



Teams: Join a Scheduled Meeting for Judges and Attorneys from an invitation

Information Technology Division – Training Unit



About Microsoft Teams

Microsoft Teams is a collaborative meeting app with video, audio and screen sharing features. This guide will provide instructions on how to join a scheduled Teams meeting from an email message or Outlook calendar.

Getting Started

What is needed to participate in a Teams scheduled meeting?

- ✓ Received a Teams invitation or activity in Outlook calendar
- ✓ PC, iOS or Android device
- ✓ Secure and dependable internet service provider
- ✓ Teams installed on your device or the Teams Web App

Please click to view a short video: [Join a Teams meeting video.](#)



Recommendations

- A list of hardware requirements for Teams can be viewed by visiting the [Microsoft Teams website](#).
- If possible, use a web browser other than Internet Explorer due to possible compatibility issues.
- The Teams App is available for **iOS** (App Store) and **Android** (Google Store) devices and suitable for individuals who prefer to access Teams with a smartphone or tablet, however, features may be limited.
- Teams App can also be downloaded for PCs from the [Microsoft product website](#).
- Test Teams any time prior to meetings using "[Teams Hearing Test Meeting](#)"

Join a Microsoft Teams Meeting from an invitation

You will be invited to participate by email message or as an activity in your Outlook Calendar.

Note: If email invitation is not in your Inbox, please open your Junk Email folder.

There are three participation options:

- I. Join meeting using **Teams App** Installed on PC or Mobile Device
- II. Join meeting with **Teams Web App**
- III. Join meeting using **Telephone number** with **Conference ID**

Test Teams any time prior to meetings using "[Teams Hearing Test Meeting](#)"

[Join Microsoft Teams Meeting](#)

+1 860-123-4567 United States,
Conference ID: 123 456 789#

I. Join meeting using Teams App installed on PC or mobile device:

1. From your email mailbox or Outlook calendar, **Open** the Teams meeting invitation
2. Within the meeting details locate and select [Join Microsoft Teams Meeting](#)
3. Go to **Microsoft Teams Sign In and Settings** instructions below

II. Join meeting using Team Web App:

1. From your email mailbox or Outlook calendar, **Open** the Teams meeting invitation
2. Within the meeting details locate and select [Join Microsoft Teams Meeting](#)
3. Go to **Microsoft Teams Sign In and Settings** instructions below

III. Join Meeting using Telephone and Conference ID:

Recommended for participants who are having Internet connection issues.

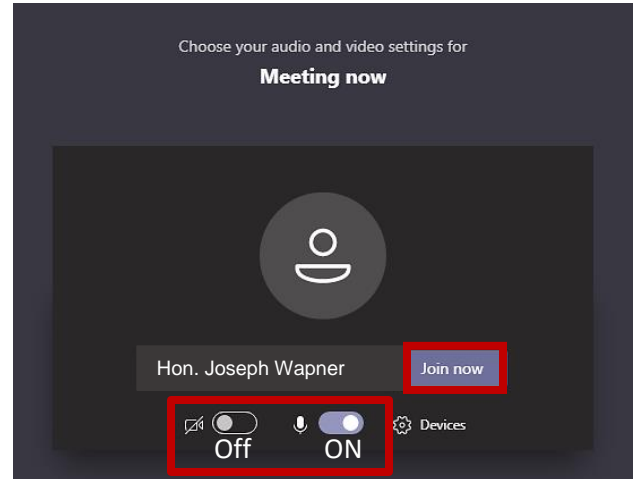
1. From your email mailbox or Outlook Calendar, **Open** the Teams invitation
2. Within the meeting details **dial** the telephone number
3. Enter the **Conference ID** when prompted
4. Answer questions when prompted

[Join Microsoft Teams Meeting](#)

+1860-123-4567 United States, Hartford
Conference ID: 123 456 789#

Teams Sign In and Settings

1. Type your **Title** followed by **First name** then **Last name**:
e.g.: **Hon. Joseph Wapner**
Attorney Robert Lawman
2. Slide the **Camera** button to the **left**: *camera off*
3. Slide the **Mic** button to the **left**: *mute sound*
Tip: Always mute the Mic when not talking.
Note: slashes indicate items are Off / no slashes are On
4. Select the **Join now** button to enter meeting
5. You may be admitted right away or wait in the *Teams* lobby until the organizer begins the meeting; please be patient.



Teams Floating Toolbar

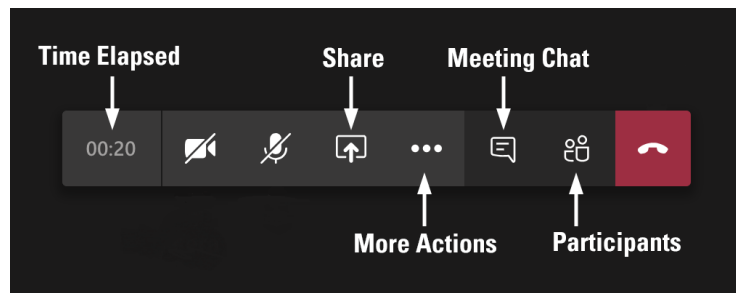
Test *Teams* any time prior to meetings using "[Teams Hearing Test Meeting](#)"

The toolbar will appear briefly when entering the meeting however will fade away after a set amount of time. To activate the *Teams* toolbar, please move your mouse cursor anywhere on the screen. Although many features make up the toolbar, there are three basic features used during a meeting: *Camera* and *Mic* which can be set to on or off and *Hang up* to end the meeting.

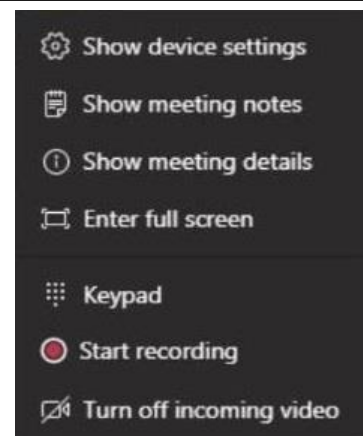


Addition *Teams* toolbar features

1. **Time Elapsed:**
Counts the duration of the meeting.
2. **Share:**
Allows individuals to share their screen with other meeting participants.
3. **Meeting Chat:**
Displays participants' meeting text chats.
4. **Participants:**
Shows a list of everyone who is currently in the meeting.
5. **More Actions:**



- Show device settings: review / adjust your video source, audio source, etc.
- Show meeting notes: notes area where you can take notes to review later.
- Show meeting details: date/time of meeting, call a phone, copy link to join.
- Enter full screen: removes the tabs for chat, teams and fills entire screen.
- Keypad: Allows you to dial numbers for entering conference rooms.
- Start recording: allows you to start and stop recording of the meeting.
- Turn off incoming video: force all participants to enter meeting with video off.



Note: Additional Actions may be displayed and are determined by method used to sign in to Teams: Installed Teams App vs. Teams Web App.