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 the Teams Application.

Getting Started

What is needed to participate in a Teams scheduled meeting?

- Received a Teams email invitation
- PC, iOS or Android device
- Secure and dependable internet service provider
- Teams installed on your device or the Teams Web App

Before getting underway, please view the following short video: Join a Teams meeting video. (Ctrl + Click to follow link)

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 for iOS (App Store) and Android (Google Store) devices are also available free of charge. Please note that features may be limited however this option is suitable for individuals who prefer to access Teams with a smartphone or tablet.
- Teams App can also be downloaded for PCs from the Microsoft product website free of charge.
- Test Teams any time prior to meetings using “Teams Hearing Test Meeting”

Join a Teams Meeting

You will be invited to participate by email message. The message will provide three meeting participation options:

- Join Microsoft Teams Meeting with Teams App Installed
- Join Microsoft Teams Meeting with Teams Web App
- Telephone number with Conference ID

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

Option A – From an email invitation

1. From your email mailbox, Open the Teams email invitation
2. Within the email message locate and select Join Microsoft Teams Meeting
3. Choose video and audio settings prior to joining the meeting
4. Select Join now

Test Teams any time prior to meetings using “Teams Hearing Test Meeting”
Join meeting using **Teams** App installed on PC or mobile device:

**Option B – Using the Teams App Calendar**

1. **Open** the **Teams** App installed on your PC or device
2. **Select Calendar**
3. From the calendar, locate the meeting, then, **select Join**
4. **Choose** your video and audio settings prior to joining the meeting
   (For additional video and audio setting information please read “Choose your video/audio settings” at the end of this document)
5. **Select Join now**
   
   **Note:** The organizer may not start the meeting on time or individuals may have joined earlier that the designated time and therefore participants may need to wait until the meeting organizer joins and opens up the meeting to participants.

Join meeting using **Team Web App:**

1. From your email mailbox, **Open** the **Teams** email invitation
2. Within the email message locate and select **Join Microsoft Teams Meeting**
3. **Type** your name in the text field. *(this helps other participants recognize you)*
4. **Choose** video and audio settings prior to joining the meeting
   (For additional video and audio setting information please read “Choose your video/audio settings” at the end of this document)
5. **Select Join now**

Join Meeting using **Telephone and Conference ID:**

Recommended for participants who are having Internet connection issues

1. From your email mailbox, **Open** the **Teams** email invitation
2. From the email message dial the telephone number
3. Enter **Conference ID** when prompted
4. Answer questions when prompted

**Microsoft Teams Tips**

Choose your video/audio settings:
The following displays how to set meeting features such as hide or add video and audio before joining a meeting.

- **Video:** On/Off
- **Mic/Audio:** On/Mute *(Best practice: Mute Mic when not speaking)*
- **Screen share**
- **More Options**
- **Leave Meeting**

**Microsoft Teams Blur Background**

The **Blur** feature permits individuals to remove background distractions.

**Note:** Blur is only available in scheduled meetings, and, may not be available on all devices.

**Option A- Prior to Meeting**

- From invite, **Join** meeting
- **Set Blur** option to **On**
- **Select Join now**

**Option B- During meeting**

- **During the meeting**
- Click the 3 dots - **Options**
- **Select Blur my background**