



Osprey Approach: Joining your Osprey Training Session

This help guide was last updated on
Jul 30th, 2024

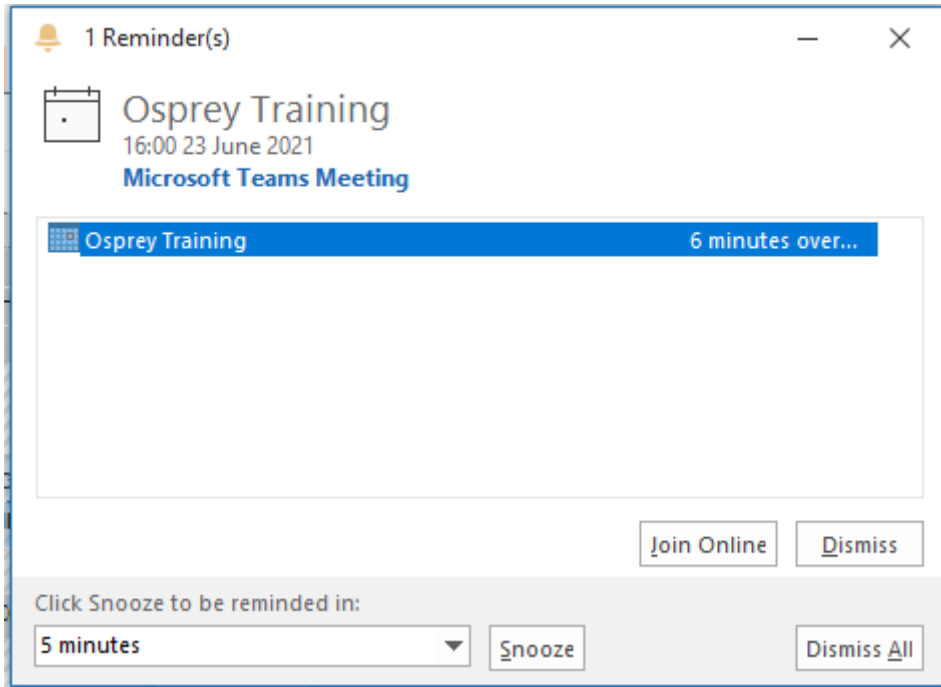
The latest version is always online at
<https://support.ospreyapproach.com/?p=34465>

[Click here for a printer-friendly version](#)



This guide will take you through joining a training session

Your session will be added as a calendar appointment, when it's time you may get a reminder. click Join Online



Alternatively, open your calendar appointment

Microsoft Teams meeting

Join on your computer or mobile app

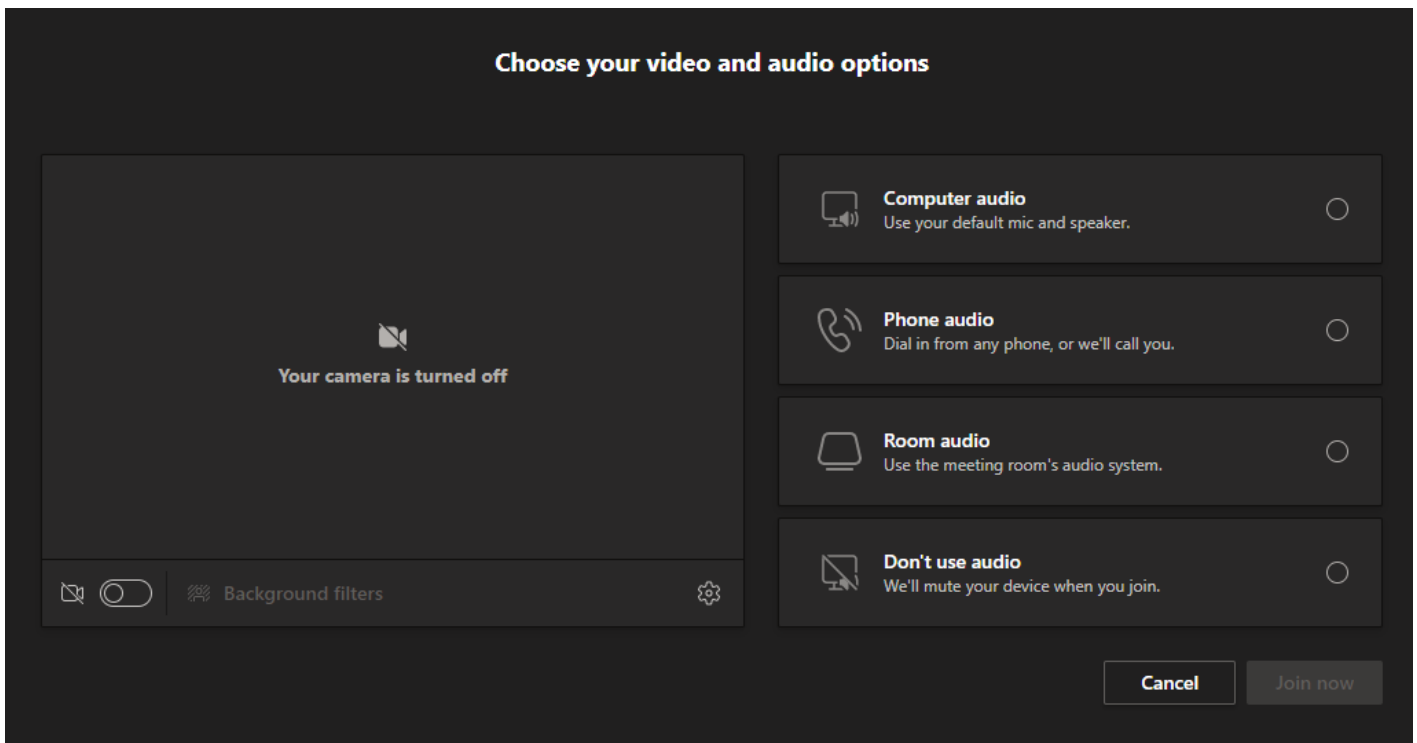
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Select **Click here to join the meeting**.

You may have three choices:

- **Download the Windows app:** Download the Teams desktop app.
- **Continue on this browser:** Join a Teams meeting on the web.
 - Type your name.
 - Choose your audio and video settings.
 - Select Join now.
- **Open your Teams app:** If you already have the Teams app, go right to your meeting.

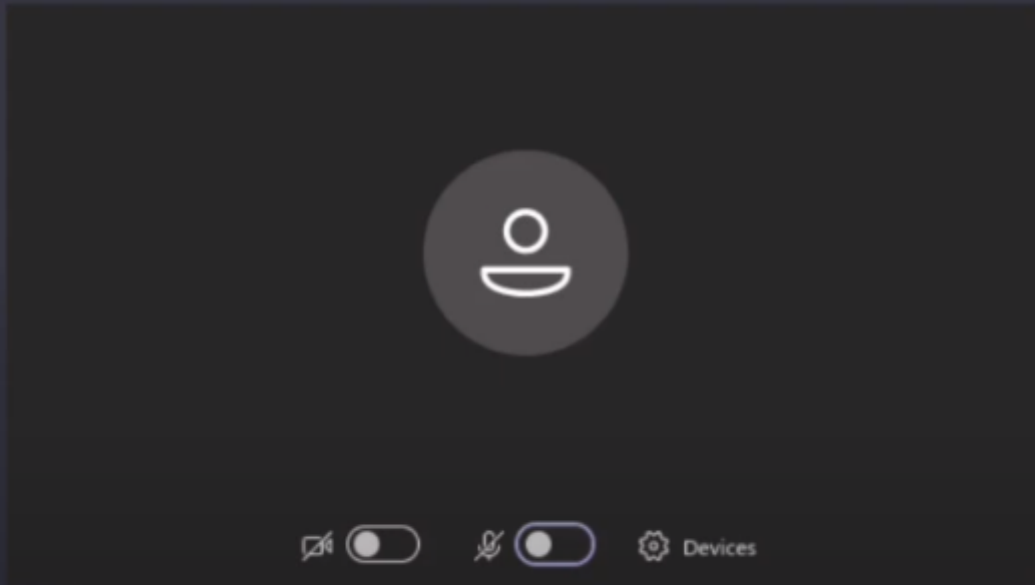


- Turn on your camera, select Background filters, and choose how you'd like to appear:
 - Select a custom background.
 - Select Blur.
 - Select Join now.

Once you are in the meeting, if you are the first to join you will be in the lobby of the meeting. Once the Trainer joins you will automatically be admitted to the meeting.

When the meeting starts, we'll let people know you're waiting.

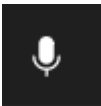
If you're the organiser or the invite came from your work or school, please sign in.



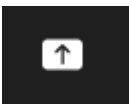
Within the meeting the controls are at the top.



Toggling this icon will enable and disable the webcam.



Toggling this icon will mute or unmute your microphone.



Click this Share Icon to Share your content. You may choose Screen to share your screen with the Trainer



Leave



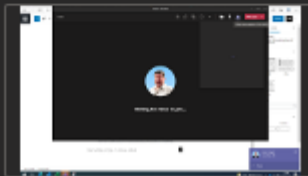
Share content

Include computer sound

Presenter mode



Screen



Window (7)



Microsoft Whiteboard

Collaborate on a whiteboard

PowerPoint Live

See your notes, slides, and audience while you present

No files available



Browse OneDrive



Browse my computer



Freehand by InVision