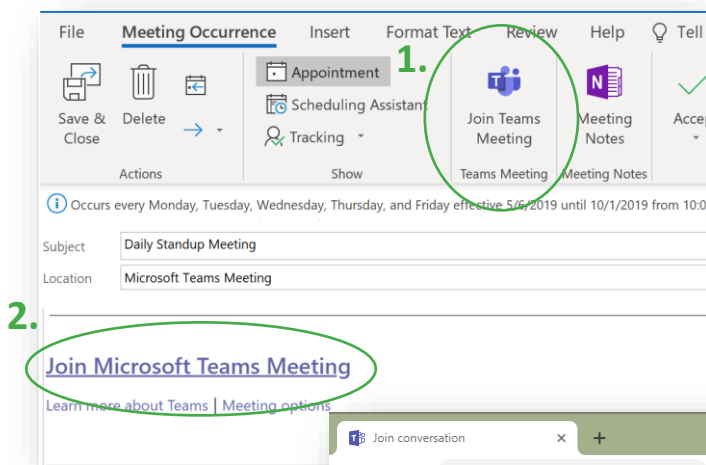


Join a meeting in Teams

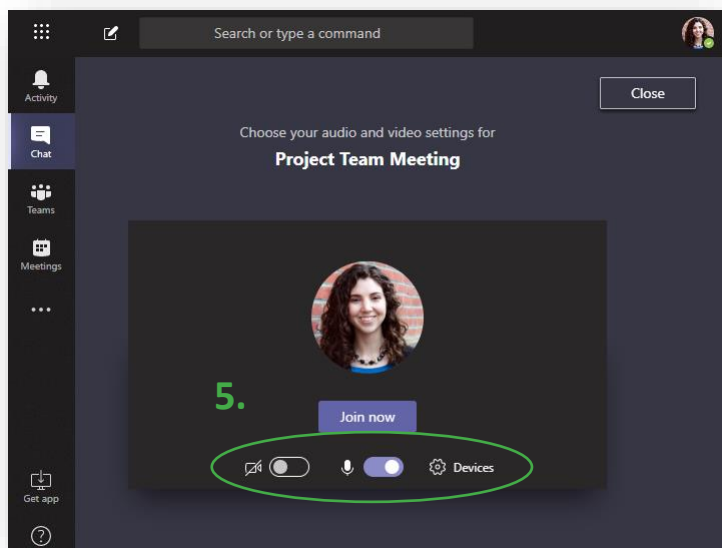
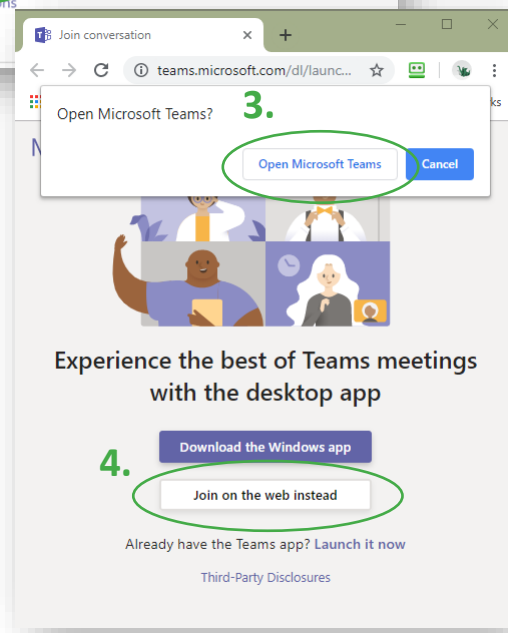
If you have a meeting on your calendar that contains a link to Join Microsoft Teams meeting, you can:

1. Click the button in the menu ribbon to join, which will take you straight into the meeting if you have Teams running.
2. Or, click the link in the meeting notes area



A browser window will pop up with a box asking if you want to Open Microsoft Teams.

3. If you are using the Teams app, click Open Microsoft Teams.
4. Otherwise, click cancel – then in the browser window, click Join on the web instead.



Before clicking Join now in the meeting window:

5. choose your audio and video settings. Just like with a Skype meeting, be sure to mute your microphone if you are in a room with others who are also joined to the same meeting to avoid potentially unpleasant audio feedback.

Meeting controls are similar to those in Skype.

6. Click the Show conversation and Show participants buttons to bring up the respective panels. Note that unlike in Skype, you can only view one of these panels at a time.

