

Joining a MS Teams Call

These days lots of events happen online. If you have never used Microsoft Teams before, here are some simple steps to get you started.

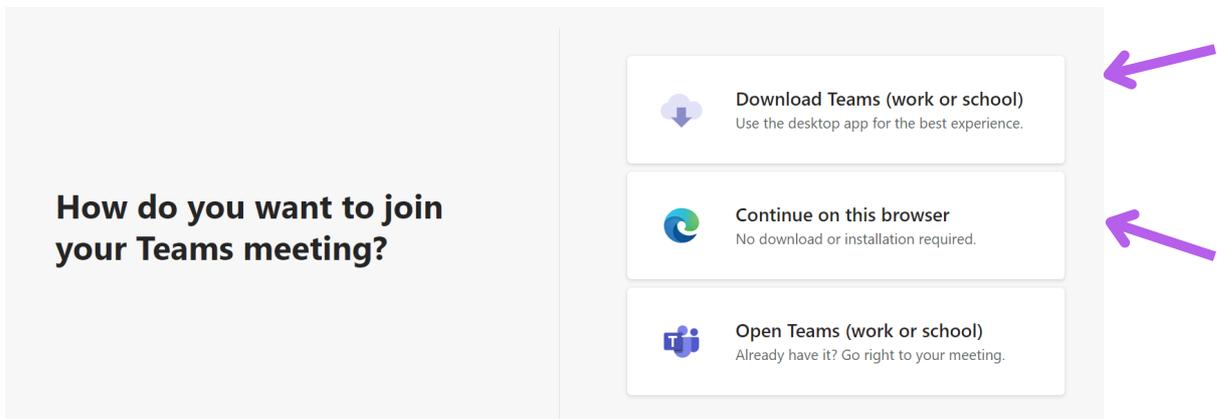
1

Click the link that says "Click here to join the meeting". This might be in an email or in the calendar appointment.

[Click here to join the meeting](#)

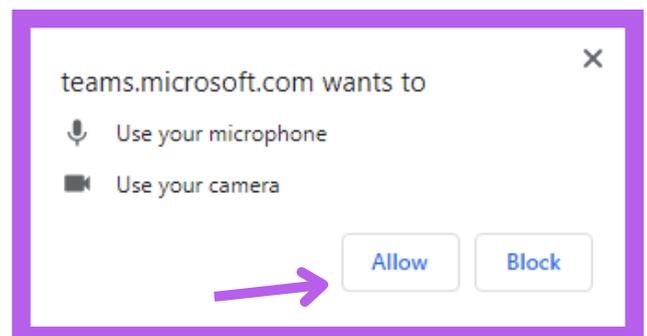
2

Next, you'll see that after clicking the link, you'll have the choice to Download the Windows app, or join on the web instead. If you choose to join the meeting on the web, you'll be using a web-based version of Microsoft Teams.



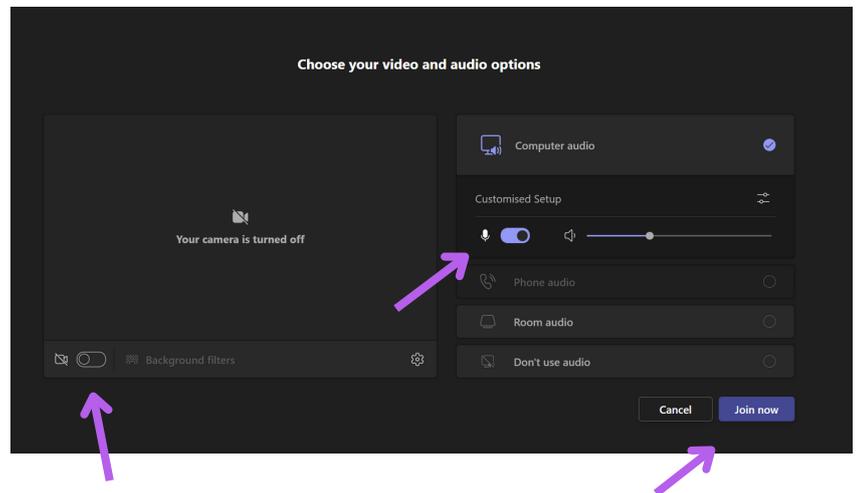
3

Your browser will then ask you to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the gathering.



4

Once you've launched Microsoft Teams, you should enter your name and choose your audio and video settings. You can toggle off your microphone or webcam. You also can choose a different device for audio, if needed.



Once you're ready, click the purple Join now button.

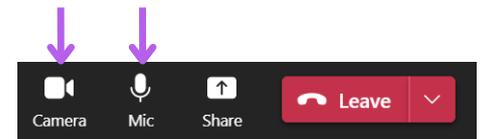
5

Finally, you'll be put into the meeting lobby. Once you're in the lobby, The host will be notified that you're there, and you'll be admitted in. If I haven't admitted you to the meeting within 15 minutes of joining (although this shouldn't happen), you'll be locked out of the lobby, so please try to join again.

When the meeting starts, we'll let people know you're waiting.

6

For some meeting and events you may be asked to turn off your microphone or camera. You can do this using the icons at the top of your screen.



Some tips for a good experience:

- Avoid sitting with your back to a window or bright light source. This causes a silhouette appearance where others can't see you.
- Think about the background. Whatever is in the room behind you might not be appropriate or could be distracting to others. You may want to consider using the blur my background feature in MS Teams.
- Close doors to avoid unexpected visitors.
- Join a few minutes early if possible. This allows you to make sure everything is working and gives time to make any adjustments.
- Mute other devices and apps. Make sure to mute your mobile phone and close any other apps on your computer/laptop that might send distracting notifications.
- Avoid talking over others. Unlike an in-person meeting, its sometimes difficult to distinguish between multiple conversations leading to confusion. Remember to pause occasionally to make sure that everyone has a chance to speak.