How to Join a Teams Meeting for Students (Mobile Version)
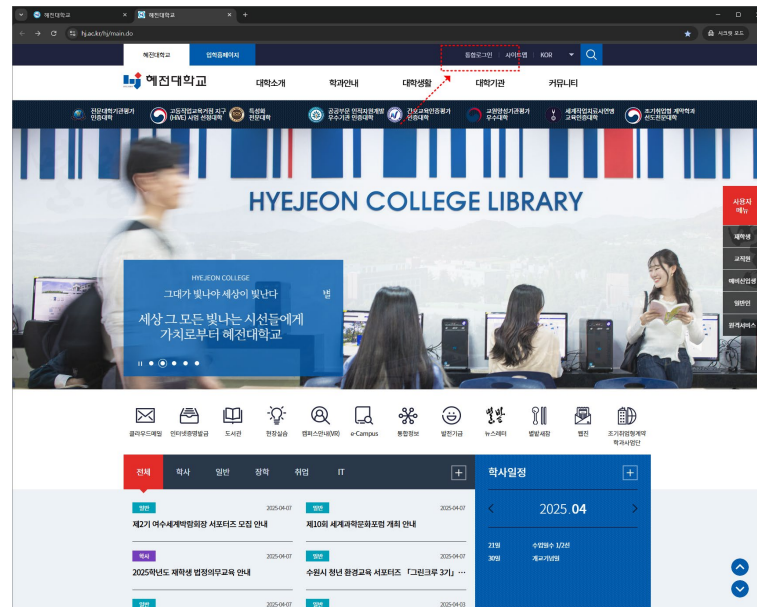
혜전대학교
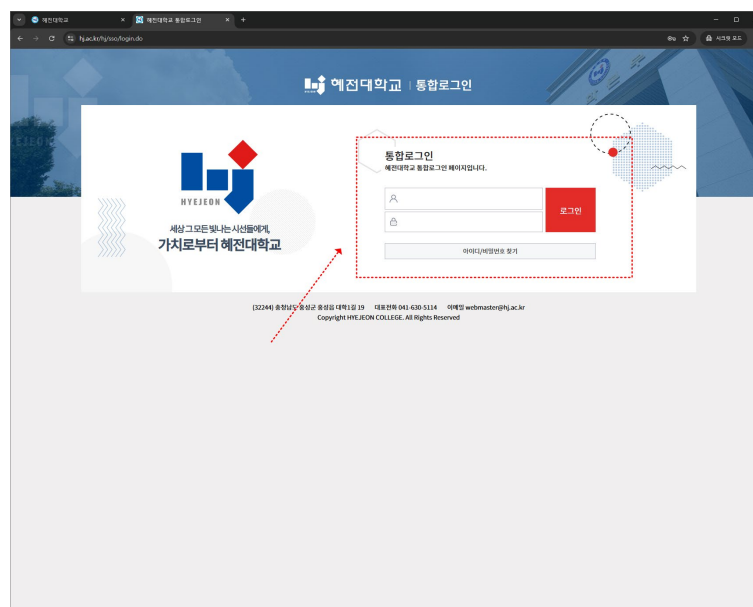
MS 365 Account Creation Procedure (Using PC)

1. Visit the University Website and Log In
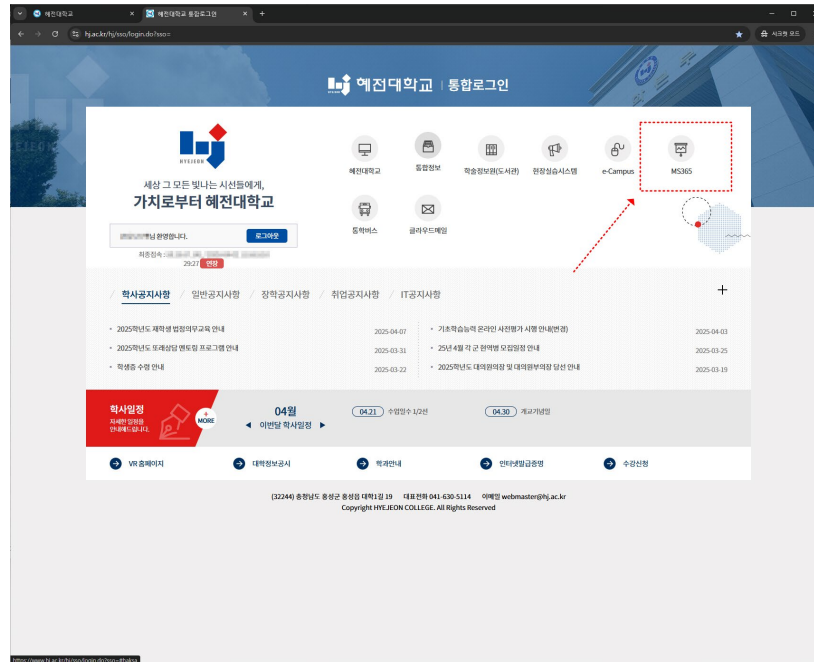
1) Go to the university website: www.hj.ac.kr

2) Log in via the integrated login system
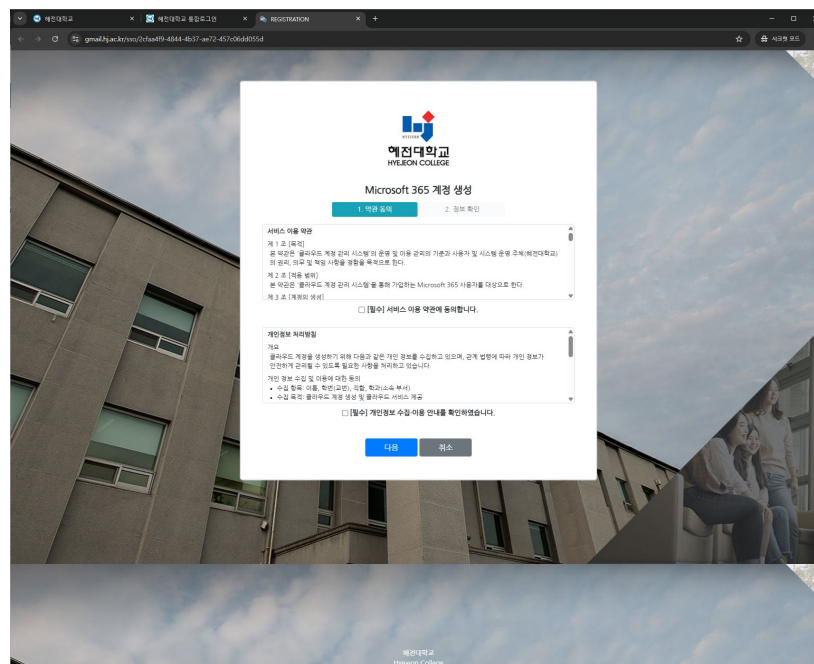
2. Create MS 365 Account

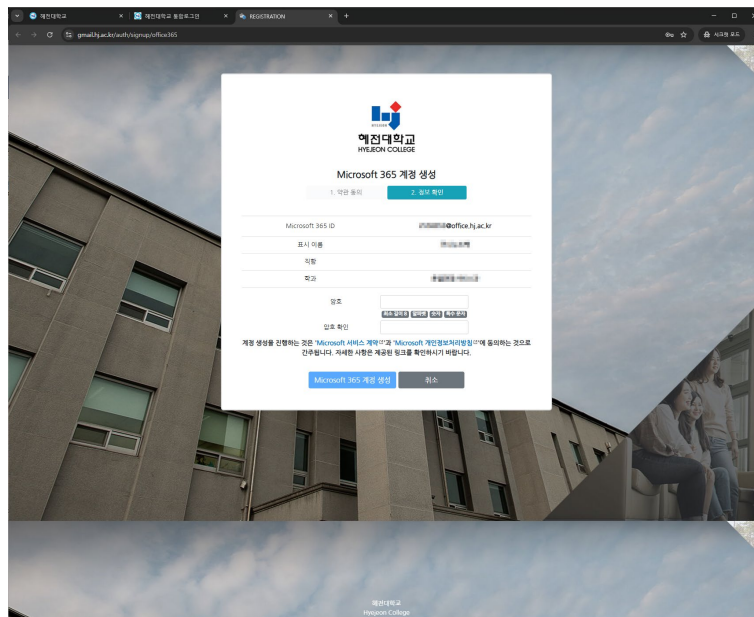### 1) Select the MS 365 menu

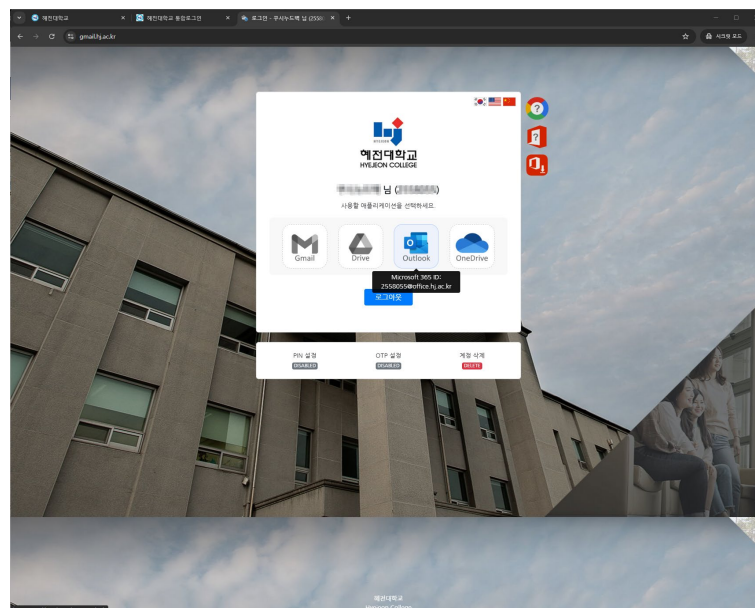### 2) Agree to the terms and conditions for creating the MS 365 account

2. Create MS 365 Account

3) Check MS 365 account information and enter your password

4) MS 365 account is created

- Format: StudentID@office.hj.ac.kr

🔢 1. Install the App

• Download the "Microsoft Teams" app from the App Store (iOS) or Google Play Store (Android)
• Login is required (Use your school MS 365 account)

📥 2. If Joining via Invitation Link

1. Click the Teams meeting link received via KakaoTalk, text message, email, etc.

2. When the Teams app opens, choose "Join as a guest" or log in and join

3. Enter your name → Tap the "Join" button to enter the meeting
   💡 If you're already logged in, you'll join the meeting right away.
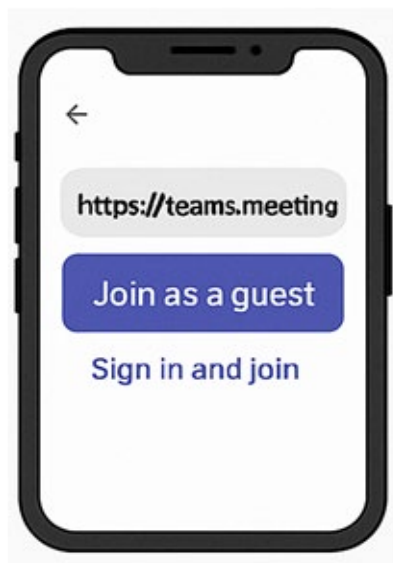
📅 3. Join via the Calendar in the App

1. Open the Teams app → Tap "Calendar" from the bottom menu

2. Tap the desired meeting from the scheduled meeting list

3. Tap the "Join" button to enter
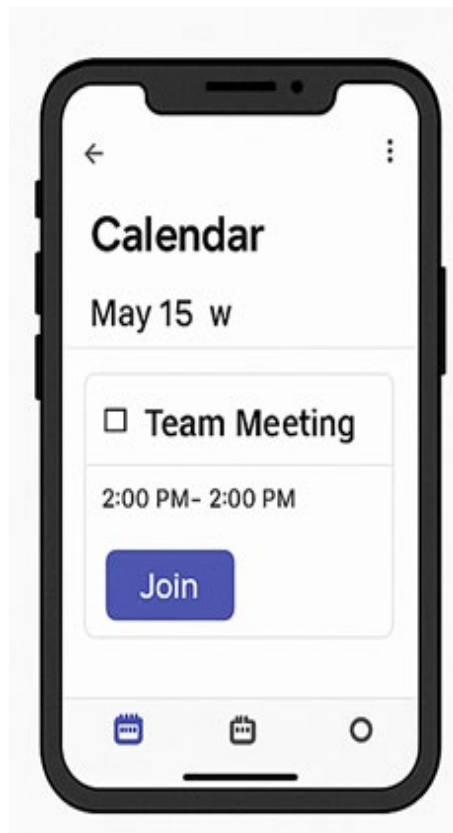
💬 4. Join from a Chat or Team Channel

1. Open the appropriate channel or chat room in the Teams app

2. Tap the "Join Meeting" button found at the top or in the chat window
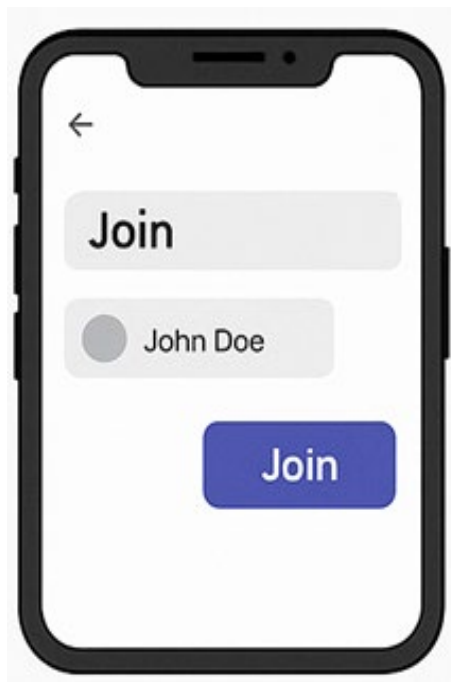
✅ Extra Tips

• When prompted to allow microphone/camera access, select "Allow" for smooth participation
• Using a headset or earphones can improve audio quality
• During the meeting, you can also share your screen, chat, and view the participant list