# Guidance on how to join a MS Team Meeting

1. Hardware should be plugged into a power supply.
2. Make sure your hardware has an internet connection. Ethernet is more stable than WiFi.
3. Your camera and microphone should be enabled on the hardware. If your organisation has blocked these, you should still be able to join the call through a browser, share screen and dial in using the audio details displayed in the meeting invite.
4. Go to the meeting invite and select *Click here* to join meeting. You will have 2 choices; to continue using a browser or join using the Teams app. Please note if you are already using MS Teams, please select *Join without switching*.
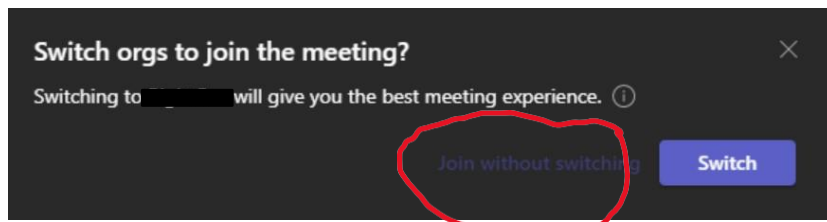
5. Depending on the meeting setting by the organiser, you may have to wait in the 'lobby' until the organiser lets you into the meeting.

Meeting Icons Explained:
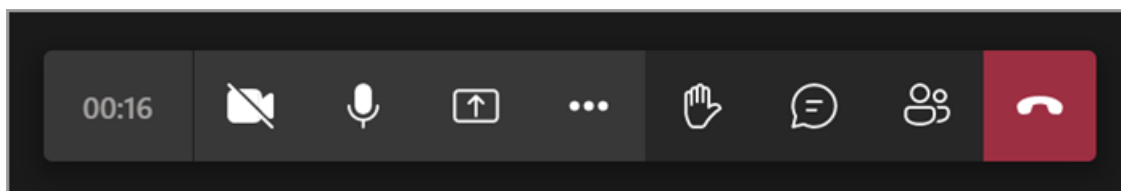
1	Shows how long your meeting has been running
2	Turn your camera on and off by clicking icon
3	Turn your microphone on and off by clicking icon
4	Present content – content being shared will be outlined with red square
5	More actions …
6	Raise your hand to ask a question
7	Shows the chat conversation between participants in meeting
8	Shows participants
9	Leave meeting

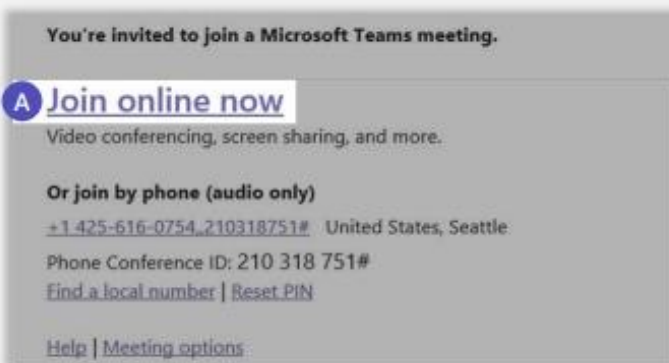Further support can be found here: MS Support

Joining a meeting

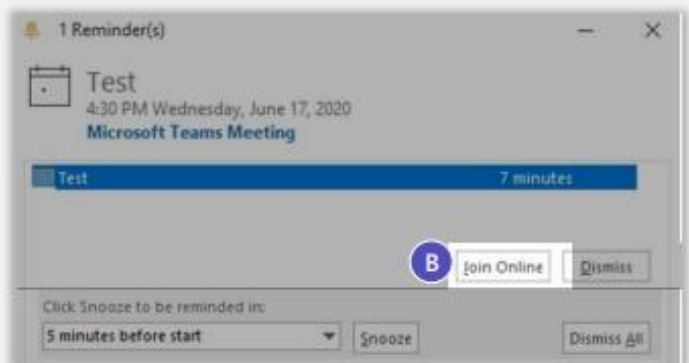## Maximize productivity by starting your meeting off on the right foot

Joining a Teams meeting from Outlook

(A) Option A:
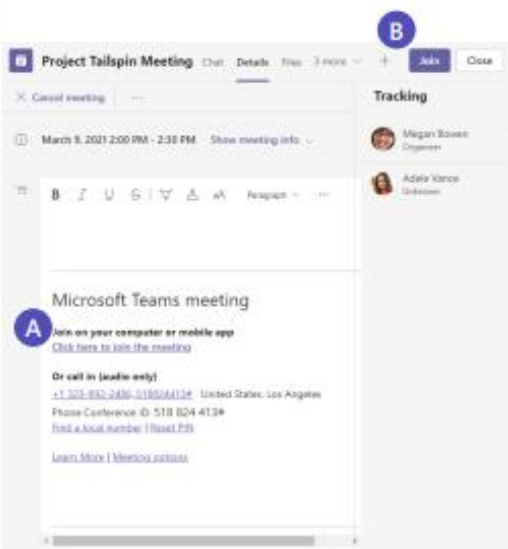Click **Join Online Now** link in the meeting request.*

(B) Option B:
In the meeting reminder click **Join Online**.

Meeting request

You're invited to join a Microsoft Teams meeting.

(A) Join online now
Video conferencing, screen sharing, and more.

Or join by phone (audio only)
+1 425-616-0754,,210318751#   United States, Seattle
Phone Conference ID: 210 318 751#
Find a local number | Reset PIN

Help | Meeting options

Reminder

🔔 1 Reminder(s)   —   ✕

📅 Test
4:30 PM Wednesday, June 17, 2020
Microsoft Teams Meeting

Test   7 minutes

(B) Join Online   Dismiss

Click Snooze to be reminded in:
5 minutes before start ▼   Snooze   Dismiss All

Joining a Teams meeting from Teams

Open the **Teams** client, select the Calendar 📅 icon located on the left side in the navigational side bar. Select the meeting invite in the calendar. You have two options to join the meeting:

Project Tailspin Meeting

📅 Project Tailspin Meeting Chat Details Files 3 more ∨   +   **(B) Join** Close

✕ Cancel meeting   ···   Tracking

�🕐 March 9, 2021 2:00 PM - 2:30 PM   Show meeting info ∨   Megan Bowen — Organizer

B I U S ∀ A A⁺ Paragraph ∨ ···   Adele Vance — Unknown

Microsoft Teams meeting

(A) Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 323-892-2406,,518824413#   United States, Los Angeles
Phone Conference ID: 518 824 413#
Find a local number | Reset PIN

Learn More | Meeting options

(A) Option A:
Select the **Join Microsoft Teams Meeting** link in the meeting invite.

(B) Option B:
Select the **Join** button located on the top right side of the screen.

Screen prior to joining a Teams meeting

Next you will see the following screen, in which you will have the following selections prior to joining the meeting.

1 Camera
If you turn on your camera you may notice the icon below. This is to enable background effects.

2 Background filters
If you want to change what appears behind you in your video, you can either blur your background or replace it entirely with any image you want.

3 Device settings
Select audio device and camera settings to make adjustments to your audio or camera source.

4 Join now
Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

5 Microphone
If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.
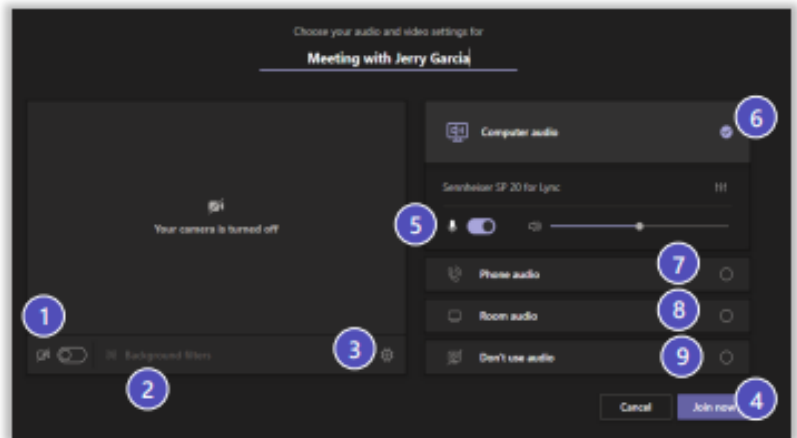
**Settings will default based on last Teams meeting.

Other Join Options

6 Audio off
Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

7 Phone audio
Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:
  - "Call me" option if available
  - Information to dial in manually

8 Room Audio
Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

9 Don't Use Audio
Join muted to avoid causing audio disruption.