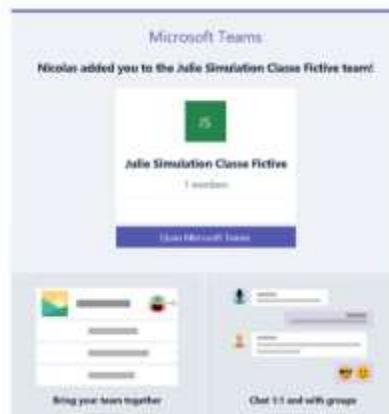


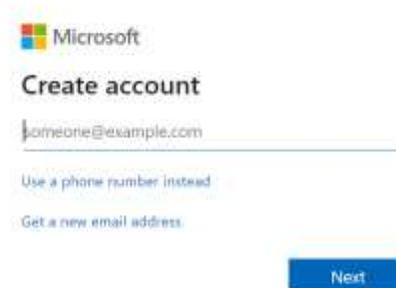


How do you join your virtual event or online class with Alliance Française de Denver?

Once you have signed up for a virtual event or online class, you will receive an automated email as soon as you have been added to the participant or student list.



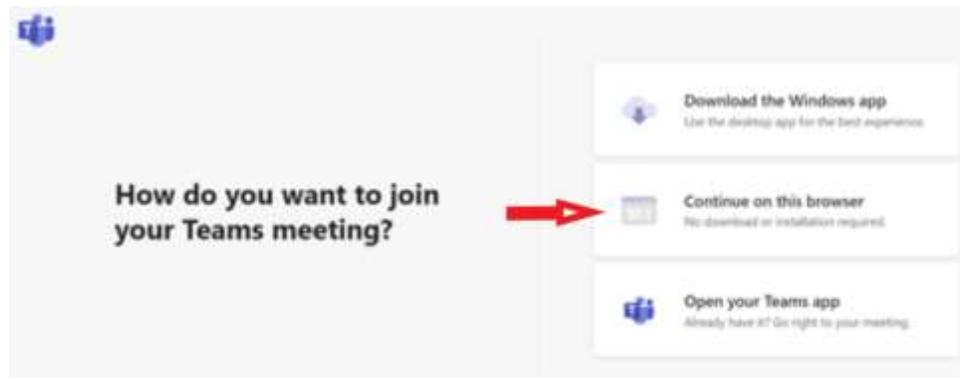
After, you received this email, it is a good time to [create a Microsoft account for free](#) and [download the free Microsoft TEAMS app](#) on your device. You can use any email service provider (Yahoo, Gmail, AOL...) to [create a Microsoft Account](#). Please, make sure to sign up and sign in with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



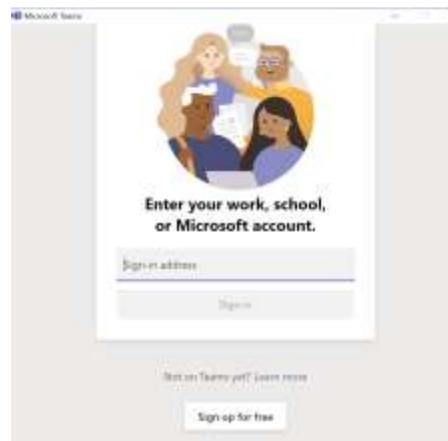
You can join a virtual event even online class if you do not have a Microsoft Account or have not downloaded the Microsoft TEAMS app. **However, for the best overall experience, we strongly**

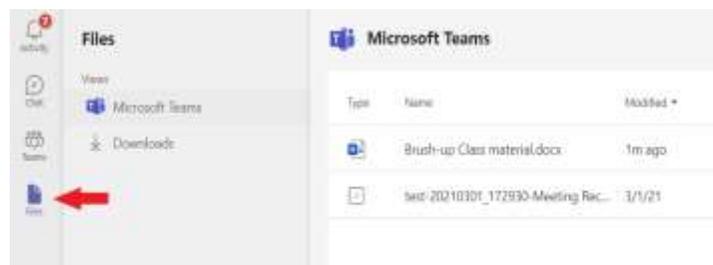
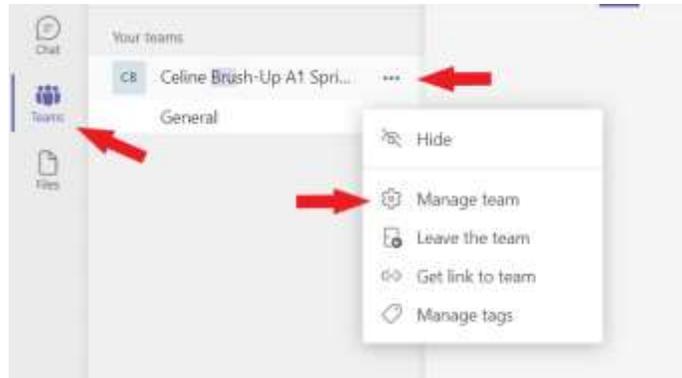
recommend that you download Microsoft TEAMS app on your device. The app will allow you to chat with your the host and other participants and share resources online

 **PLEASE NOTE:** If you decide not to download the TEAMS app, you will still be able to attend your online class or virtual event. However, you will have limited access to helpful tools like chat, whiteboard sharing, cloud space to share documents, etc.



When you download the app on your device sign in and click on the Teams menu on the left to see your event or online class. By clicking on the dots next to your event or online class and then “manage team”, you can see the participant or student list. In the Chat menu, you can start a private chat with the host/teacher or fellow participants/students. Finally, you will find educational material provided by your host/teacher in the Files menu.





After your teacher/event host schedules your class/event in TEAMS, you will receive an automated email notification with a link to join your class/event. 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

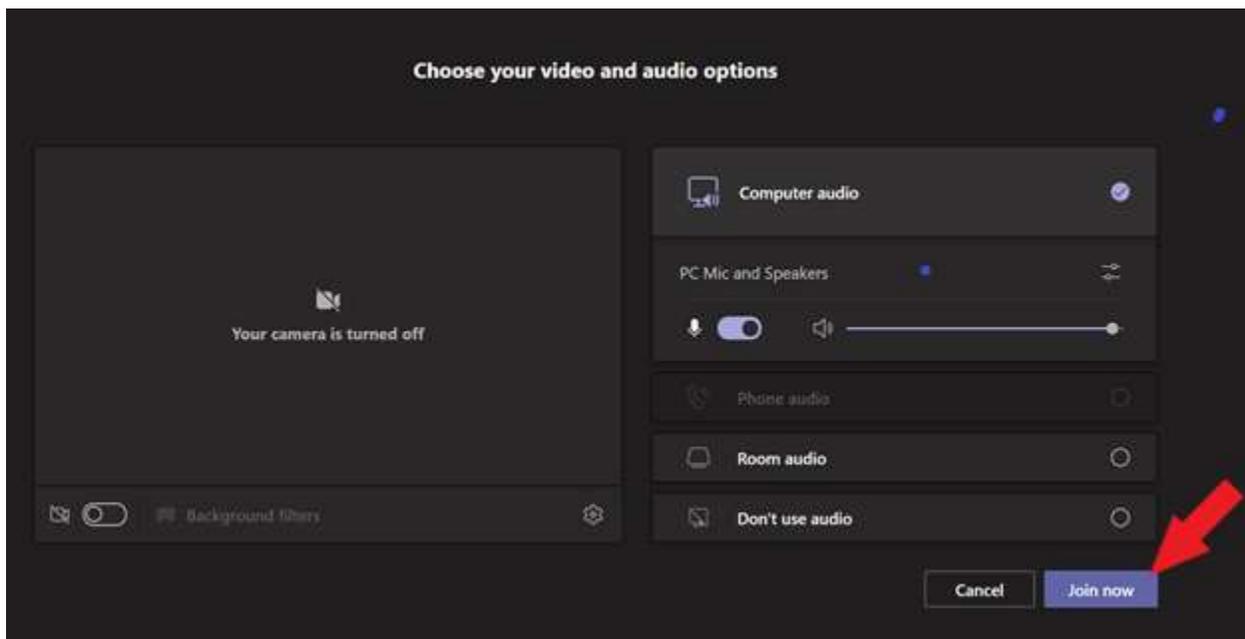
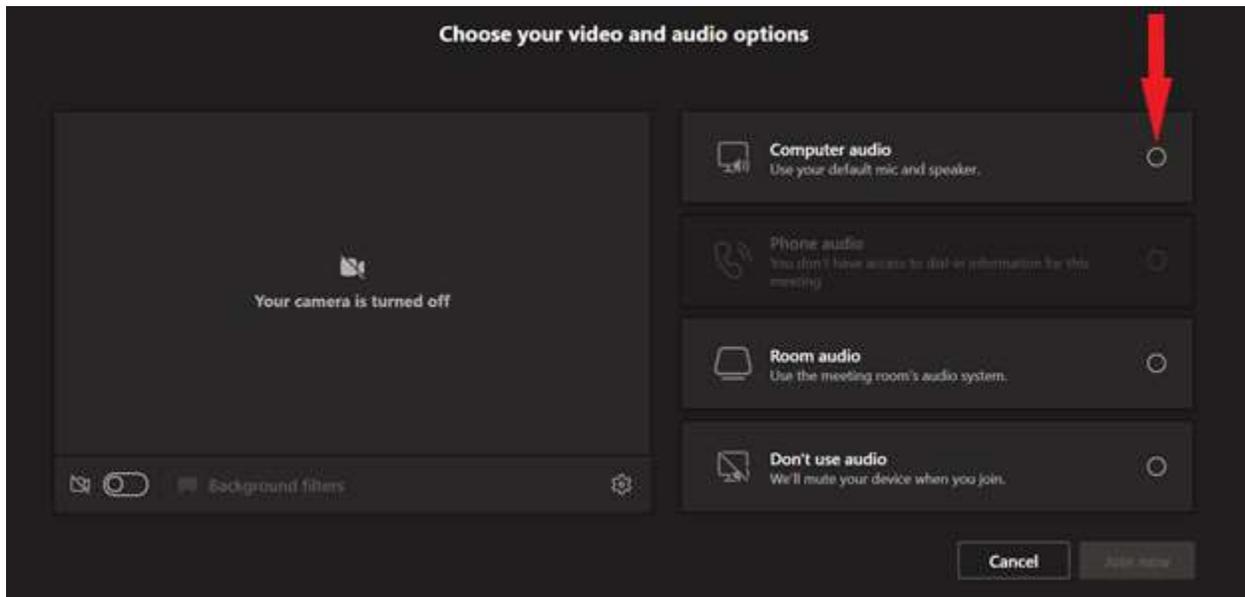
Join on your computer or mobile app

[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 your Microsoft account or join a scheduled class or event, please feel free to call the front desk: +1 (303) 831-0304.