

# How to Join a CareerPLUS Conference Call

The following instructions are meant as a brief primer on how to join the CareerPLUS conference call to which you have been invited. There are two ways to join the CareerPLUS conference call using Microsoft Teams:

- Join on your Computer (Recommended)
- Dial-In via Phone

It is recommended that you join the conference call using your computer, if possible, since that will allow you to view the facilitator and/or the facilitator's screen, as well as the other micro course participants who have joined using their webcams. If you are not able to join the conference call using your computer and/or if you do not have a webcam/audio input that allow you to join the conference call via computer, you have the option of dialing in via phone. Instructions for joining the conference call via phone are listed at the bottom of this document.

## How to Join by Computer (Recommended)

1. Click on link included in the email invitation

[Join Microsoft Teams Meeting](#)

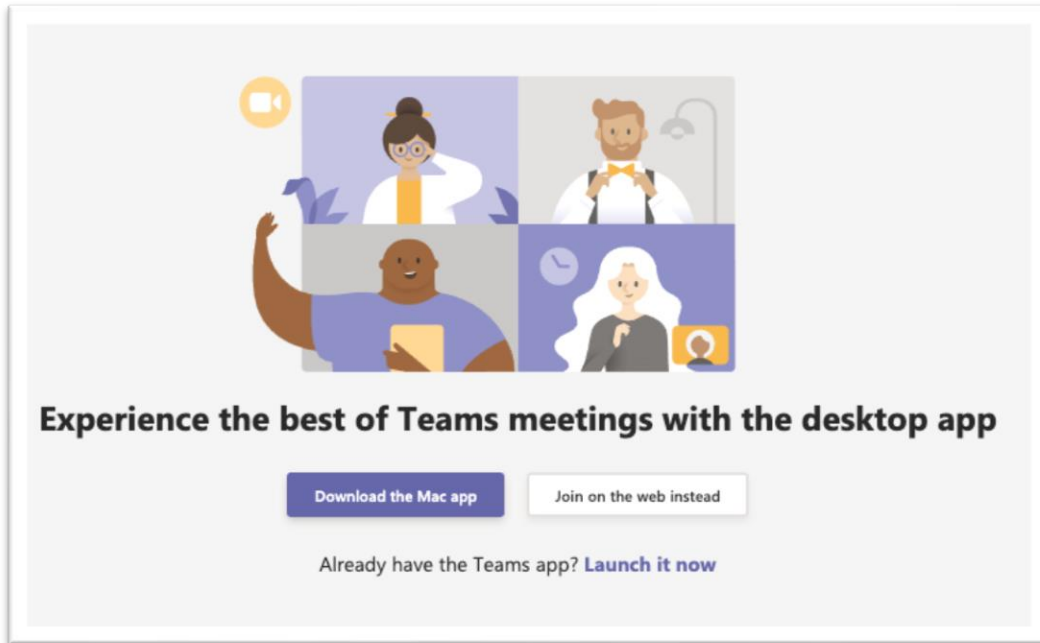
+1 563-265-8560 United States, Davenport (Toll)

Conference ID: 344 737 301#

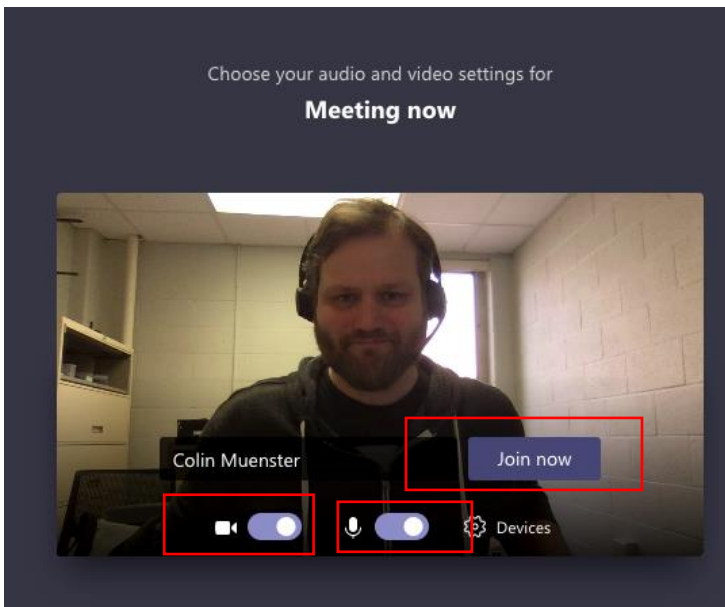
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2. Your computer will launch a new web browser window and you will see a screen that asks you if you want to download the desktop application or to join on the web. The installed desktop application tends to be more stable than the web version, but it is not required. Whichever you select, the following instructions will remain the same.

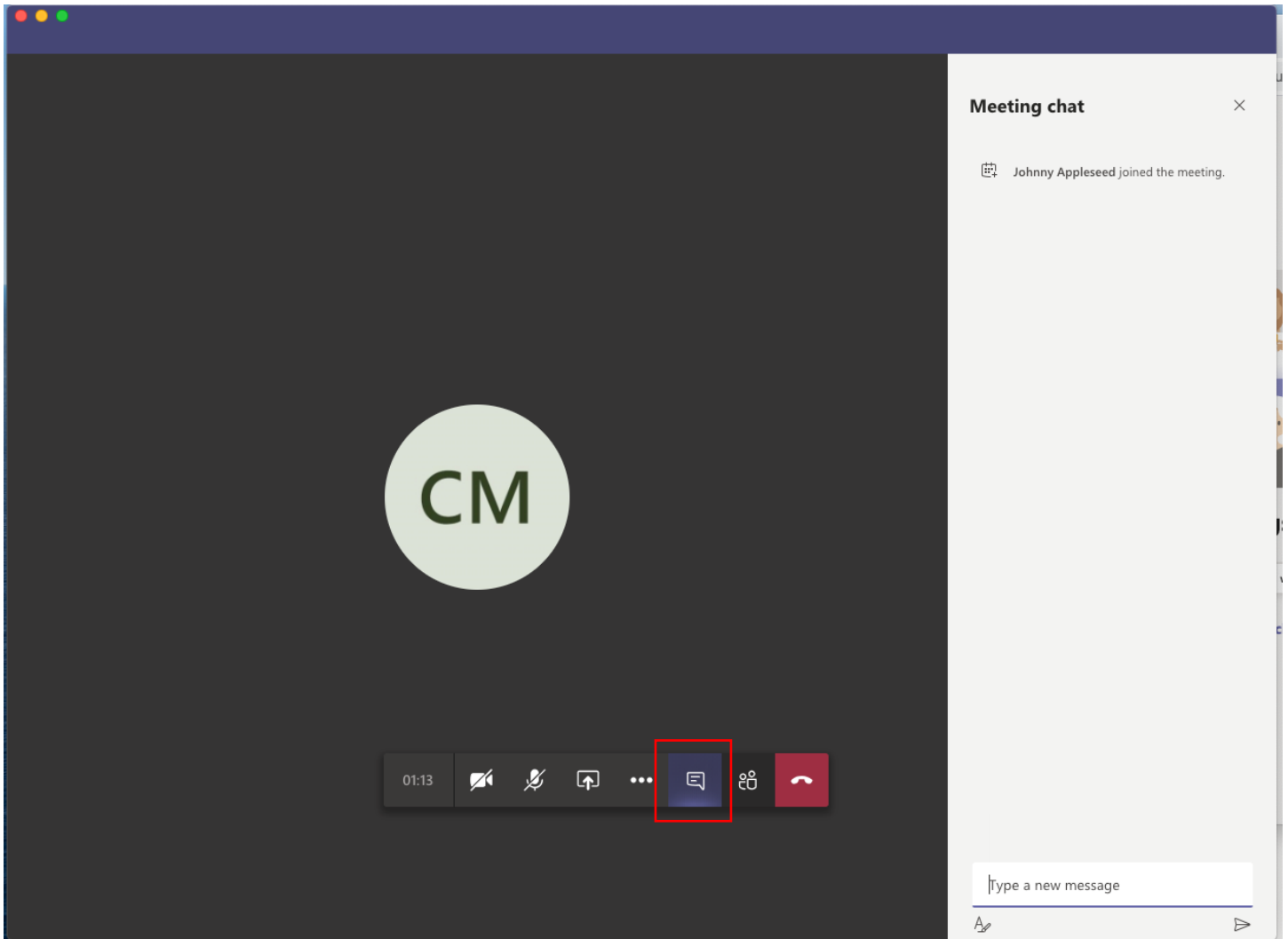


3. Enter your name, make sure your webcam and microphone are turned on, and click "Join now". *If the meeting has not yet begun, you will be taken to a screen telling you that someone should let you in soon.*



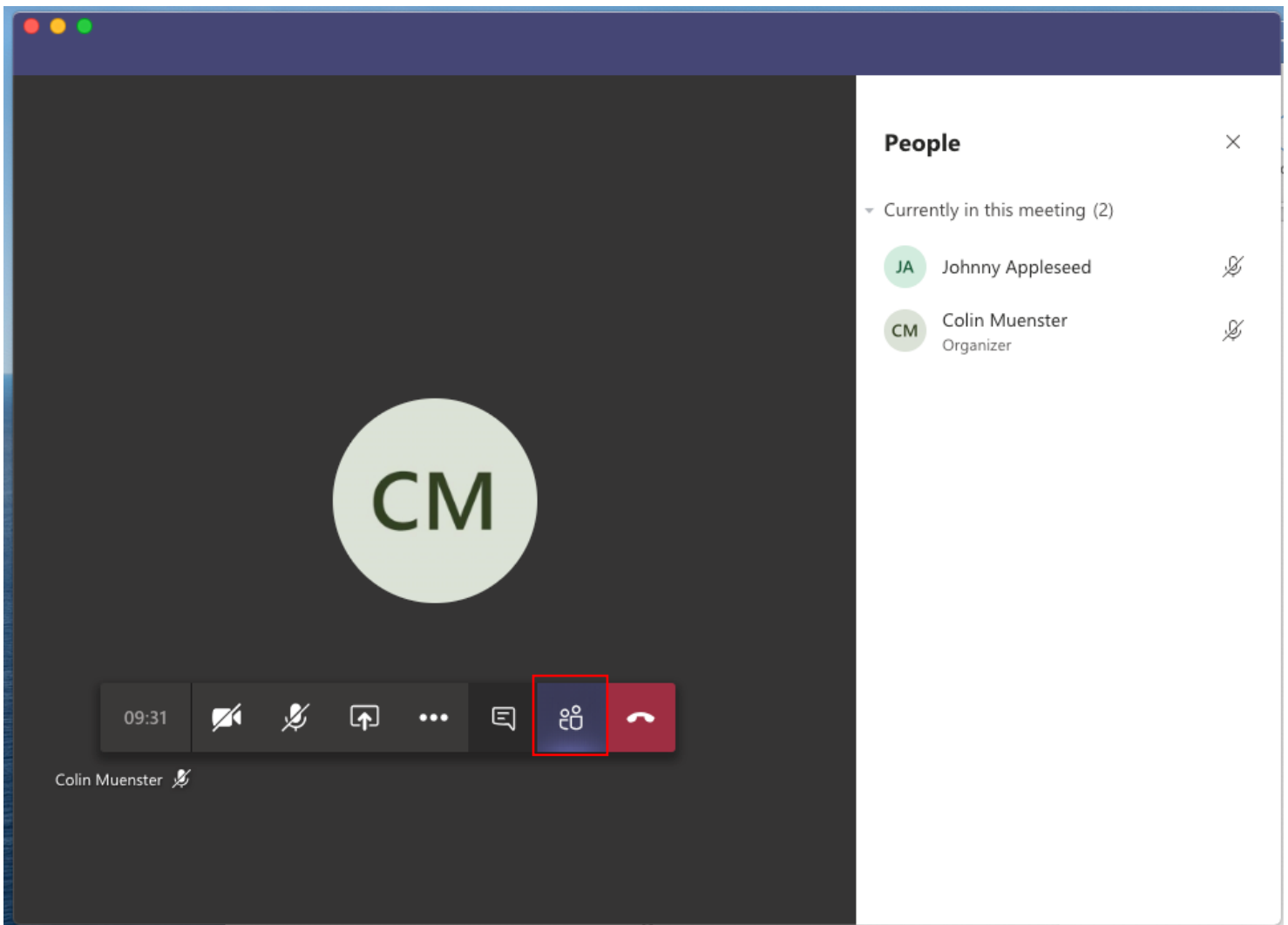
Once the meeting begins, you should be able to see and hear people as they start to join. Once you are in the meeting, there are a few controls that you should be aware of on the control strip on the bottom of the screen. The next section of this document will highlight what those controls do and how to operate them.

## Show Conversation



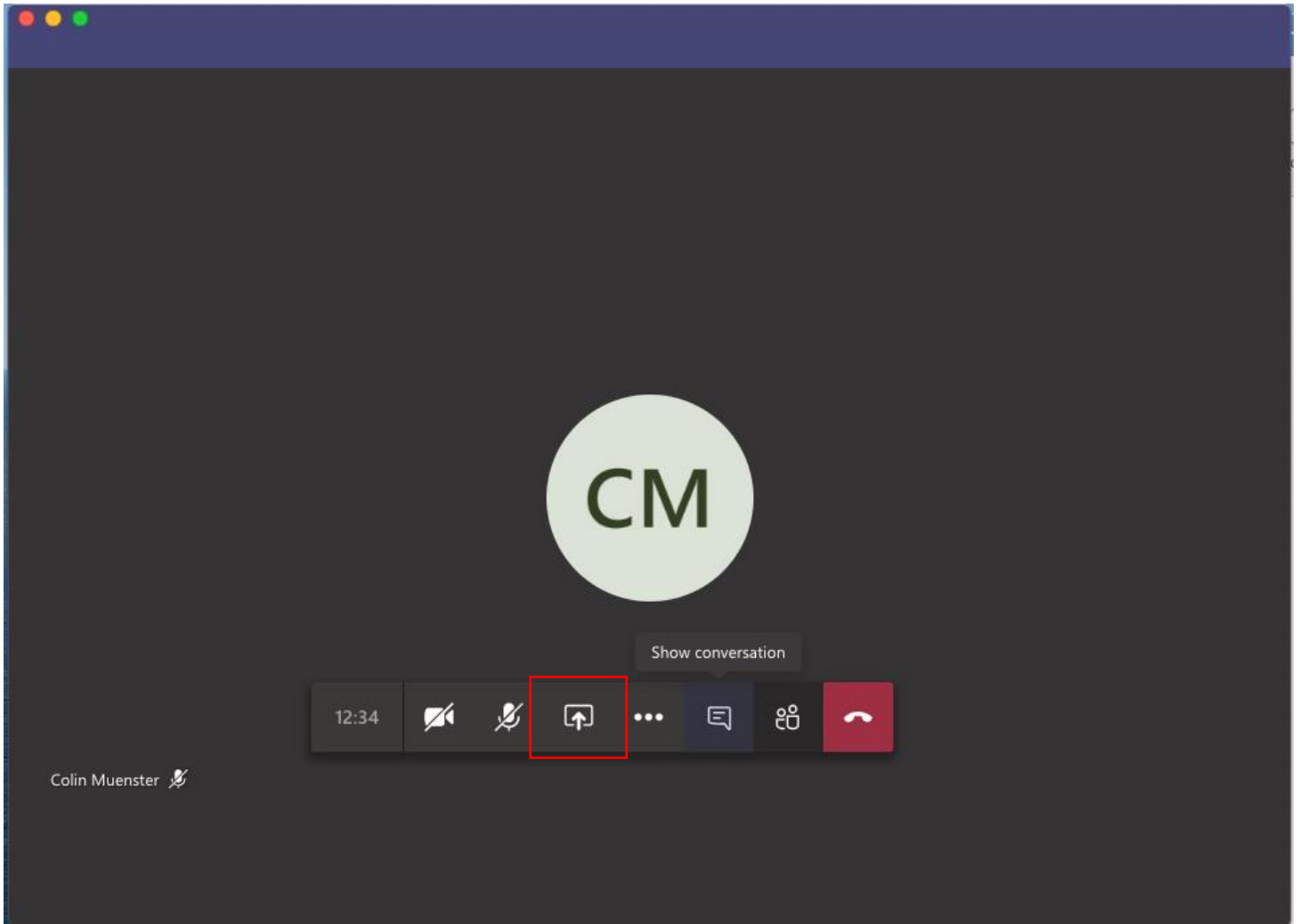
The chat window is a text-based group chat for everyone in the meeting. Clicking on the chat window icon on the control strip will pull up the chat window on the right-hand side of the screen where you will be able to engage in a text-based group chat, or to view and download any additional documents the organizer may want to share with you during the meeting.

# Show Participants



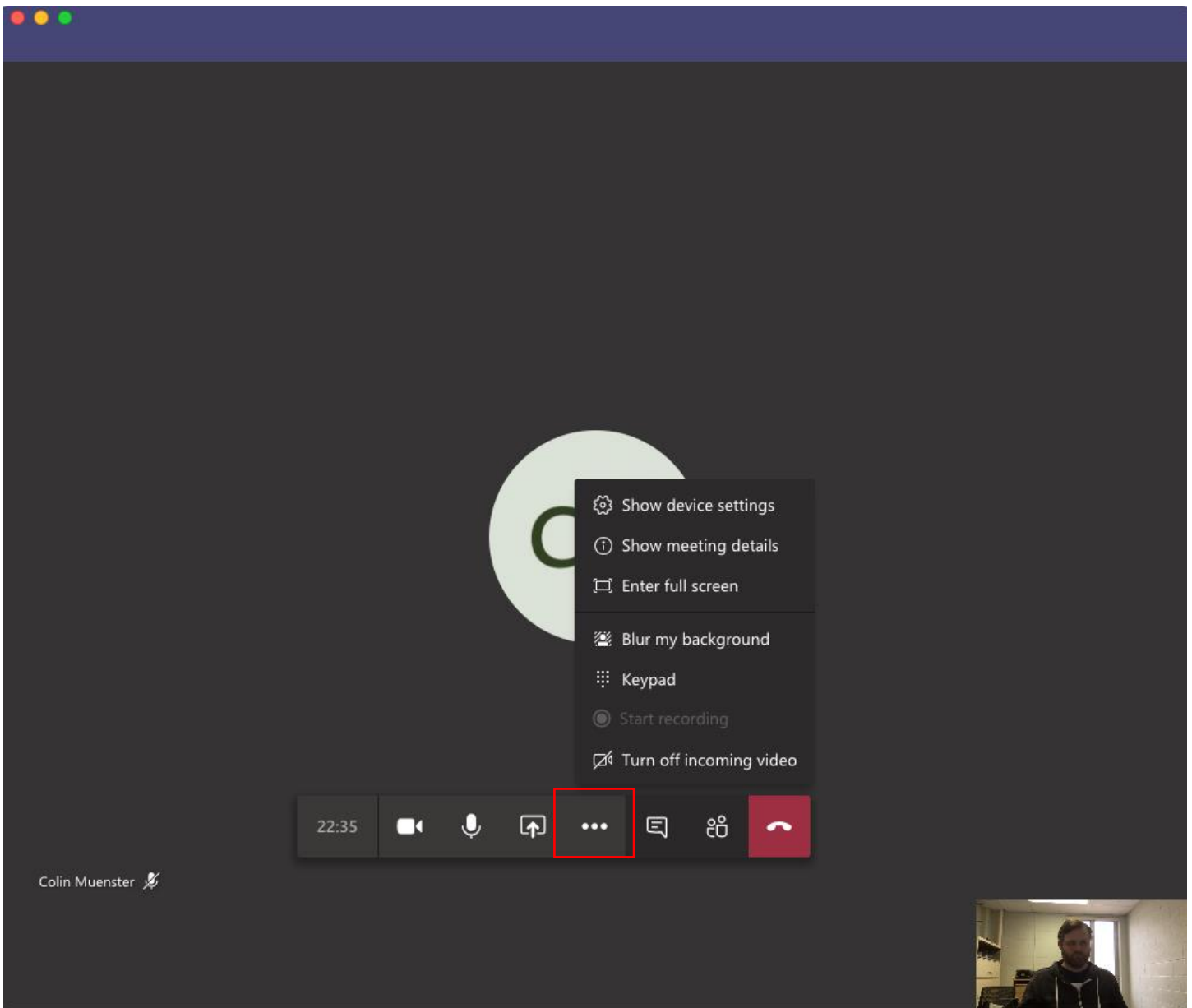
Selecting this option will allow you to see everyone who has joined the meeting

# Share



Selecting the “Share” icon will allow you to either share your entire computer screen or a specific window with everyone in the meeting. This is handy if you have a PowerPoint you would like to share, or if there is something you would like to illustrate visually with all participants.

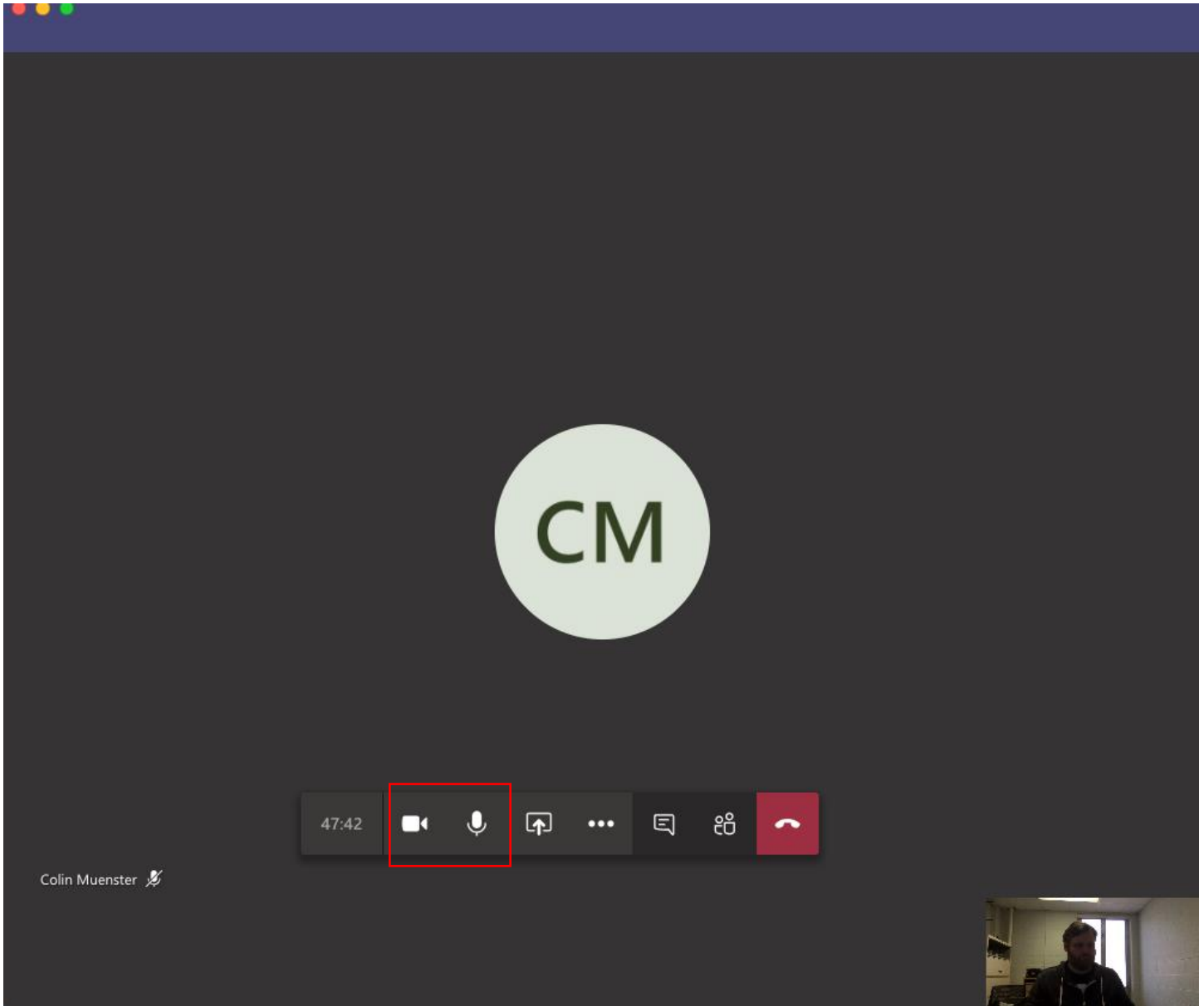
# More Actions



Selecting the “Show actions” icon will give a list of options to help you refine your experience in the meeting:

- **Show device settings** – this will allow you to check the status of your webcam, microphone, and speakers. You will want to select this option if you are having difficulty being seen, heard, or hearing anyone else in the meeting.
- **Show meeting details** – This option will display the same information you received in your invitation email in case you needed to share this information with anyone else.
- **Enter full screen** – This will allow Teams to take up the full screen of your computer.
- **Blur my background** – This will blur out the background of your video for enhanced privacy.
- **Turn off incoming video** – This will turn off the incoming video feed of all participants in the meeting. Selecting this option only affects you and is useful if you are experiencing a slow internet connection.

# Mute Camera and/or Microphone



Select these icons to either mute your microphone or to turn off your webcam. Click them again to turn them back on.

# How to Join via Phone

(Only Recommended if Not Able to Join by Computer)


1. If you are not able to join the CareerPLUS conference call using your computer/device, you have the option of simply dialing in via phone by dialing the phone number you received in your invitation email.

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Conference ID: 344 737 301#

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The logo for Clarke University, featuring a stylized yellow and white geometric design above the word "Clarke" in white serif font and "UNIVERSITY" in yellow sans-serif font, all on a dark blue background.

2. Enter the Conference ID # which was included in the invitation email, followed by the pound sign.

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