**Step 1: Download the MS TEAMS Software**

* + This depends on how you wish to access MS TEAMS
		- You can choose to download MS TEAMS on your computer or a mobile device: Both options are presented to you at the MS TEAMS download page:

Link: <https://www.microsoft.com/en-us/microsoft-teams/download-app>

**Step 2: Install the MS TEAMS Software**

* Follow the prompts to install the software on your preferred device.
* It will ask you to link a preferred e-mail to the account you create (or a phone number or e-mail on a mobile device)
* You will be asked to set up a password as well
* **Tip**: Strongly recommend that you use the same e-mail that you have been using for Saint Formation to reduce confusion

**Step 3: Join the Meeting**

* **Go to your e-mail and find the Saint Formation Teams Meeting invite link**
* **Click on the link (it will automatically open your newly installed MS Team Software) and bring you to the meeting “waiting room”**
* **The host (Wade or his delegate) will add you to the meeting**

**Step 4: Audio and Video Settings**

* **Make sure you locate and adjust your Video controls**
	+ - We would love to see you face to face but it is not required
		- Notice you can change your background and there are other settings to fiddle with
* **Make sure you locate and adjust your Audio controls**
	+ - Generally I’d like everyone to check-in so we know we can hear each other
		- I will leave the audio controls in the room “live” so everyone can hear the discussion
		- We want and encourage remote users to participate actively. “butt –in” if you need too, though if you are not actively speaking it is best to be on “mute” as background sounds can degrade the experience