sign in with a Microsoft account.

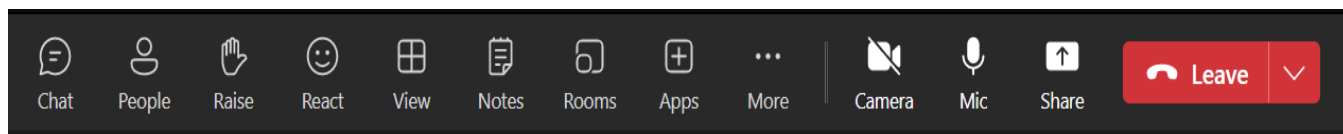
### Don't have an account?

1. Go to: [account.microsoft.com](https://account.microsoft.com).
2. Click: Create a Microsoft account.
3. Add your email and a password.
4. A code will be sent to your email or phone.
5. Enter the code to finish setting up (check your junk mail if you don't see it).

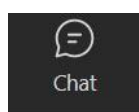
## Using Microsoft Teams

When you join, you'll see the main screen with different icons.

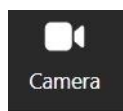
### What the Icons mean



The icons you may need to use during your session are explained below:



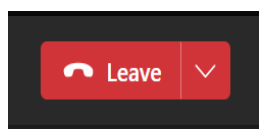
Chat icon: click this to send a message to the group or host



Camera icon: Camera on, you can be seen, click to turn it off.



Mic icon: Mic on, you can be heard, click to mute or unmute.



Leave icon: Tap to leave the session.

## Need help?

If you're stuck or need help, email us: [vrc@alzscot.org](mailto:vrc@alzscot.org)