LEONARDO
science for a new vision

MICROSOFT TEAMS VIRTUAL CLASS
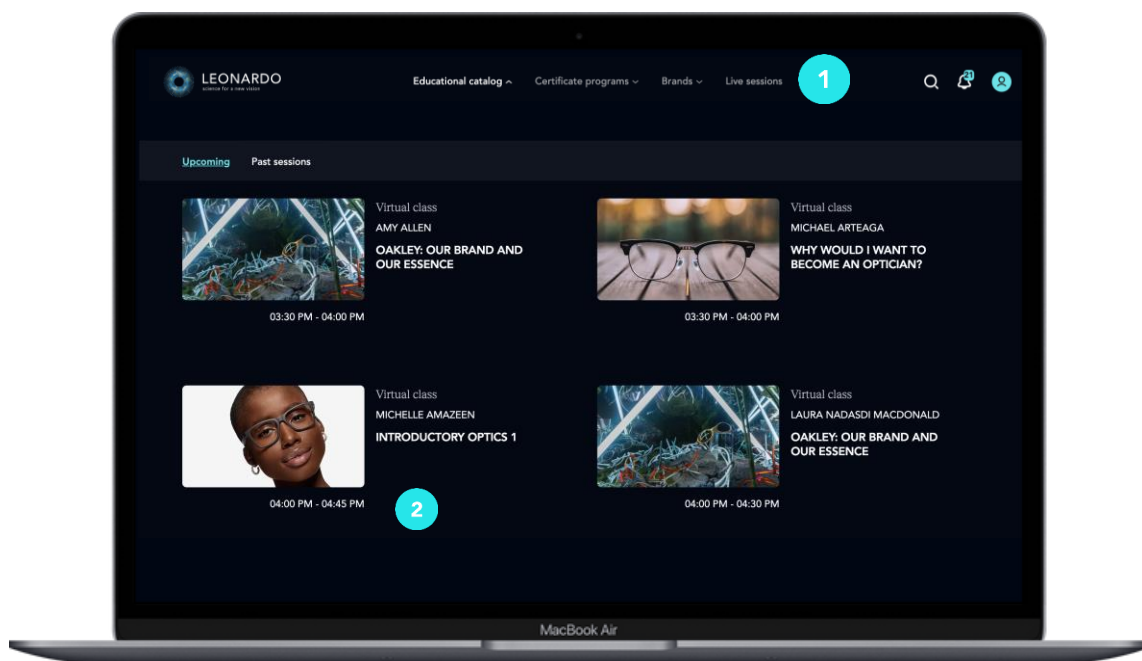# USER GUIDE

INDEX

HOW TO REGISTER TO A VIRTUAL CLASS

Access to the "Live sessions" section

Access the "Live Sessions" section (1) in Leonardo to browse the calendar of virtual classes available.
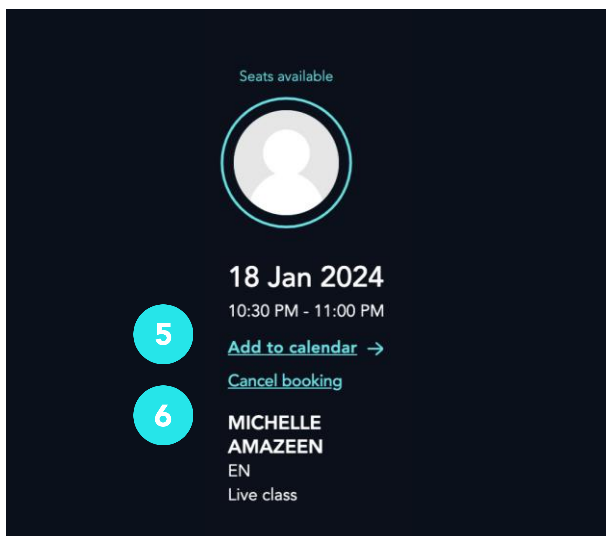
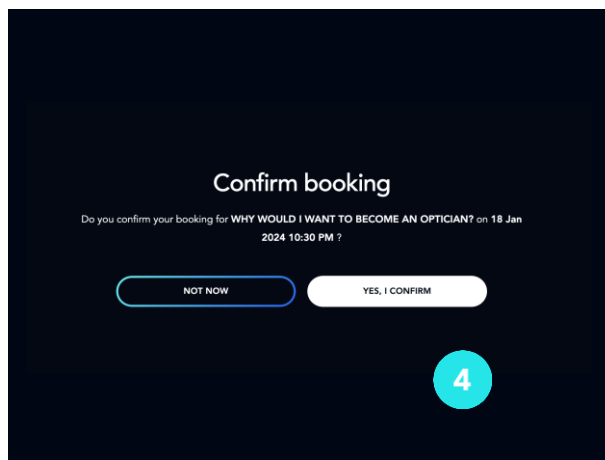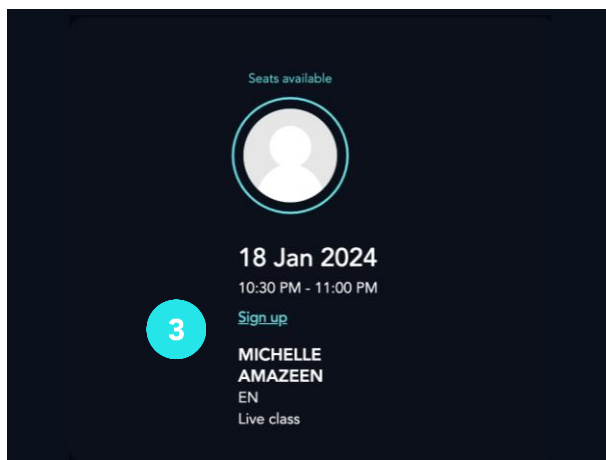## Select the chosen virtual class

Once you have chosen the virtual class you'd like to participate to, click on the dedicated image to access the detail page (2).

Register to the virtual class

Once entered the virtual class detail page, if multiple sessions are available, you need to select your preferred day and time and click on "Sign up" (3), then confirm your participation by clicking on "Yes, I confirm" (4).

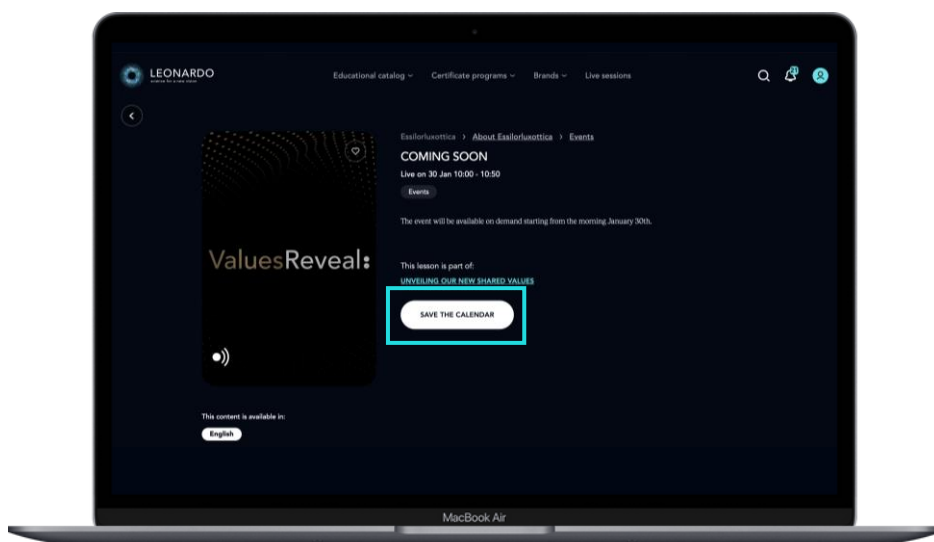## Add to calendar and cancel your booking

Once you have booked your spot, you can add the appointment to your calendar as a reminder, by clicking on "Add to calendar" (5).

If you are unable to participate, click on "Cancel booking" (6) to free up your seat.
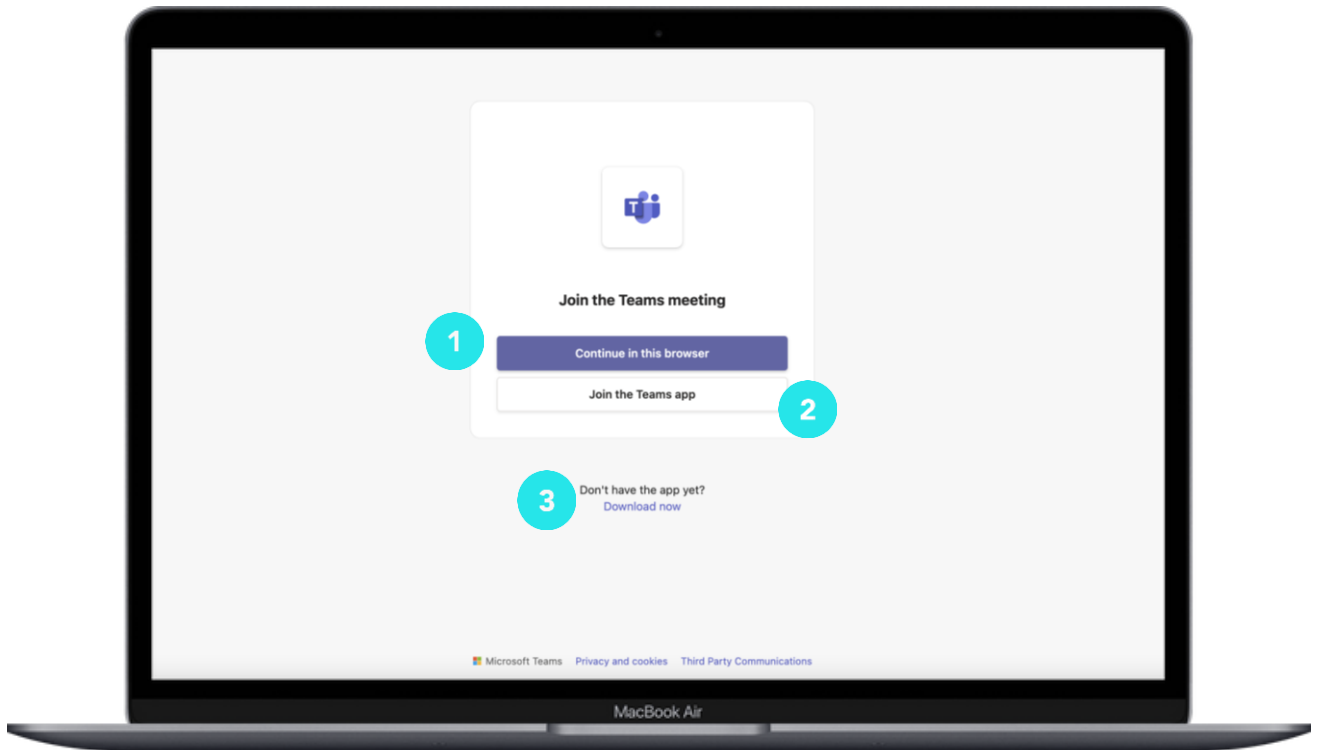
HOW TO JOIN A VIRTUAL CLASS

DESKTOP

Join the virtual class

On the day of the live, connect to Leonardo and enter the "Live sessions" section.
The "Join" button will appear 15 minutes before the starting time of the live.
Click on it to join the class.

When accessing a virtual class from a Desktop environment, by clicking on the course tile, a browser window opens where 3 options are listed:

1. Continue in this browser
   (to join the meeting within the web browser)

2. Join the Teams app
   (to join the meeting within the Microsoft Teams app)

3. Download now
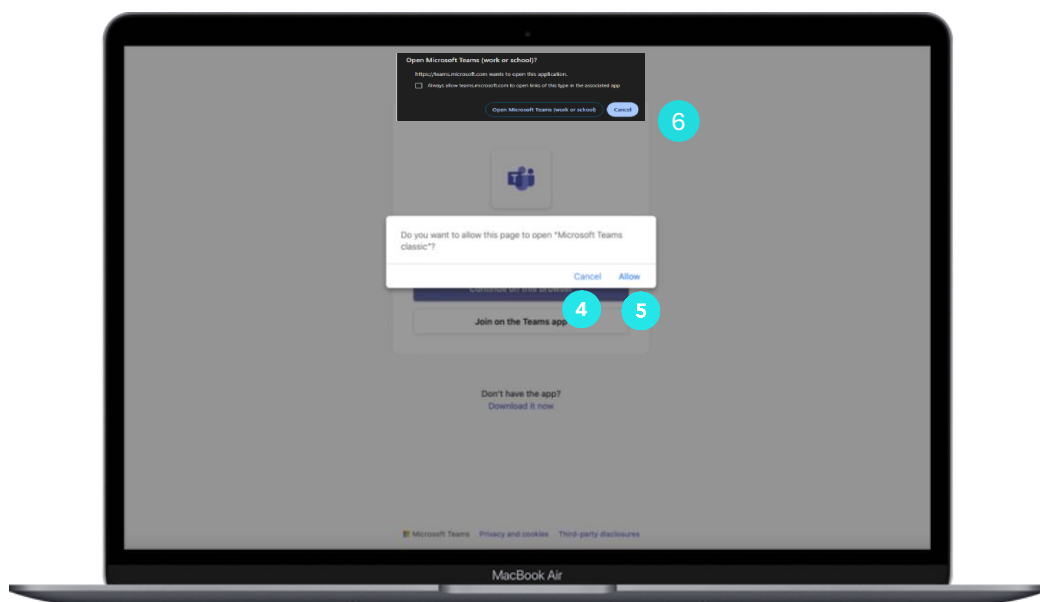   *(to download the Microsoft Teams app)*

Join via web browser

To attend the virtual class through web browser you must click on "Continue in this browser" (1). The virtual class will open inside the browser window without interactions with other applications.

Join via Microsoft Teams app

If the Microsoft Teams app is already installed on your device, by clicking on "Join the Teams app" (2) a pop-up to authorize the site to open the Microsoft Teams app will appear and you will need to choose from the 3 options available:
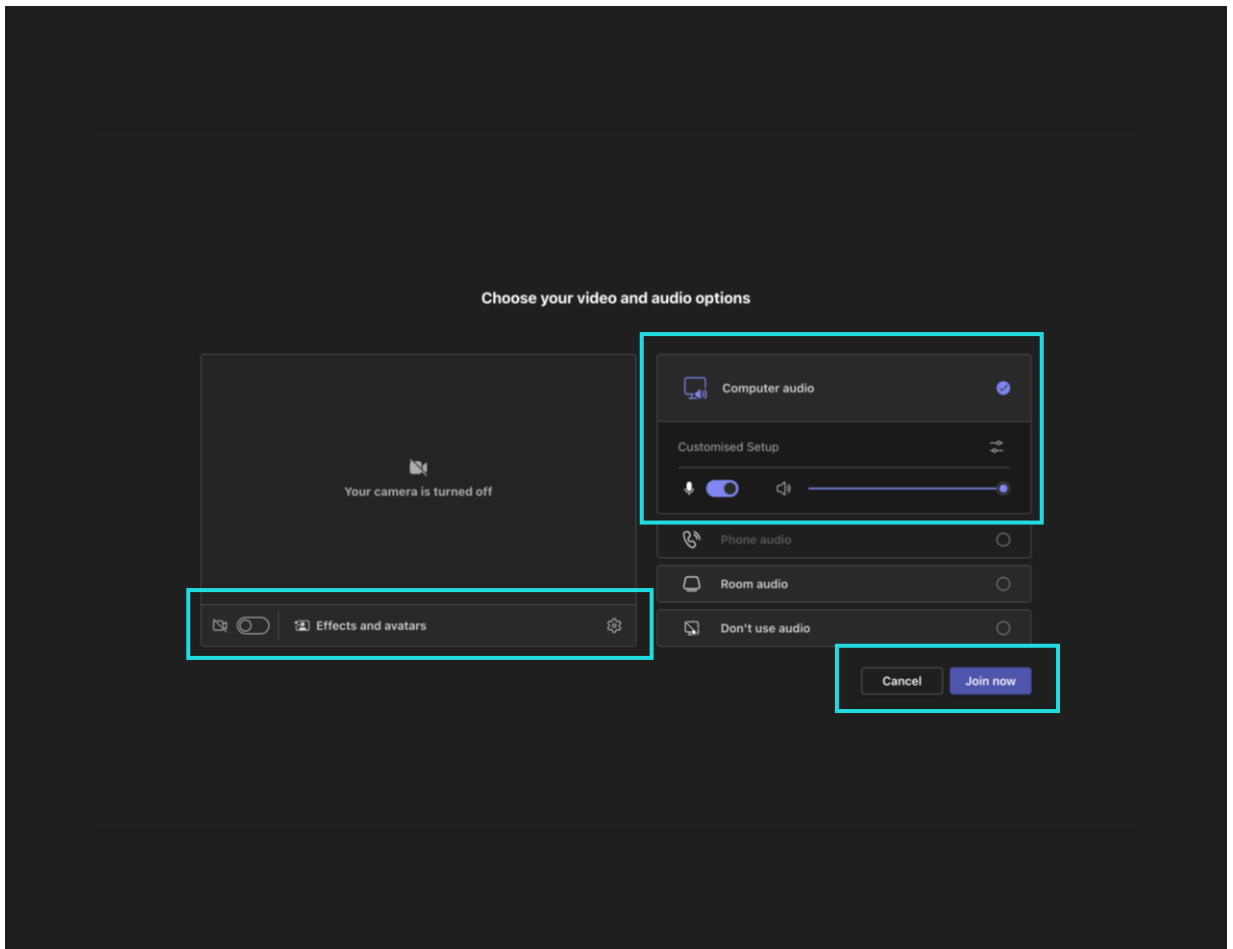
4. **Cancel** → by clicking here the pop-up closes and you will return to the previous page (which lists all the available participation options)

5. **Allow** → to get redirected to the Microsoft Teams app, on the join the meeting page

6. **Always allow** → by selecting this option you will be redirected to the Microsoft Teams app (*as described at point 5*).
    The difference between "Allow" and "Always allow" is that when joining future sessions the Microsoft Teams app will open directly (*without requiring any confirmation*)

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Choosing your video and audio options from desktop

After launching the class either in your browser or in the Microsoft Teams app, you'll be prompted to turn on or off your camera and microphone as well as adjust your settings.

Please note that your camera and microphone may be disabled to begin your class due to administrative settings.
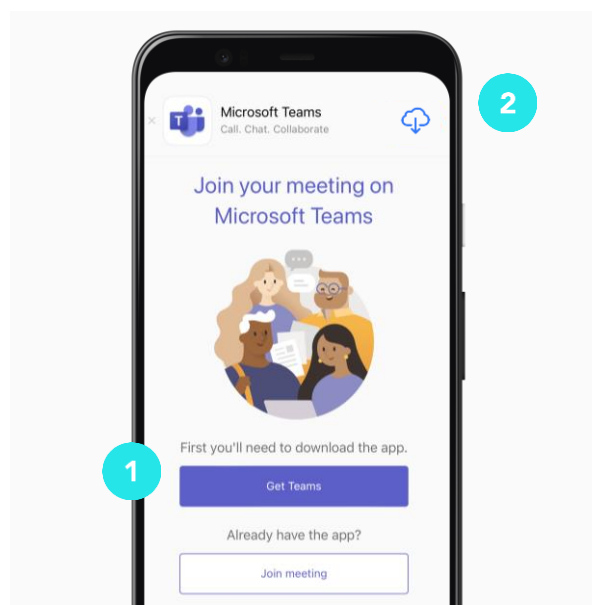
MOBILE AND TABLET - iOS

The IOS Microsoft Teams app is already installed

If the Microsoft Teams app is already installed on your device, by clicking on the virtual class tile within Leonardo the app will open and you will be able to participate to the session.

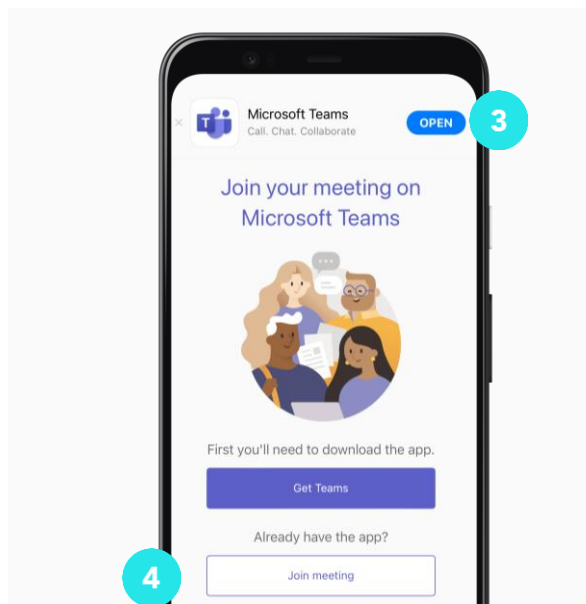### The IOS Microsoft Teams app is NOT yet installed

If the Microsoft Teams app is not yet installed on the mobile device, by clicking on the virtual class tile within Leonardo you will be redirected to the app download page.

The download will start either:

1. By clicking on the "Get Teams" button

2. By clicking on the download icon at the top right of the page

Once the app is installed, the download icon is replaced by the "OPEN" button (3), by clicking on which the app will launch.

With the app installed, click on the "Join meeting" button (4) to get redirected to the Microsoft Teams app and participate in the virtual class session chosen.
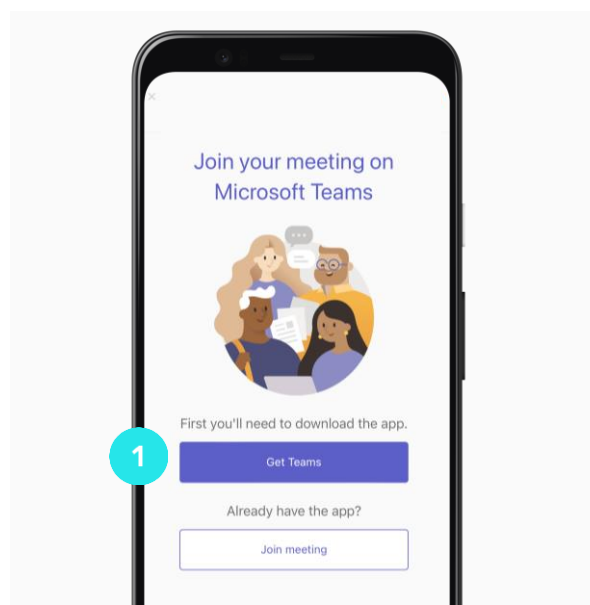
MOBILE AND TABLET - ANDROID

The Android Microsoft Teams app is already installed

If the Microsoft Teams app is already installed on user's device, clicking on the course tile inside the Leonardo platform will open the app and the user will be able to participate in the meeting.

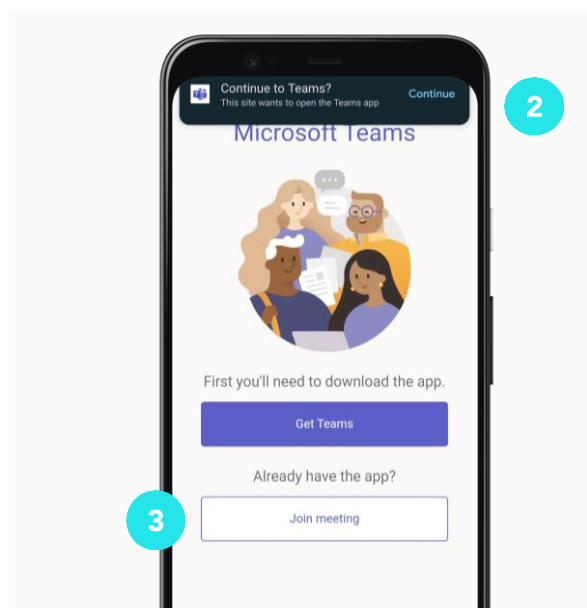### The Android Microsoft Teams app is NOT yet installed

If the Microsoft Teams app is not yet installed on the mobile device, by clicking on the virtual class tile within Leonardo you will be redirected to the app download page.

The download will start by clicking the "Get Teams" button (1).

Once the app is installed a pop-up message appears. By clicking on "Continue" (2) the Microsoft Teams app will open.
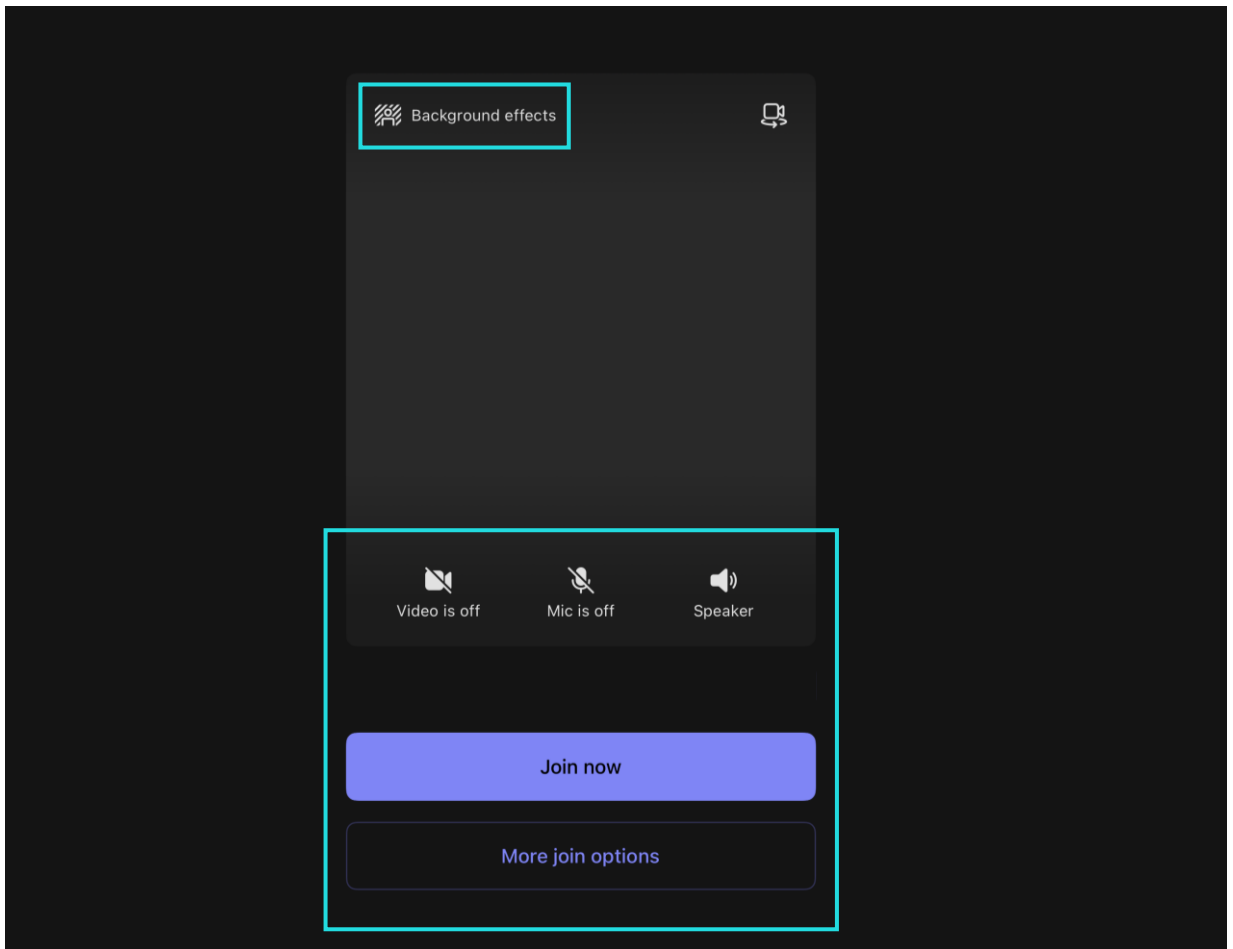
With the app installed, click on the "Join meeting" button (3), to get redirected to the Microsoft Teams app and participate to the virtual class session choosen.

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Choosing your video and audio options from mobile and tablet

After launching the class either in your browser or in the Microsoft Teams app, you'll be prompted to turn on or off your camera and microphone as well as adjust your settings.
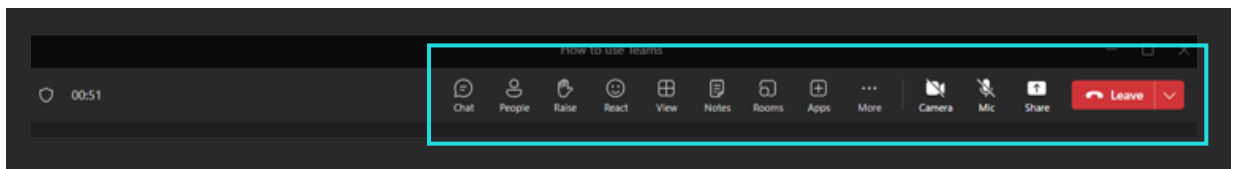

Please note that your camera and microphone may be disabled to begin your class due to administrative settings.
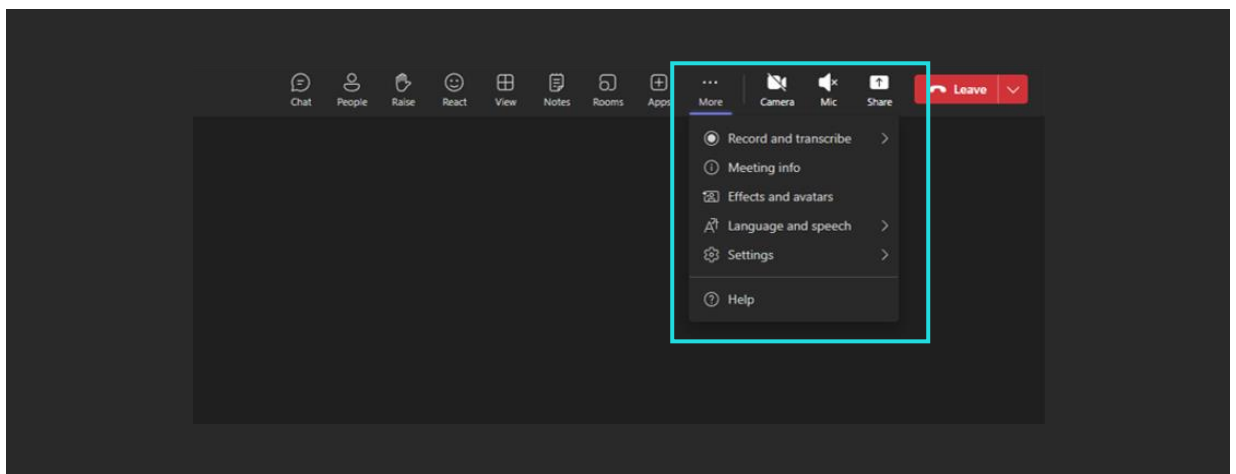
SETTINGS

DESKTOP

Once admitted into the class, you'll find various options on your top toolbar to use the chat, view participants, turn on/off your camera and microphone, and leave the class.

Please note that select functions may be disabled due to administrative settings.
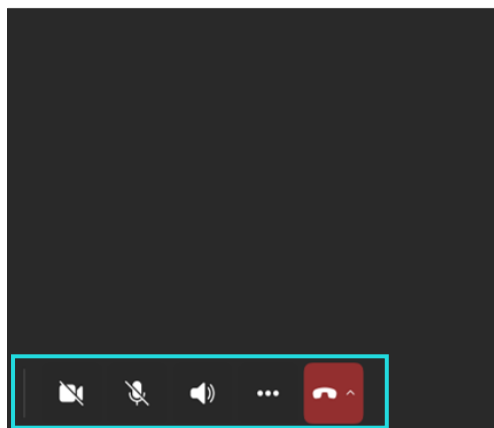
Additional settings from desktop

Selecting the "…" icon on your bottom toolbar will provide access to additional settings and resources such as reactions, notes, background effects, and live captions.

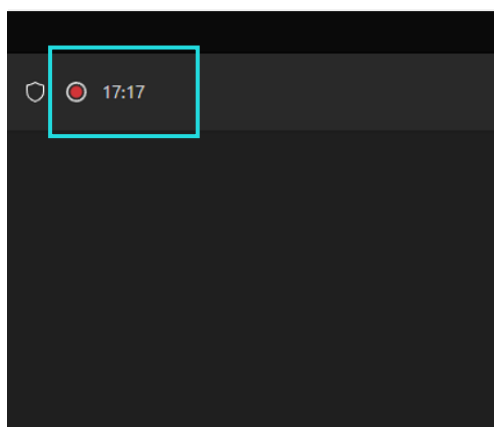Please note that select functions may be disabled due to administrative settings.
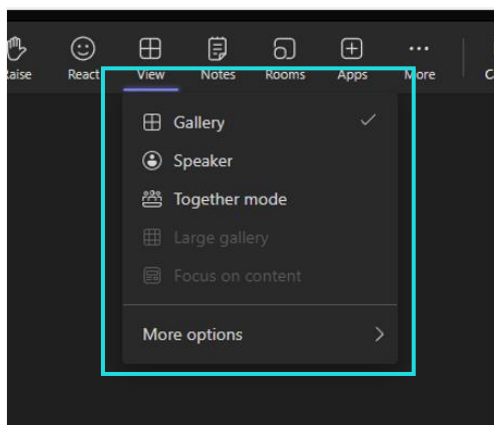
Additional items

Confirm your video and audio settings

Double check your video
and audio settings to ensure
your video and microphone is
on/off throughout the class.

Recorded sessions

Your facilitator will notifiy you
at the beginning of each class that
the session will be recorded.
All sessions will be recorded for
training purposes and on-demand
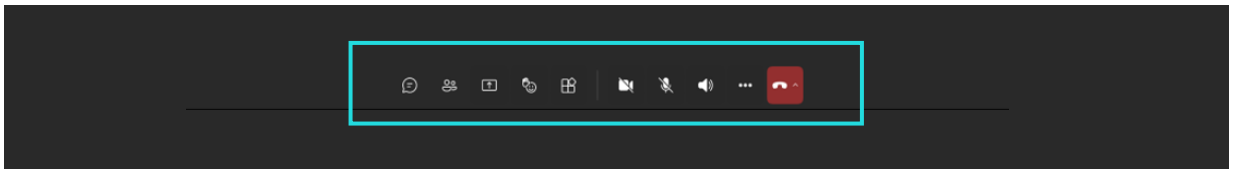accessiblity.

Customized view

Select the view you prefer
with gallery, large gallery and
speaker settings

Please note that select functions may be disabled due to administrative settings.
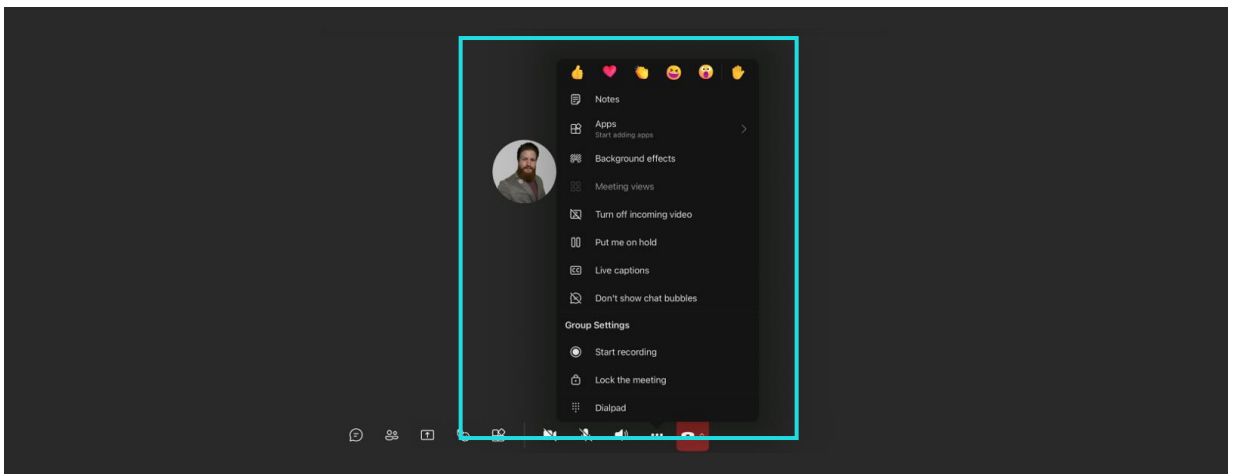
MOBILE AND TABLET

Once admitted into the class, you'll find various options on your bottom toolbar to use the chat, view participants, turn on/off your camera and microphone, and leave the class.

Please note that select functions may be disabled due to administrative settings.

Additional settings from mobile and tablet

Selecting the "…" icon on your bottom toolbar will provide access to additional settings and resources such as reactions, notes, background effects, and live captions.

Please note that select functions may be disabled due to administrative settings.