

# Video-conference meeting

Meet your advisor remotely

**With a laptop or desktop computer**  
For tablet or phone instructions, go to page 3.

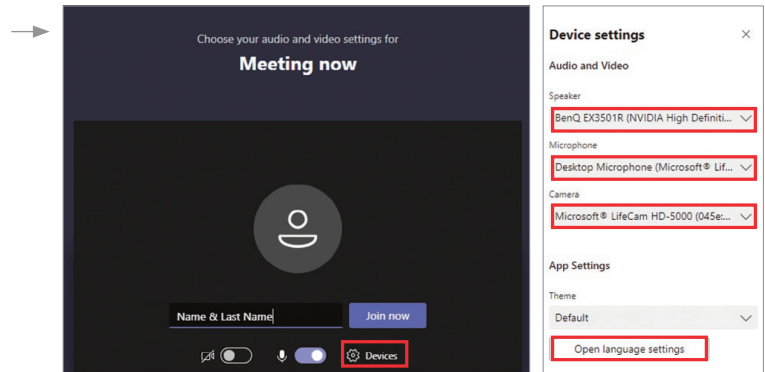


- 1** Open the invitation you received by email.
- 2** Select **"Join Microsoft Teams Meeting"** or **"Rejoindre la reunion Microsoft Teams"**.
- 3** A web page will open and give you some choices. Choose **"Continue on this browser"**.
- 4** If this is your first connection, the system will ask you for permission to use your microphone and webcam. Click **"Allow"**.
- 5** The system will ask you to **"Enter name"**. Enter your first and last name.

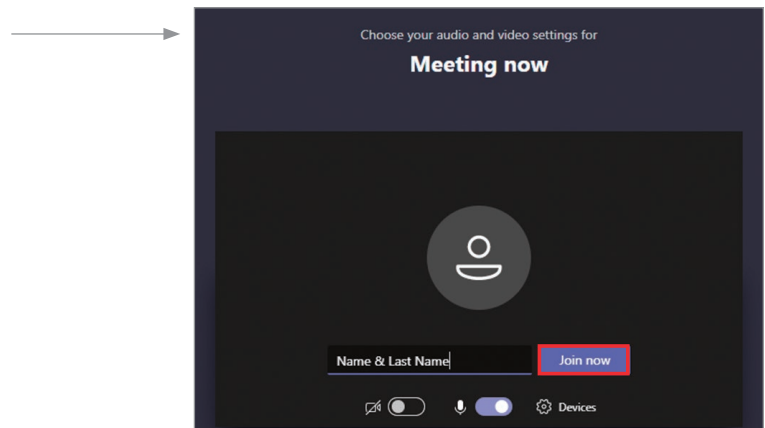
*Please note that the images and text may vary slightly depending on the type of device you are using.*



- 6 Click on **"Devices"** in order to configure your choice of microphone, speaker, camera (if needed) and language.



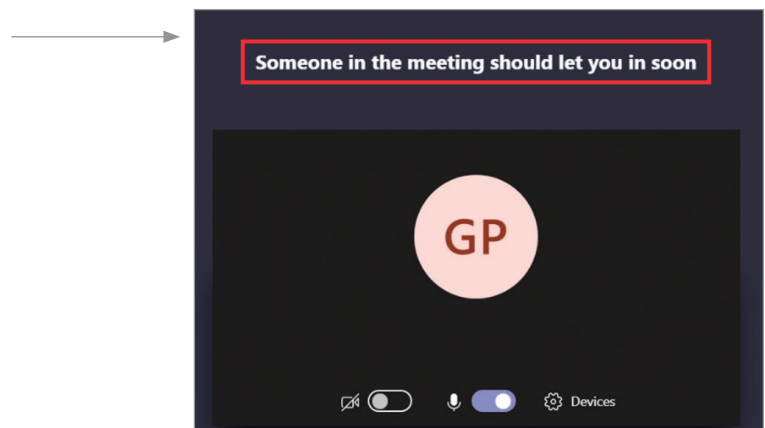
- 7 After setting up your devices and when you're ready, click on **"Join Now"**.



- 8 Once in the virtual waiting room, the meeting organizer (your advisor) will accept your presence and start the meeting.

**N.B.:**

If your advisor doesn't allow you into the meeting within 15 minutes, you will be removed automatically from the waiting room. If that's the case, you can try again.

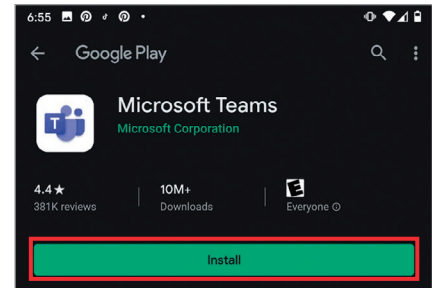


## With a smartphone or tablet



>>> Before starting, make sure you download the Teams app from the Apple Store or Play Store.

1 Open the invitation that you received by email.



2 Select "Join Microsoft Teams Meeting" or "Rejoindre la reunion Microsoft Teams".

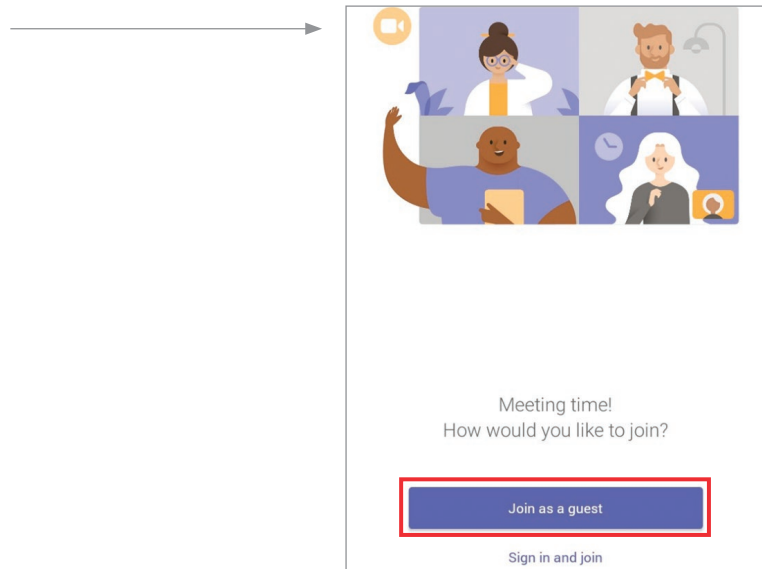


3 If the system asks for permission to use your microphone and camera, select "Allow".

*Please note that there is a translation error here; Microsoft Teams is only asking for authorization to access your microphone, not to record your audio.*

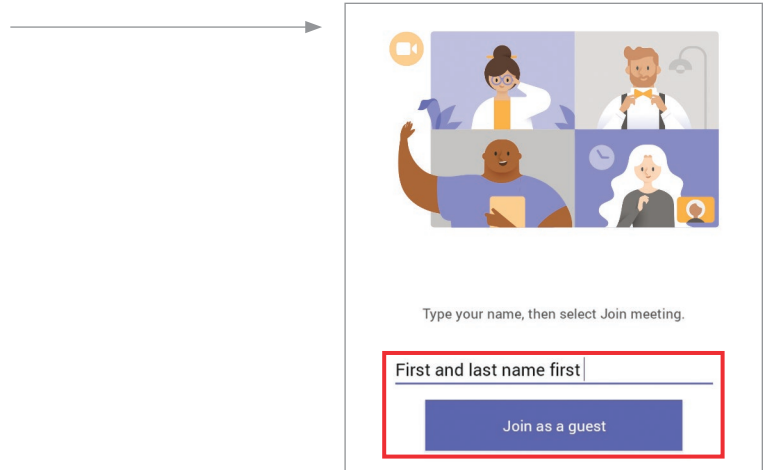


4 Select "Join as a Guest".





- 5 Enter your first and last name and click on **“Join as a Guest”** again.



- 6 Once in the virtual waiting room, the meeting organizer (your advisor) will accept your presence and start the meeting.

**N.B.:**

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