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**

Join Microsoft Teams Meeting

+1 860-123-4567 United States,

Conference ID: 123 456 789#

Test Teams any time prior to meetings using "Teams Hearing Test Meeting"

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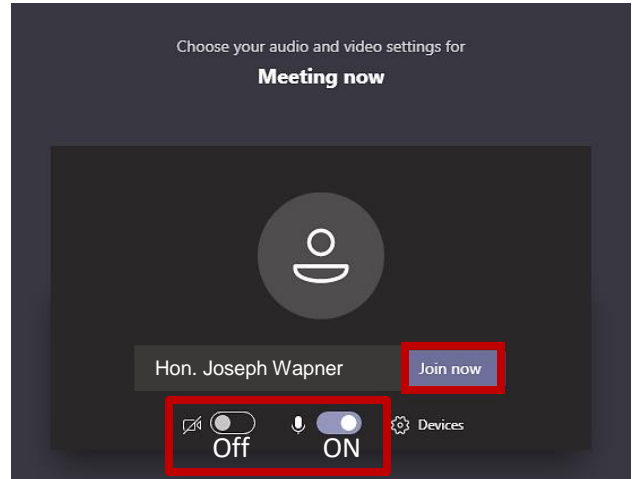
1. From your email mailbox or Outlook Calendar, **Open** the *Teams* invitation
2. Within the meeting details **dial** the telephone number
3. Enter the **Conference ID** when prompted
4. Answer questions when prompted

Join Microsoft Teams Meeting

+1 860-123-4567 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 <u>Off</u> / no slashes are <u>On</u>

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.

*Choose your audio and video settings for*
Meeting now

Hon. Joseph Wapner | Join now

Off   ON   Devices

Test *Teams* any time prior to meetings using "*Teams* Hearing Test Meeting"

Teams Floating Toolbar

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.

00:08   **CAMERA**   **MIC**   **HANG UP**

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:**
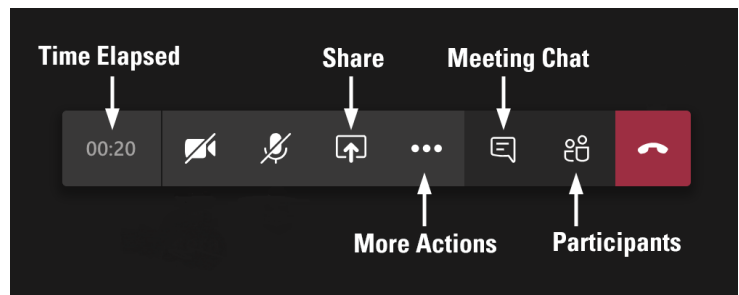
   -*Show device settings:* review / adjust your video source, audio source, etc.

   -*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.

Time Elapsed | **Share** | **Meeting Chat**
00:20
More Actions | **Participants**

⚙ Show device settings
📋 Show meeting notes
ⓘ Show meeting details
⬚ Enter full screen
⋮⋮⋮ Keypad
⏺ Start recording
📷 Turn off incoming video
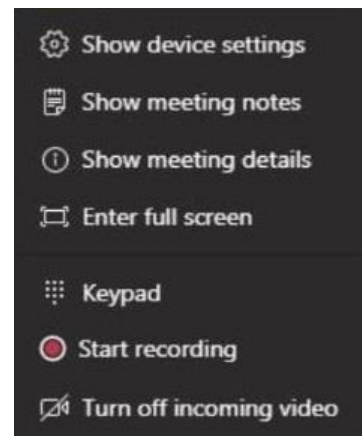
Note: Additional Actions may be displayed and are determined by method used to sign in to Teams: Installed Teams App vs. Teams Web App.