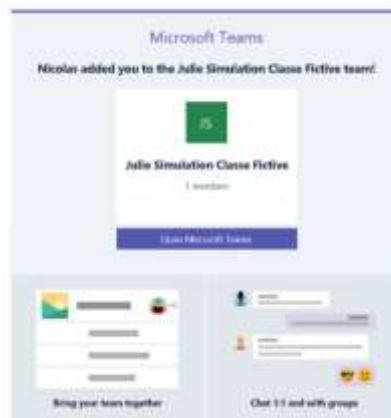


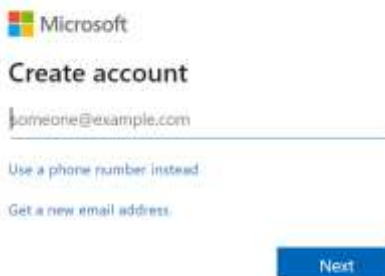


How to join your online class or virtual event with Alliance Française de Denver?

After you signed up for an online class or virtual event, you will receive an automated email as soon as you are added to the lists of students or participants. The content of that email will look like what you see in the screenshot below.

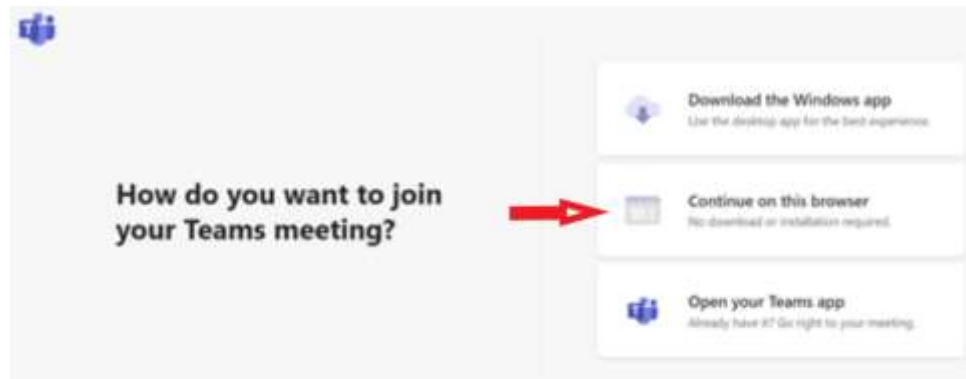


After, you received this email, it is a good time to [create a Microsoft account for free](#) (unless you already have one) and [download the free Microsoft TEAMS App](#) on your device. You can use any email service provider (Yahoo, Gmail, AOL...) to [create a Microsoft Account](#). Please, make sure to sign up and sign in with the email address you used to register with the Alliance Française de Denver.

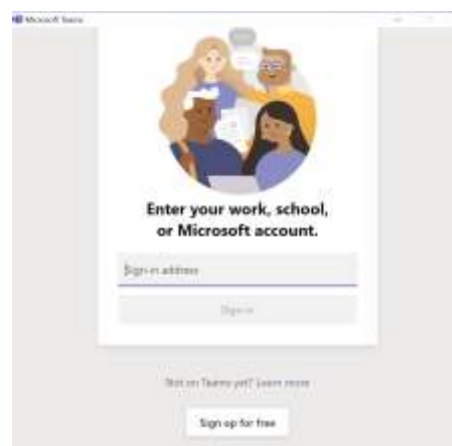


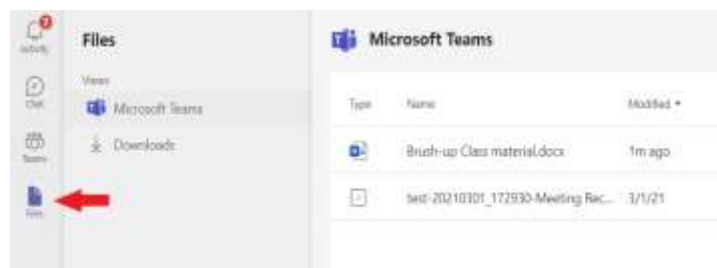
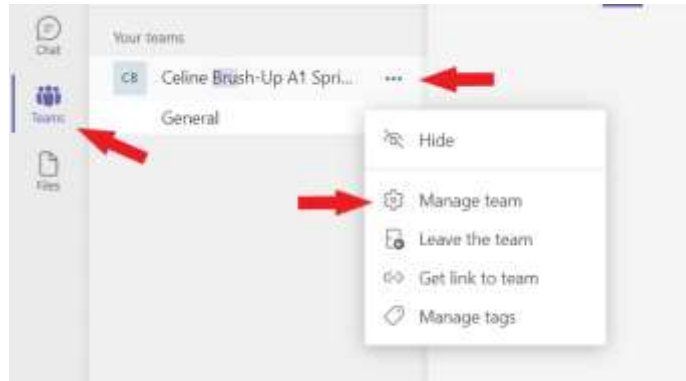
You can join an online class or a virtual event even if you do not have a Microsoft Account or have not downloaded the Microsoft TEAMS App. **However, for a better overall experience, we strongly recommend that you download Microsoft TEAMS App on your device.** The App will allow you to chat with your teacher and fellow students, as well as share educational resources online.

⚠️ If you decide not to download the TEAMS App, you will have limited options (no chat, no whiteboard sharing, you will only see the person talking instead of seeing all participants, no cloud space to share documents...) but you will still be able to attend your online class or virtual event. In that case, after you have clicked on the meeting link, please click on “Continue on this browser”.



If you downloaded the App on your device, as recommended, sign in and click on the Teams menu on the left to see your class/event in your list of Teams in the App. By clicking on the dots next to your class or events and then “manage team”, you can see the list of students or participants. In the Chat menu you can start a private chat with fellow students, or your teacher. Finally, you will find educational material provided by your teacher in the Files menu.





After your teacher/event host scheduled your class/event in TEAMS, you will receive an automated email notification with a link to join your class/event: **to join your online class or virtual event, all you will need to do is click on the “Click here to join the meeting” link.** Your browser will automatically prompt you to open the meeting in the TEAMS App if you have downloaded it. **Once you have accepted the electronic invite, the link will also be available in the calendar attached to your email provider (Gmail, Outlook, Yahoo...).** If you did not receive the email notification, do not forget to check your spam folder.

Microsoft Teams meeting

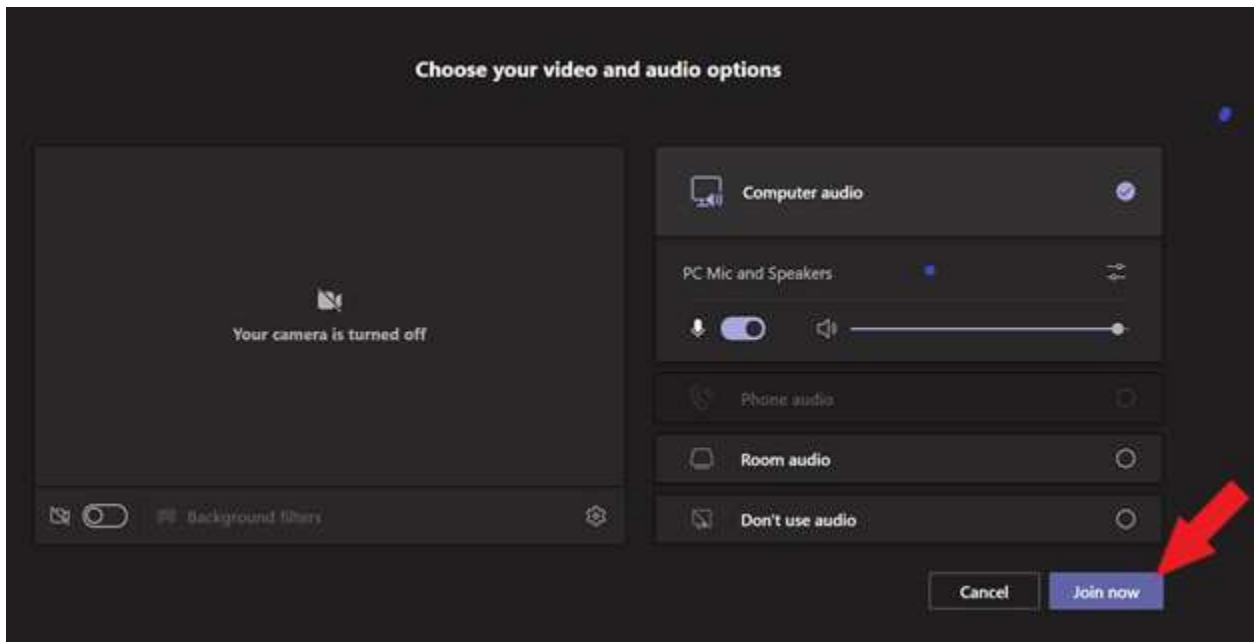
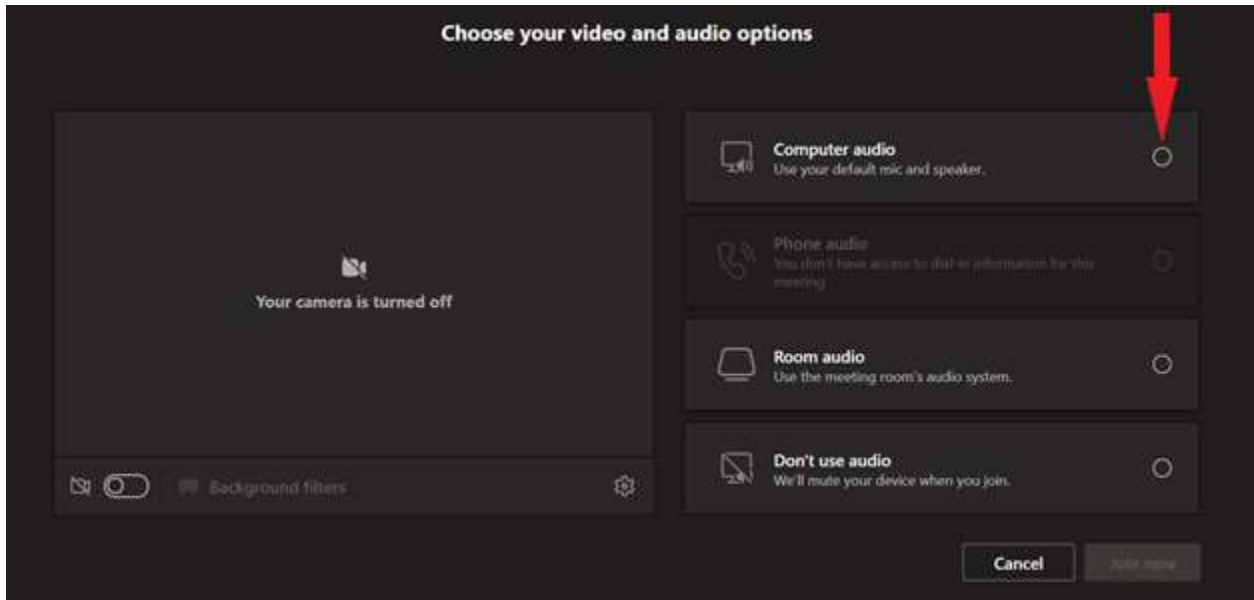
Join on your computer or mobile app

[Click here to join the meeting](#)

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

Your teacher or host will resend the link the day before or on the day of your class or event. For online classes, the link sent before the first class will be valid for the entire session.

Before you can join the meeting, from your Browser or from the App, you will need to select your Audio source (usually it will be “Computer Audio”). **The “Join now” button will not be active until you select an Audio source (see screen shots below).**



If you are experiencing difficulties to set up our Microsoft account or join a scheduled class or event, please feel free to call the front desk: +1 (303) 831-0304.