

FCS Online Counselling

Accessing Microsoft Teams

Microsoft Teams is an online video conferencing software that will be used for FCS video counselling. Choose your device below and then follow the instructions to access MS Teams.

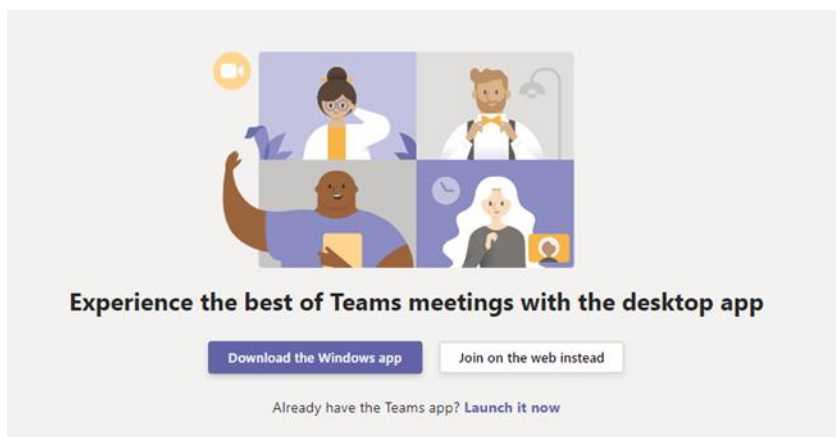
You will receive a link to join the video call before your session, but please ensure that you are able to access Microsoft Teams prior to your session.

Desktop Computer/Laptop

1. Make sure that you are using a supported Web Browser. You can use a web browser on your computer or laptop to access the MS Teams web app.
 - i. Supported: Google Chrome, Firefox, Internet Explorer, and MS Edge
 - ii. Not supported: Safari (Safari is the default web browser on Apple devices)
2. Click on the emailed meeting link from your Counsellor.



3. Click Join on the web.



4. Enter your name and make sure that your audio and video are turned on. Allow the web browser to access your microphone and camera.
5. Click Join now.

Note: You do not need to download the desktop app, you can join through your web browser

Smartphone/Tablet

1. Download the free Microsoft Teams mobile app from the App Store on your device. You do not need to log in to a Microsoft account.
2. Click on the meeting link that your Counsellor has emailed to you.



3. The MS Teams app will open after you click the link. Select Join as a guest.



Meeting time!
How would you like to join?

Join as a guest

Sign in and join

4. **Type in your name and click Join meeting.**



Type your name, then select
Join meeting.

5. **Allow the MS Teams app to access to the camera and microphone on your device so that you can join the video meeting.**