



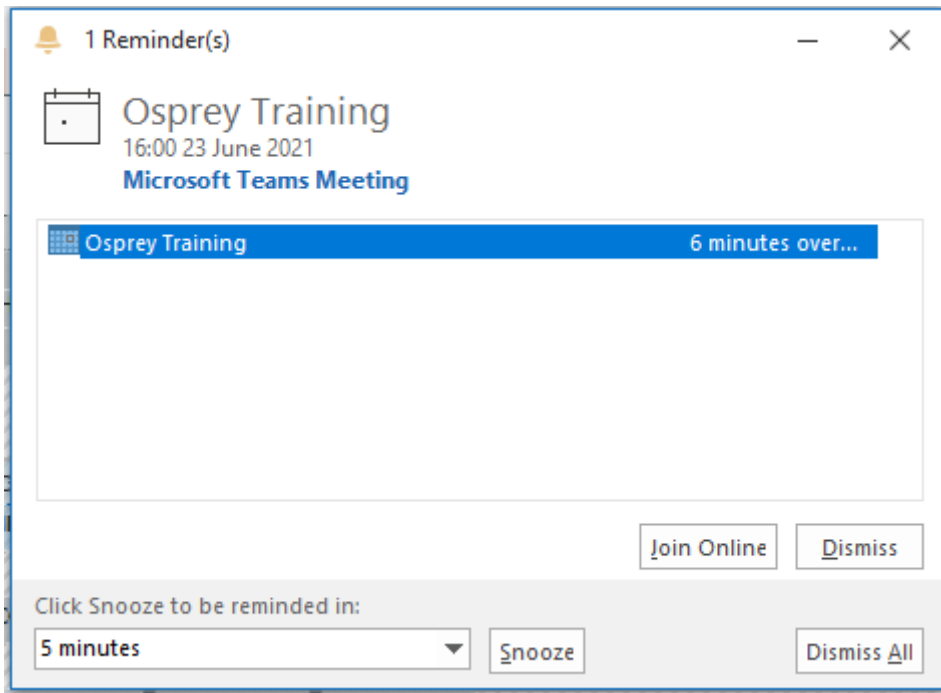
# Osprey Approach: Joining your Osprey Training Session

This help guide was last updated on  
Jun 23rd, 2021

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



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

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## Microsoft Teams meeting

### Join on your computer or mobile app

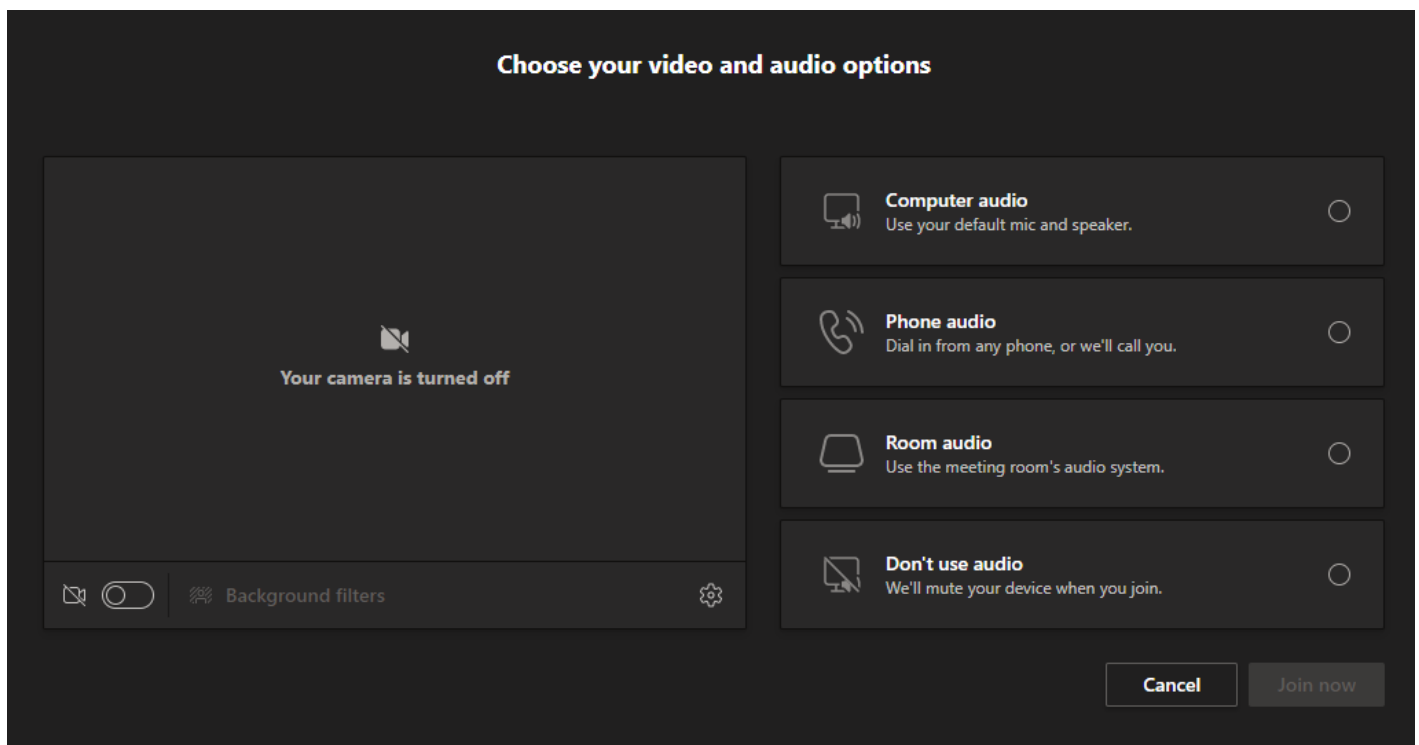
[Click here to join the meeting](#)

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

Click on 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.

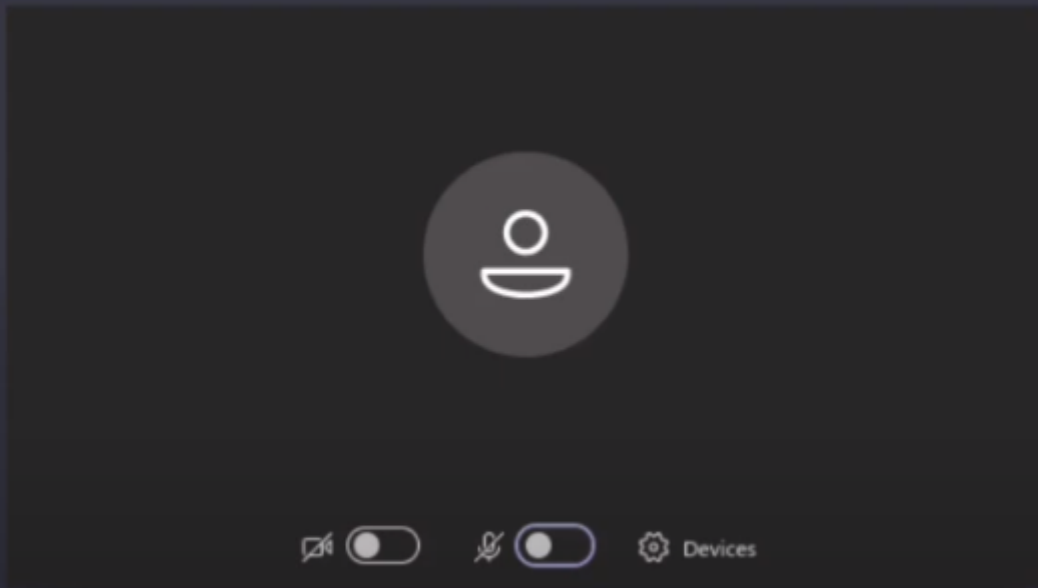


- Turn on your camera, select Background filters, and choose how you'd like to appear:
  - ■ Select a custom background.
  - ■ Select Blur.
  - Choose your audio settings.
    - Computer Audio
    - Phone audio
    - Room Audio
  - Select Join now.

Once you are in the meeting, if you are the first to join you will be in the lobby of the meeting

## 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.

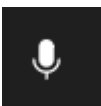


Once the Trainer joins you will automatically be admitted to the meeting

Within the meeting the controls are at the top,



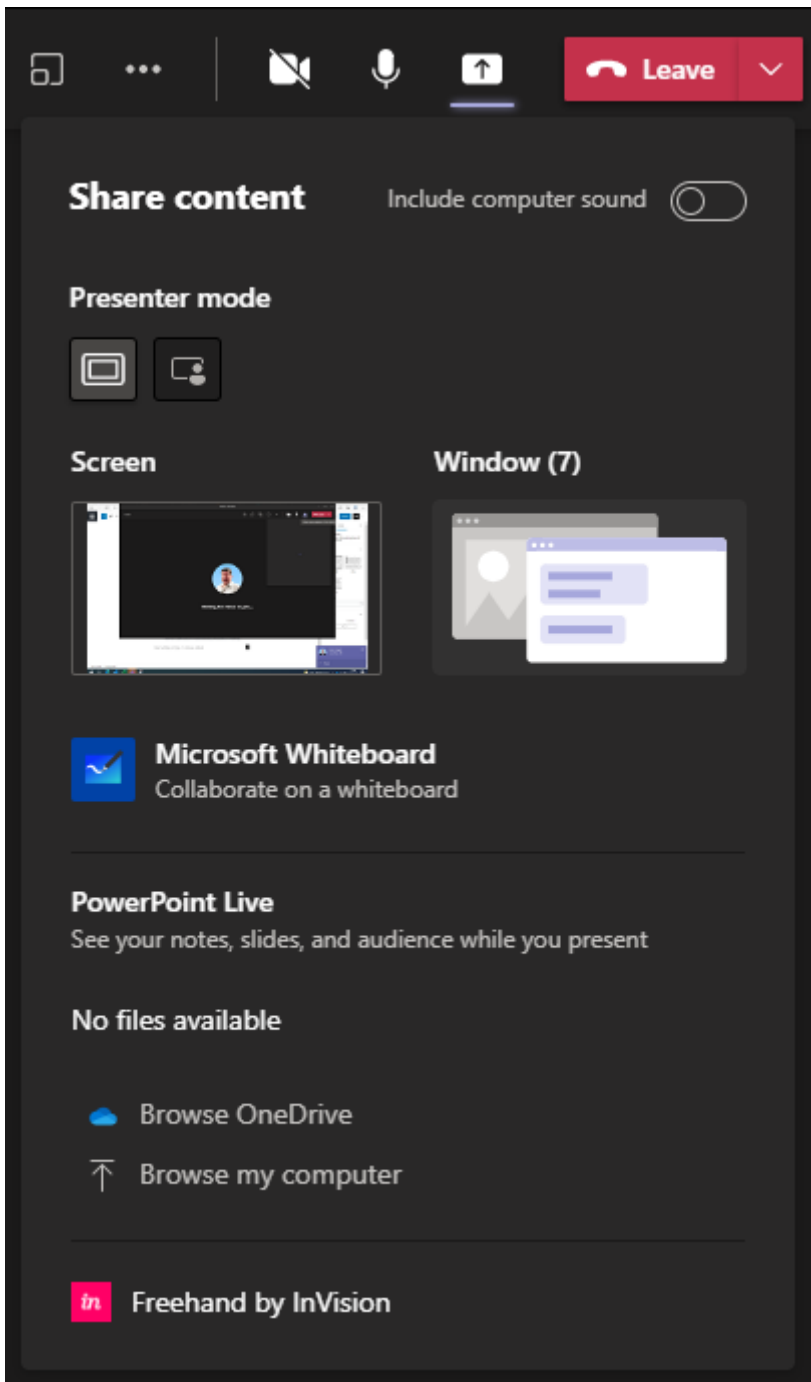
Toggling this icon will enable and disable the webcam



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