

## How to use Microsoft Teams for Psychology Thesis Defenses

\*Contact Justin ([siuj@queensu.ca](mailto:siuj@queensu.ca)) if you need any assistance.

**NOTE:** We highly recommend doing a Teams test meeting with **everyone** involved in the Thesis Defense ahead of time to ensure the actual one runs smoothly.

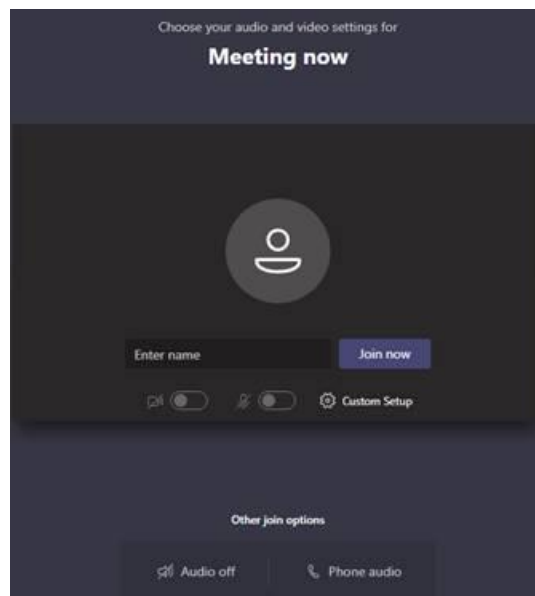
Once we know the availability of everyone, I'll create the **Teams test calendar appointment** and everyone will get an e-mail invitation link. Afterwards, we'll create a 2<sup>nd</sup> Teams calendar appointment and that will be for the actual Thesis Defense.

### Anyone with a Queen's e-mail

1. If you do not have Teams installed already, you can download it here ahead of time (PC or Mac): <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app> (it is free to use).
2. Once downloaded, install it and login with your [netid@queensu.ca](mailto:netid@queensu.ca) & e-mail password.
3. Near the start time of the Teams meeting, click on the link in the e-mail invitation or in your Outlook calendar (once we create the calendar appointment) and it should open up with the Teams program that you installed.

### Anyone with **NO** Queen's e-mail

1. If you do not have Teams installed already, you can download & install it here ahead of time (PC or Mac): <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app> (it is free to use).
2. NO need to login.
3. Near the start time of the Teams meeting, click on the link in the e-mail invitation (once we create the calendar appointment) and it should open up with the Teams program that you installed.
4. You should then see a screen similar to below. Enter in your name, make sure the webcam & mic are enabled (click on the 2 buttons to enable it) and click **Join now**.



\*More info on how to join a meeting in Teams can be found here: <https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>