

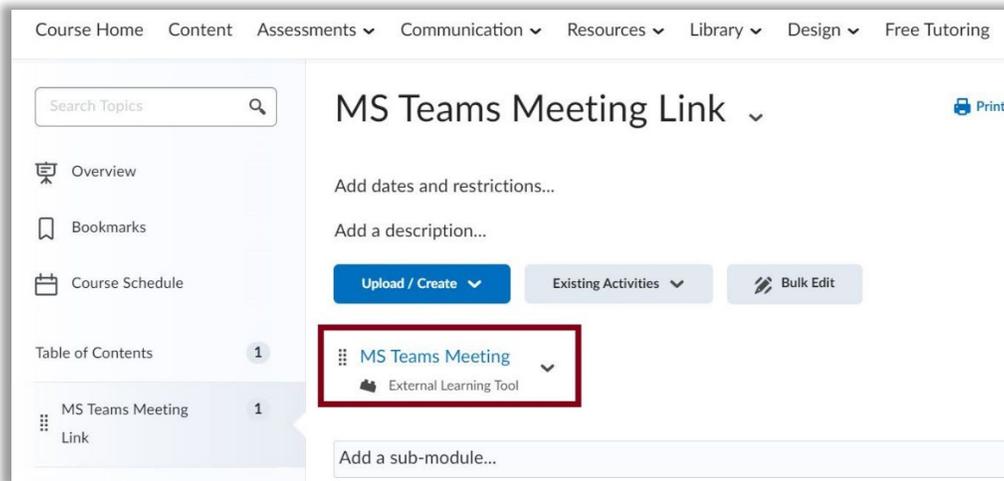
MS Teams in BlazeVIEW Student Guide

Contents

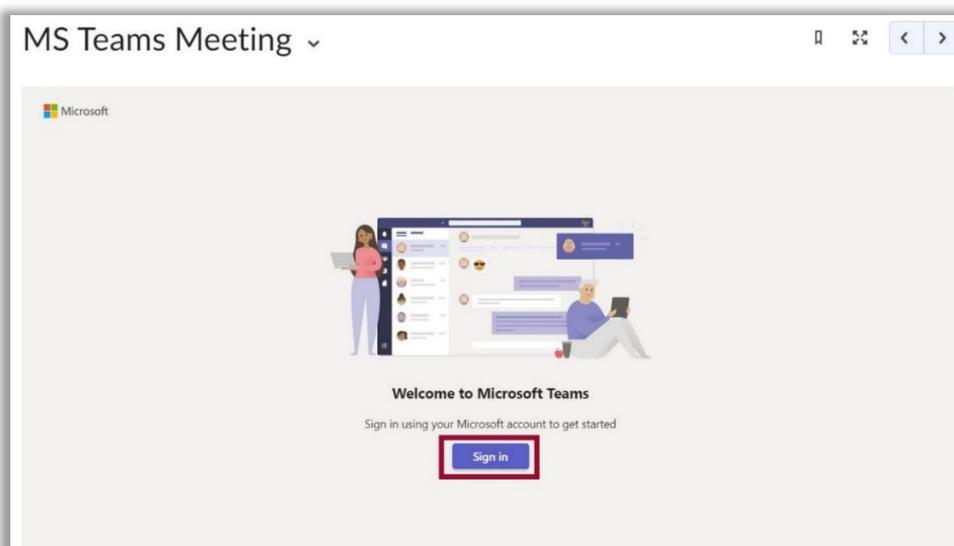
MS Teams in BlazeVIEW Student Guide	1
Joining a MS Teams Meeting from BlazeVIEW	1
Locating a Teams Meeting Recording from BlazeVIEW	3

Joining a MS Teams Meeting from BlazeVIEW

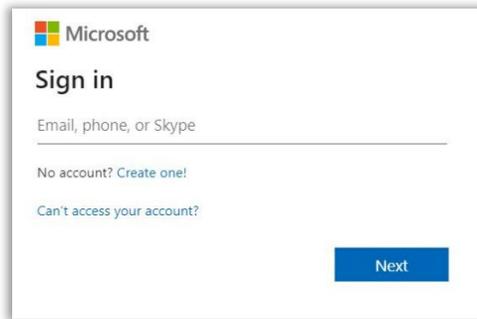
1. Select the **MS Teams Meeting** link from the module in your BlazeVIEW course. **Note:** Your instructor may have renamed this link.



2. If you are not currently logged in to your Teams account, you will be prompted to **Sign in**.



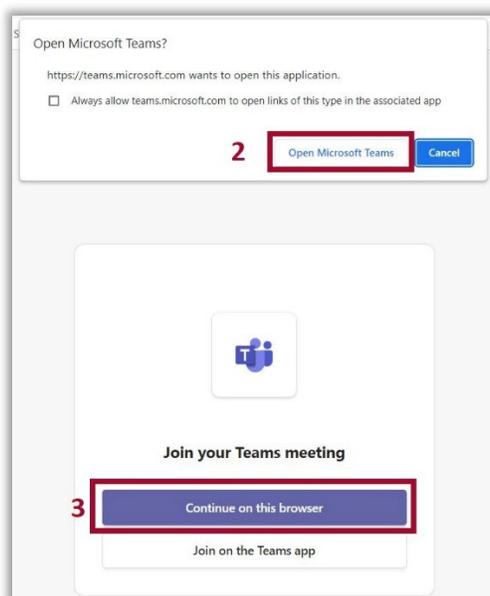
3. Enter your MyVSU email and password.



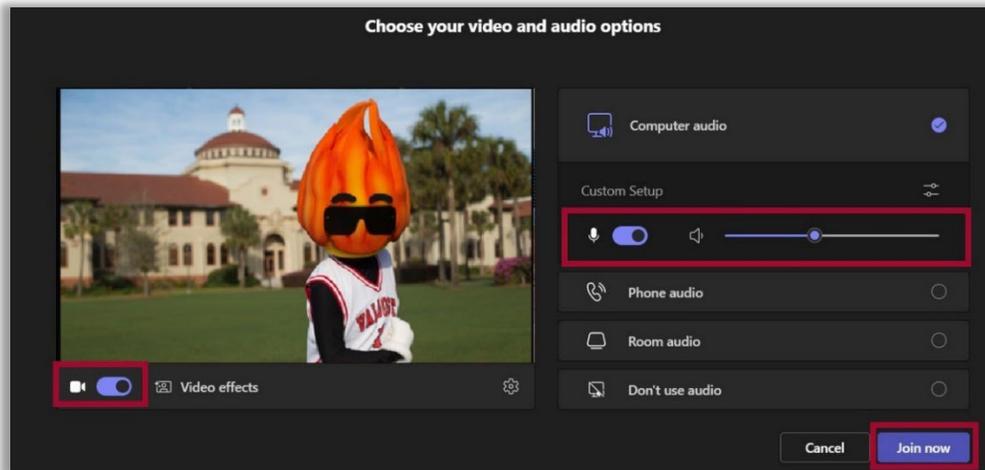
4. To join a Teams meeting, click the **Join** button in the MS Teams Meeting dashboard in BlazeVIEW.



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.

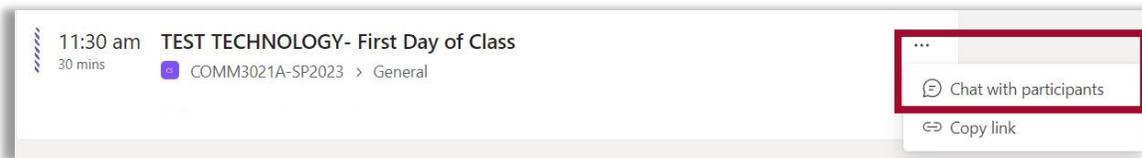


- When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.

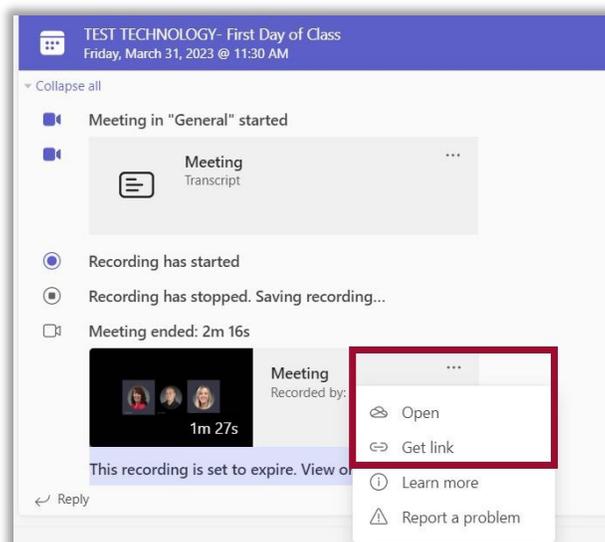


Locating a Teams Meeting Recording from BlazeVIEW

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



- 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**.



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

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