

Microsoft Teams

For information

1. How to join a Microsoft Teams Meeting



Microsoft's Joining a Meeting page can be found on their support pages:

<https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

All you need to join a Teams meeting is a link and an internet connection. You can join from a desktop computer or via a smart phone. You only need to use one of these options to open the meeting.

Option 1 - Join a Teams meeting via a meeting link

The link is usually in the calendar invite you were sent for the meeting, and also on the meeting agenda:

Subject:	Test		
Location:	Microsoft Teams Meeting		
Duration:	30 Minutes <input checked="" type="checkbox"/>	<input type="checkbox"/> All-day event	
Starts:	21/04/2020 	16:50	
Ends:	21/04/2020 	17:20	

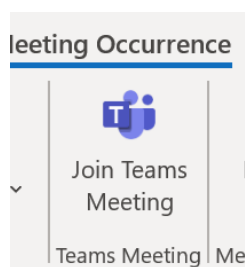
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Open the meeting invite and click on the **Join Microsoft Teams Meeting** link.

Option 2 - Join a Teams meeting via the Join Teams button on the invite

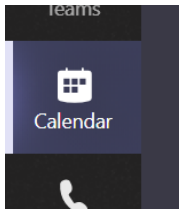
Depending on the settings of your email you may also see a button on the invite's ribbon to allow you to join the meeting. Clicking on the **Join Teams Meeting** button is an alternative way to enter the meeting.



Every Monday, Tuesday, V

Option 3 - Join a Teams meeting from within the Teams app

If you have the Microsoft Teams app and an account already set and linked to your email, you also have the option to open Teams, and go to the **calendar** on the left-hand side of the screen.



Within the Teams calendar click on the **join** button for the meeting you wish to enter.

If you have the Microsoft Teams app on your desktop or phone the meeting will open when you follow one of the above steps.

Joining a Teams meeting if you don't have the Teams app on your smart phone or desktop

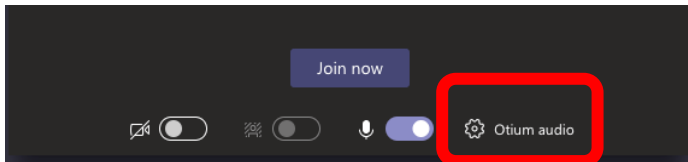
If you don't already have the app when you click on the link or the button (see Option 1 or Option 2 above) you will be asked to choose either between downloading the Microsoft Teams app, or by joining the meeting via a webpage. Selecting to open the meeting via a webpage will open a new page on your normal internet browser, such as Chrome, Explorer, Edge, Safari or Firefox.

If you don't have a Teams account, you may have the option to enter your name when you join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Depending on the organiser's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

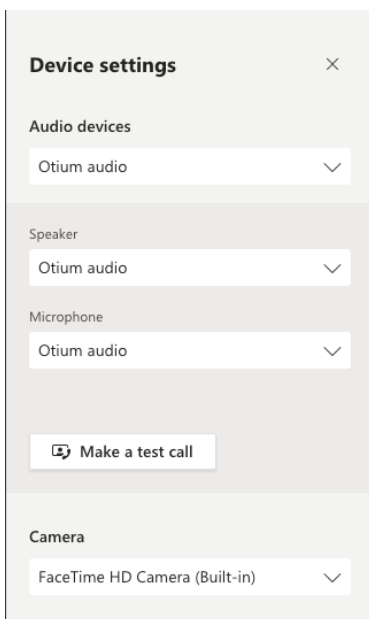
Audio and Video settings

Audio and Video settings can be accessed and set both before joining and during the meeting.

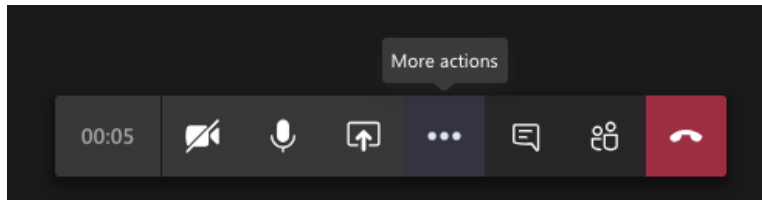
Before clicking **Join Now** select the sprocket next to your audio device:



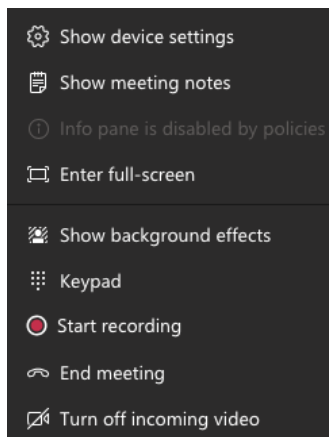
Select your preferred devices and click **Join Now**



Once in the meeting you can still change your audio and video settings by clicking on the **More Actions** button.



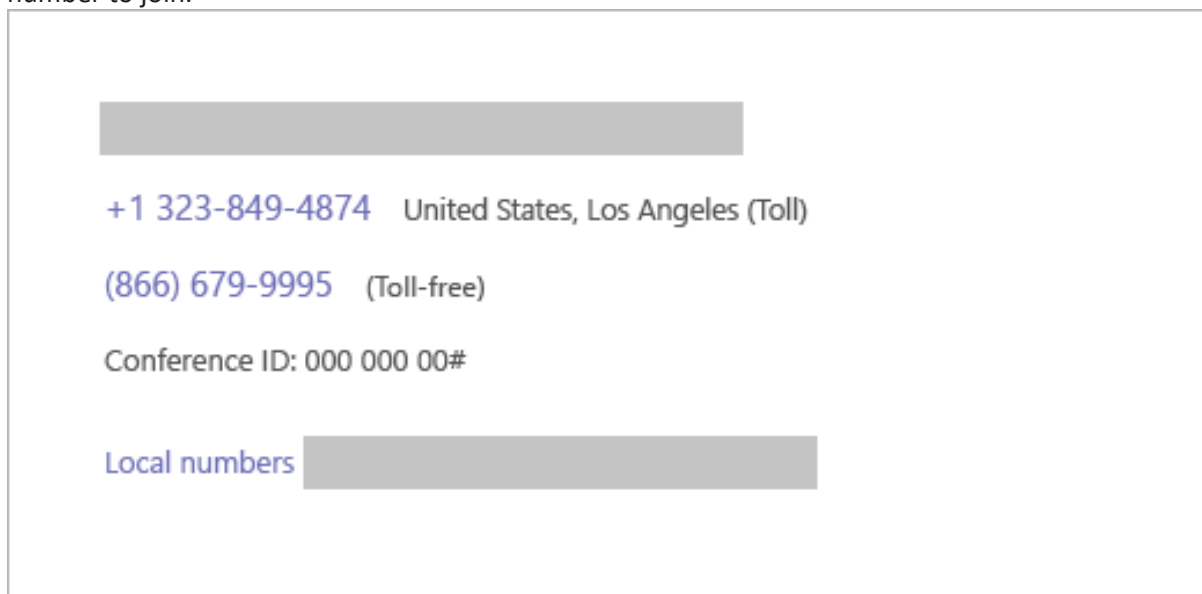
Select **Show device settings**



Using the telephone to join the meeting if you aren't using Microsoft Teams

If you're unable to use the Teams app, or Teams on the web, you can join meetings by calling a phone number, but will not have the full onscreen meeting experience.

If there's a phone number and conference ID in the meeting invite or on the meeting agenda, just dial the number to join.



The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

If you have any questions about how to join a Teams meeting get in touch

Contact us at ElectraLink if you have any questions. We'll be happy to organise a Teams meeting so you can test how to join, and the functionality.