MS Teams in BlazeVIEW Student Guide

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Joining a MS Teams Meeting from BlazeVIEW

1. Select the **MS Teams Meeting** link from the module in your BlazeVIEW course. **Note**: Your instructor may have renamed this link.

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Search Topics	٩	MS Teams Meeting Link 🗸 📑	Print
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2. If you are not currently logged in to your Teams account, you will be prompted to Sign in.



3. Enter your MyVSU email and password.

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next

4. To join a Teams meeting, click the **Join** button in the MS Teams Meeting dashboard in BlazeVIEW.

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- 5. You will be prompted to **Open Microsoft Teams** app which is the recommended setting. When selecting this option, your meeting will open in Microsoft Teams.
- 6. If you select Continue on this Browser, a new browser window will open. Make certain you have the most current version of Google Chrome or Mozilla Firefox installed. Click the Allow button to let Teams access your audio and video: NOTE: If your pop-up blocker is turned on, this message will not appear. Turn off your pop-up blocker to enable the message.

https://teams.m	crosoft.com wants to open this application. / teams.microsoft.com to open links of this type in the associated app
	2 Open Microsoft Teams Cancel
	L
	Join your Teams meeting
3	Continue on this browser

7. When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.



Locating a Teams Meeting Recording from BlazeVIEW

1. From the Microsoft Teams Meetings dashboard in BlazeVIEW, locate the meeting and select **More Options** [...]. Then select **Chat with participants**.

Chat with participants
⇔ Copy link

2. A new browser tab will open displaying the Microsoft Teams Class chat associated with the channel. Scroll to locate the recording then, use the **More options** [...] setting to **Open the video**.

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14	Meeting in "General" starte	ed			
	Meeting Transcript			•••	
0	Recording has started				
	Recording has stopped. Saving recording				
	Meeting ended: 2m 16s				
		Meeting			
		Recorded by:			
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For more information or assistance, call 229-245-6490 or email <u>blazeview@valdosta.edu</u>. For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit <u>GeorgiaVIEW Help Center</u>.

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