

How do I access my MS Teams session?



Important information

DO NOT connect to your training via a VPN connection.

- Click [here](#) to access your Sage University transcript.
- On the **Log in** page, enter your **login credentials** (your registered Sage U email address and password) and click on **Log in**.
- Your transcript will be displayed.
- Click on **Launch** next to the training session as shown below.

	Your Training Course (Starts MM/DD/YYYY 8:00 AM) Due : No Due Date Status : Registered	Launch ▼
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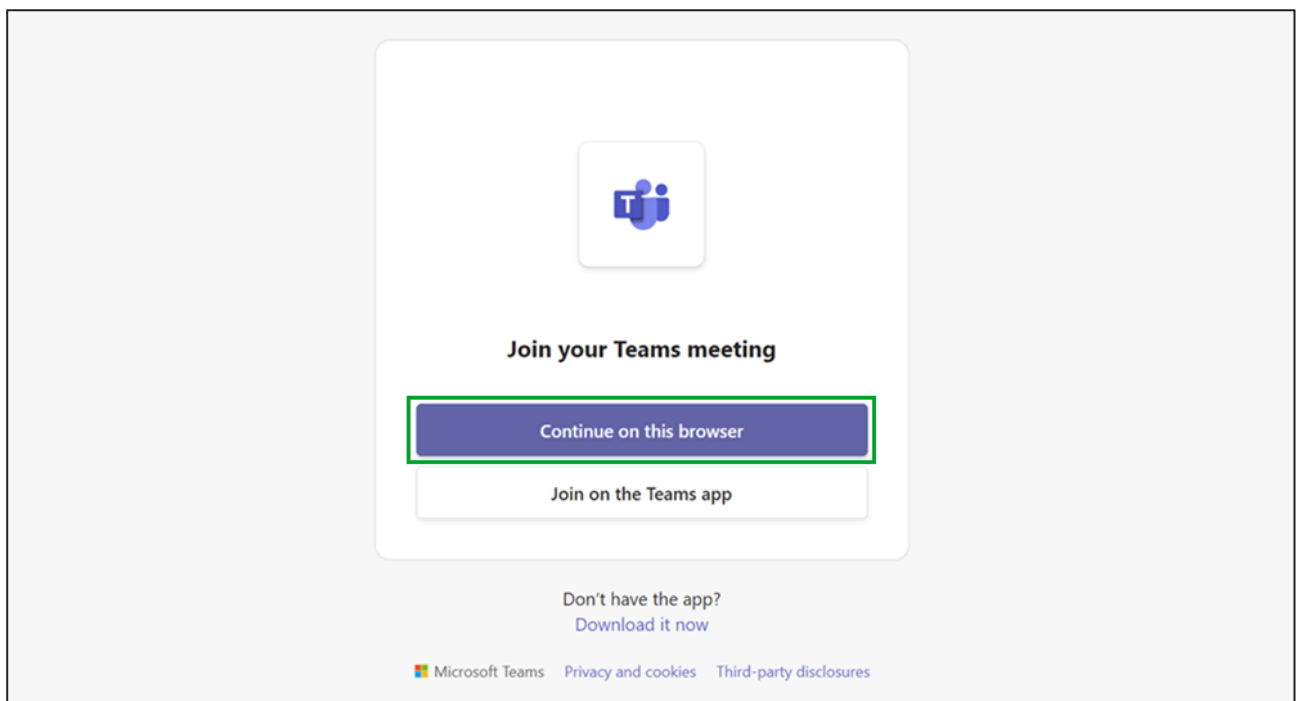
- The training session will start to load.

Loading title. One moment please....

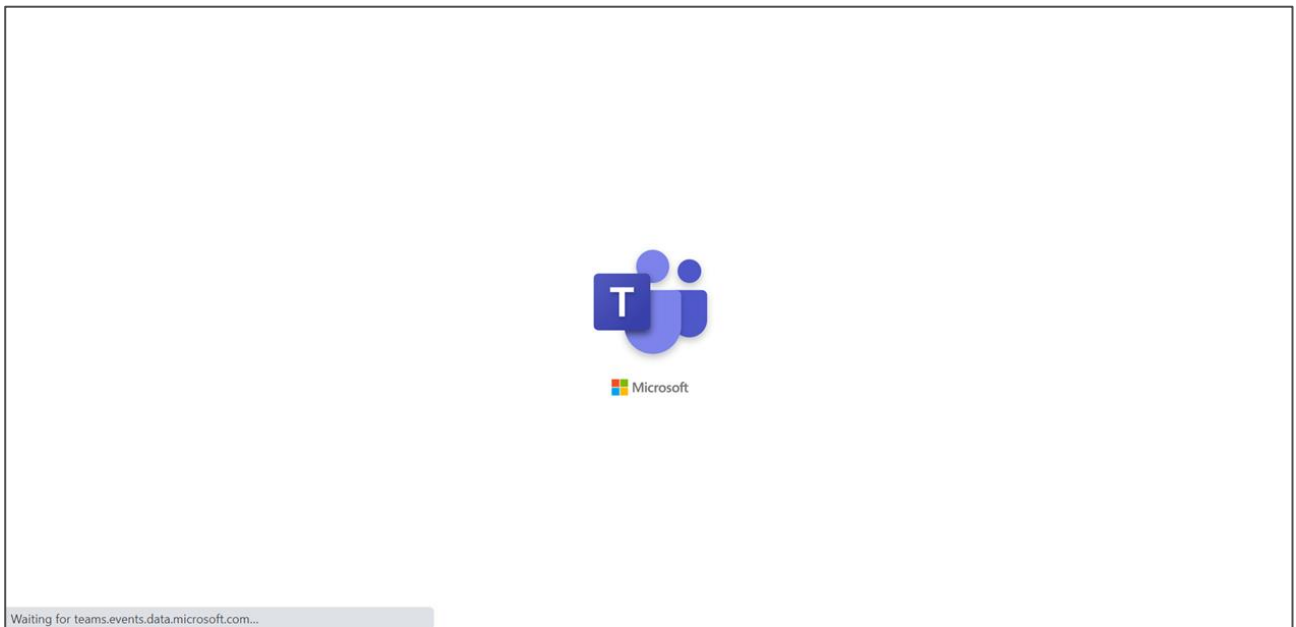
- On the notice that displays, click on the link to open the training session.

If the training doesn't load, click [here](#) to open it.

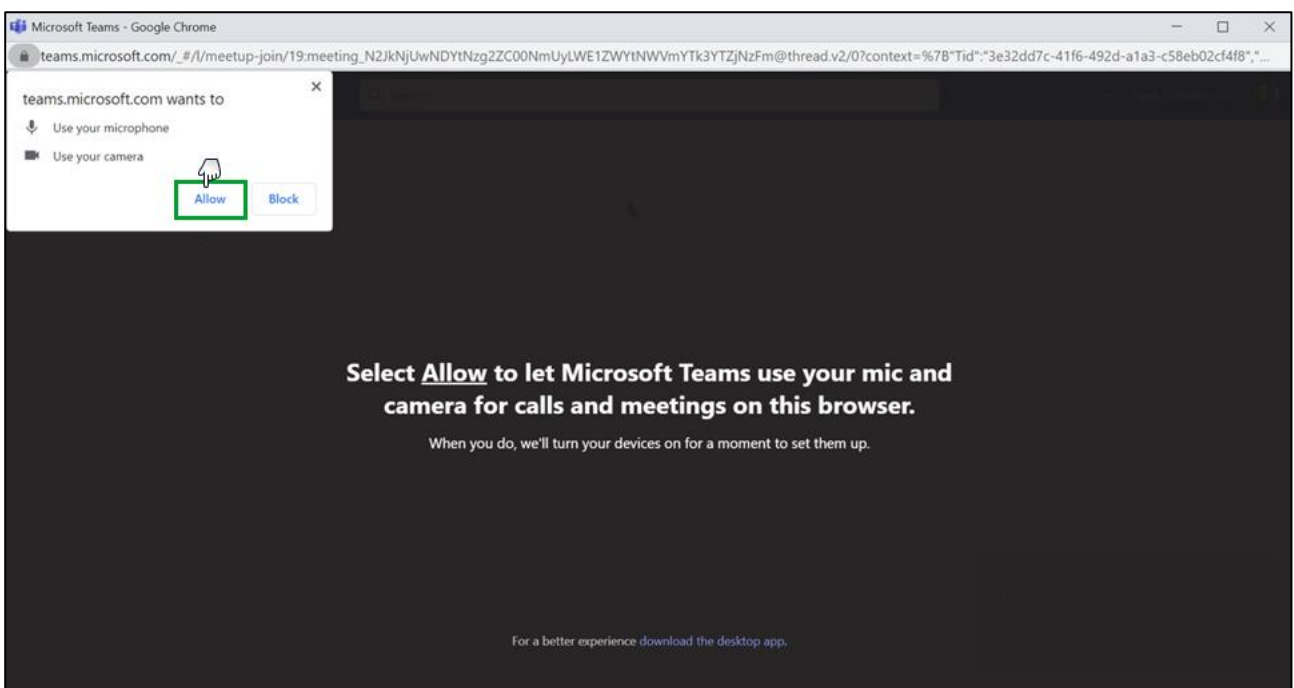
- Click on the option **Continue on this browser** as shown below.



- The Microsoft Teams meeting will start to load.



- Click **Allow** on the notification regarding the use of your camera and microphone as shown below.



- On the screen that displays next, please enter your name and surname and click on **Join now**.

Type your name and join as a guest, or sign in if you have an account.

Your Name and Surname

☒ Video

Background filters

Computer audio ☒

Realtek(R) Audio ☒

Phone audio ☐

Don't use audio ☐

Cancel

Join now

- You will be connected to your session.

Connecting...

☒ Video

Background filters

Computer audio ☒

Realtek(R) Audio ☒

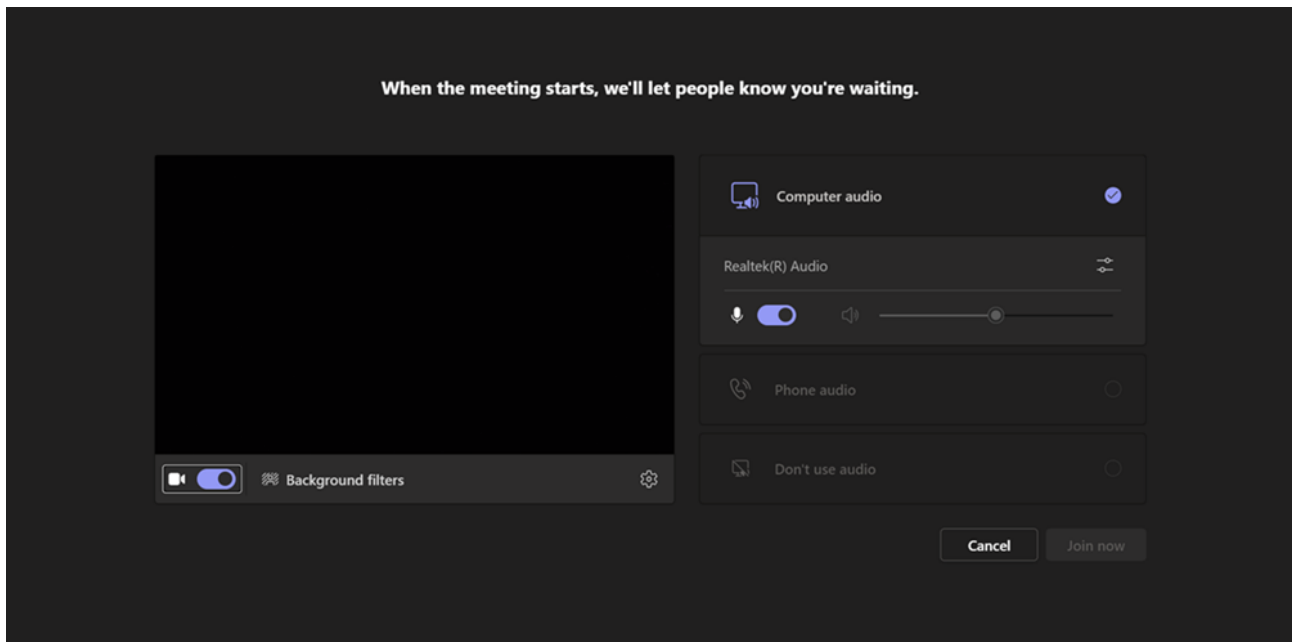
Phone audio ☐

Don't use audio ☐

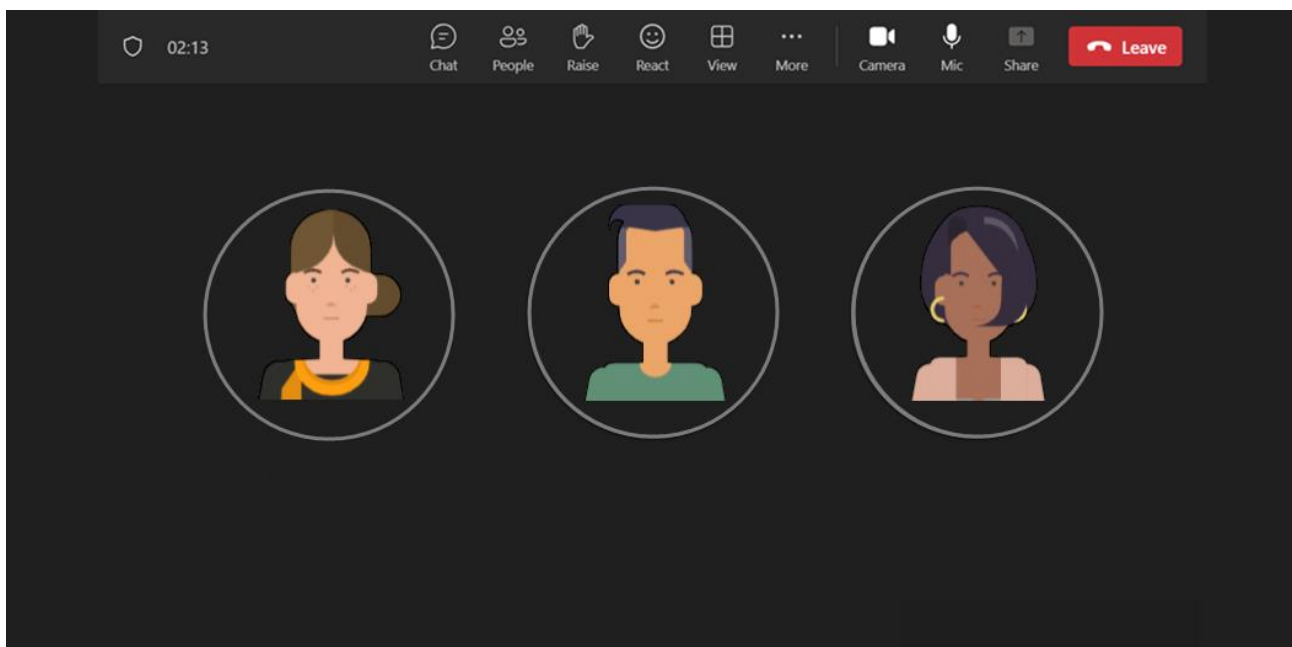
Cancel

Join now

- You will be waiting in the lobby and the facilitator will grant you access into the session.

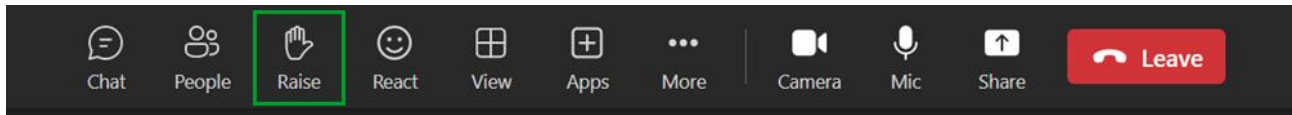


- Once granted access, you will be in your Microsoft Teams training session.



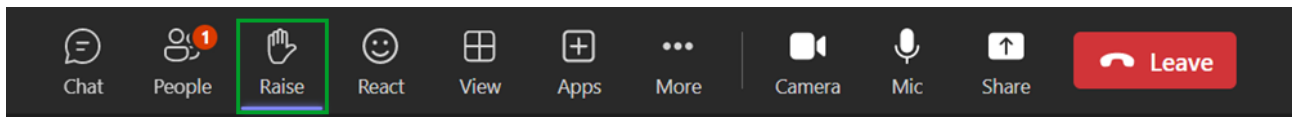
How do I raise my hand during the session?

- To raise your hand, click on the **Raise hand** button as shown below.



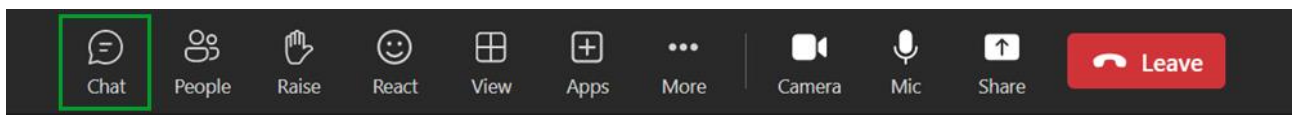
How do I lower my hand during the session?

- To lower your hand, click on the now highlighted **Raise hand** button as shown below.

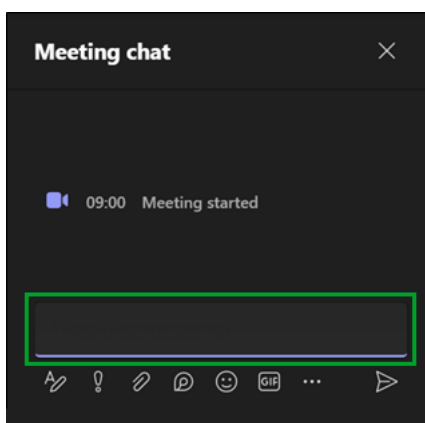


How do I access the text chat during the session?

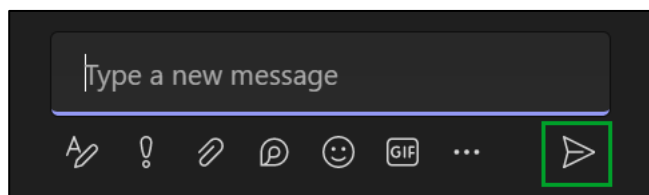
- To open the session text chat, click on the **Chat** button as shown below.



- The chat panel will open on the right-hand side of the screen.



- Type your message and click on the **Send** button as shown below. Alternatively, you can press **Enter** on your keyboard to send your message.



Questions

Email: SageUniversityTraining@sage.co.za

View our [FAQs](#)

Sage

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