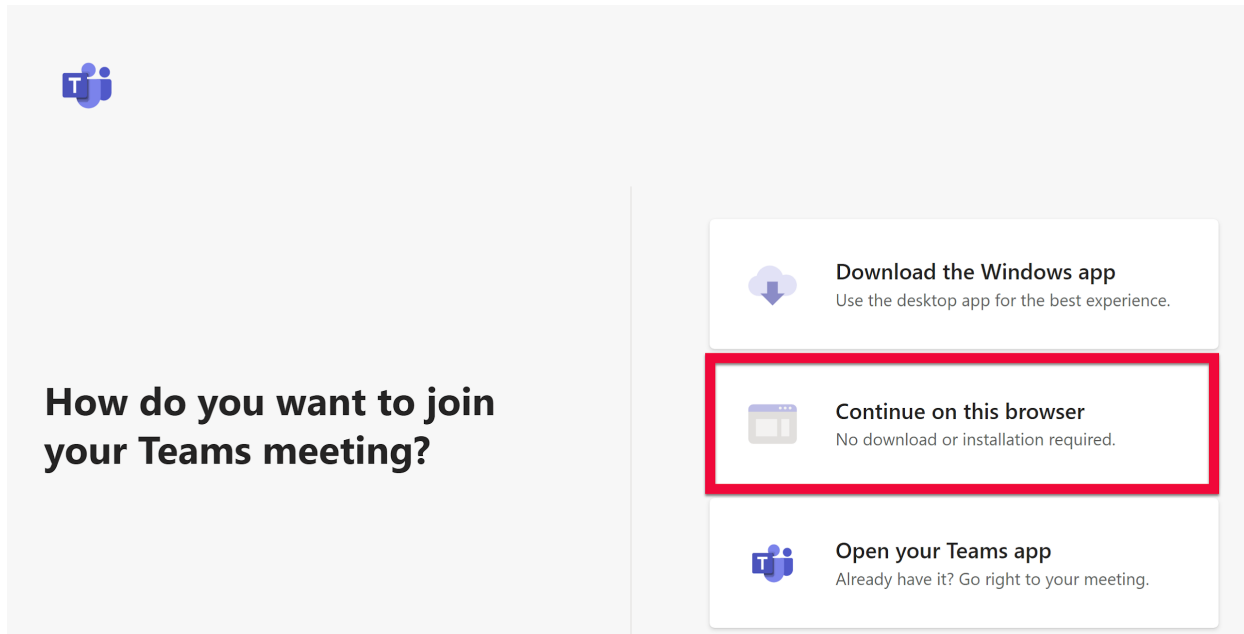
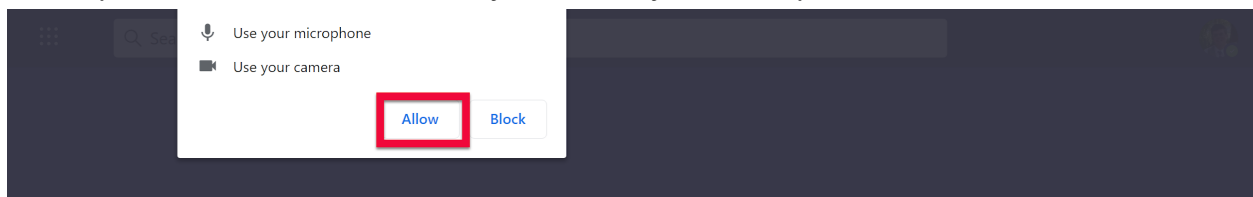


Taking MCFD Calls with Teams

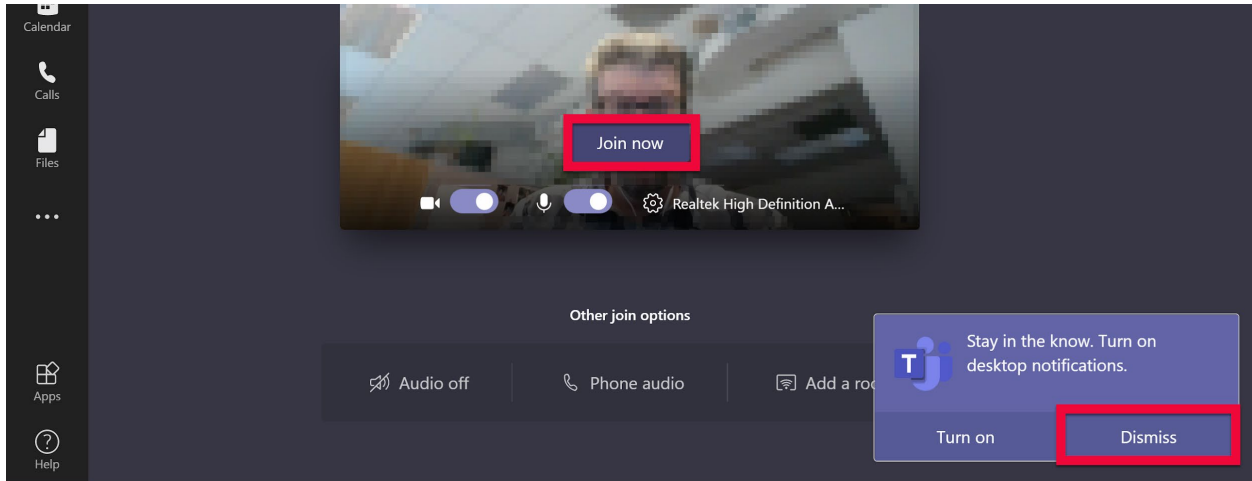
1. Your meeting invitation will arrive as a URL in an email from a ministry contact.
2. When you click it you will see a page in your browser like the image below. Click on the “Continue on this browser” option to open the meeting.



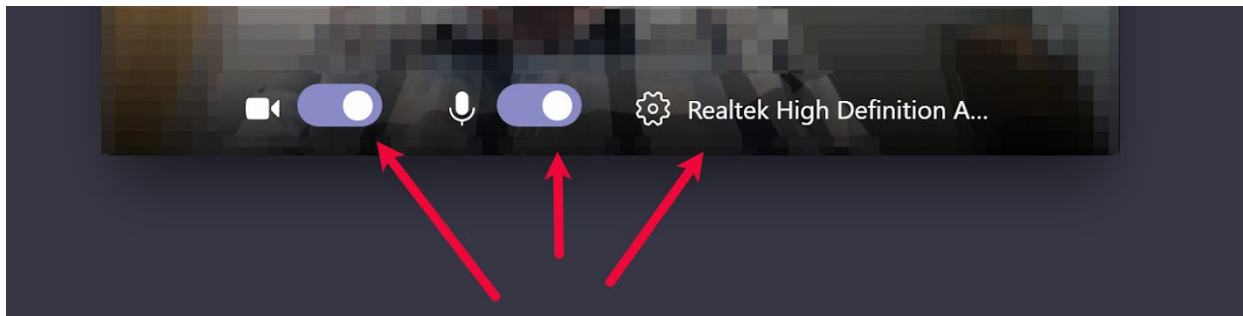
3. If you are asked to share your microphone and camera click **Allow**. If you are using a desktop without a camera it will only ask to use your microphone.



4. Click Join Now and dismiss the invitation to turn on desktop notifications.



5. You can toggle your microphone and/or webcam off or on, and if available, choose which microphone, speakers and/or camera you want to use on the call by clicking the gear icon .



6. When you have been let into the meeting you will have a control bar with a few more options.

