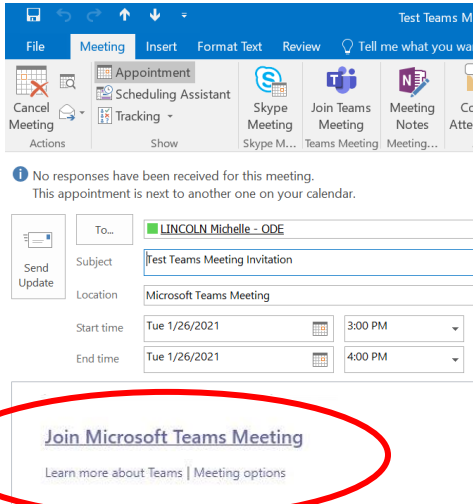# Participants Guide to Microsoft Teams Meetings
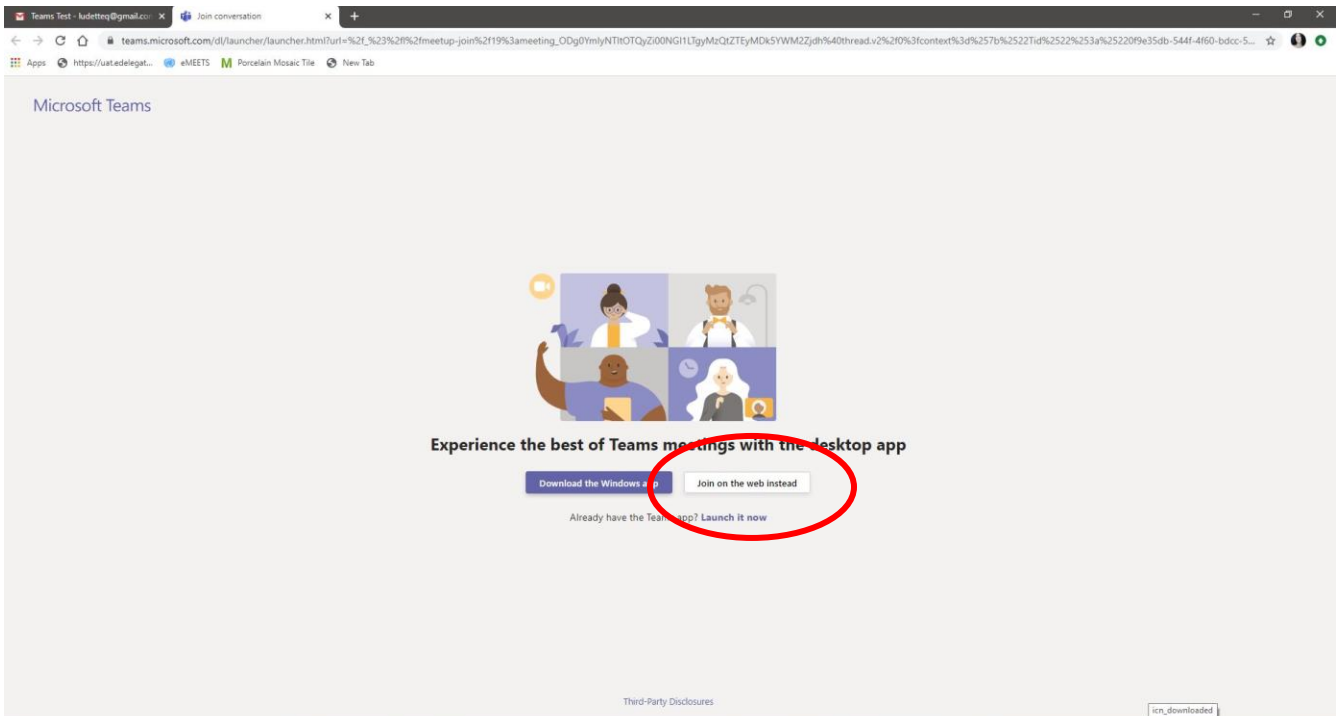
## Join a Microsoft Teams Meeting

Participants do not need to have a Microsoft Teams account to join a meeting.
Join a Microsoft Teams Meeting by clicking on the link sent to you by email or through an outlook calendar invitation.
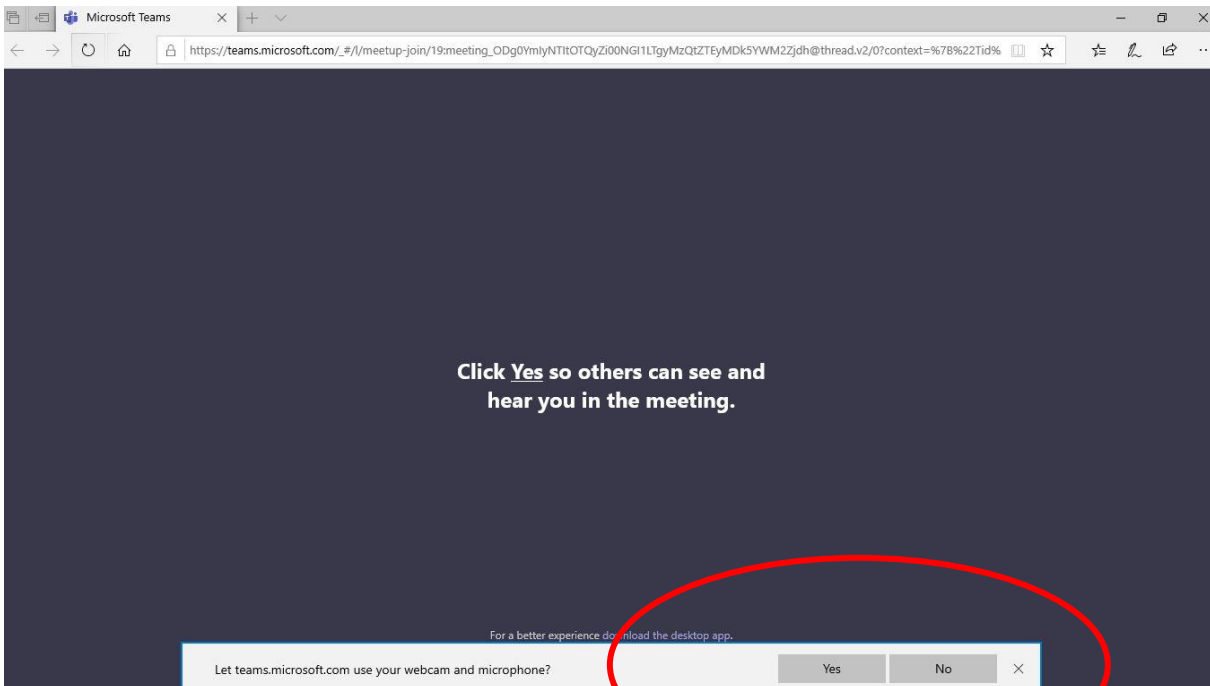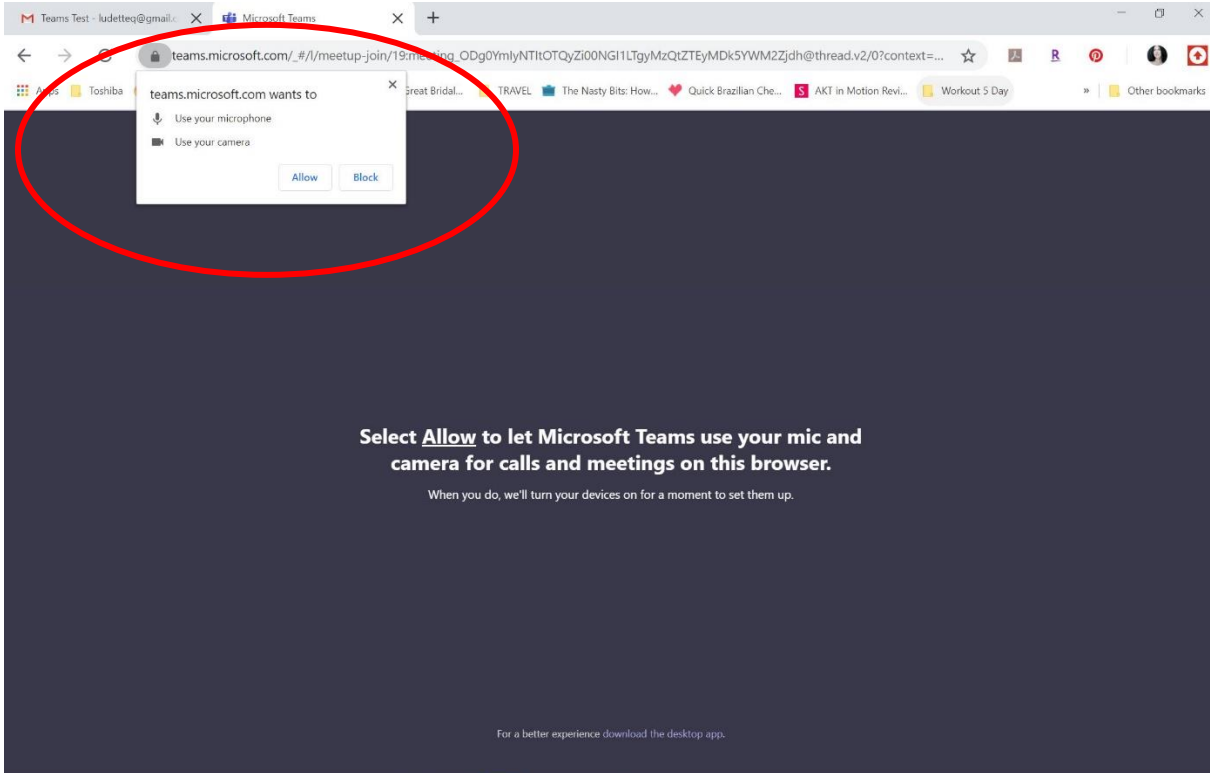


## Laptop or desktop connections

For those using desktops or laptops who have not installed or do not wish to install the app, click on the option "Join on the web instead". The relevant area in the screenshot below is highlighted.

**Enable your camera and microphone at the outset. You will have the option to turn them off once you have joined the meeting. Screenshots for two different browsers follow.**
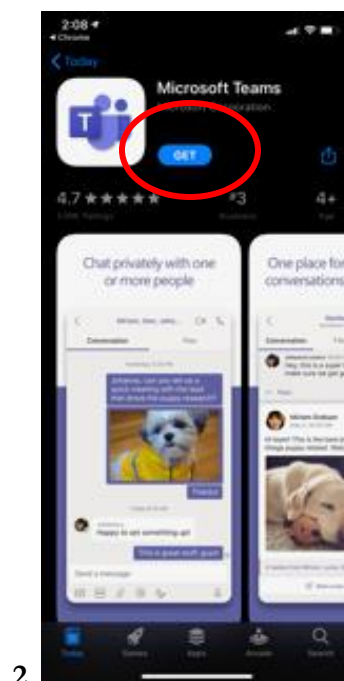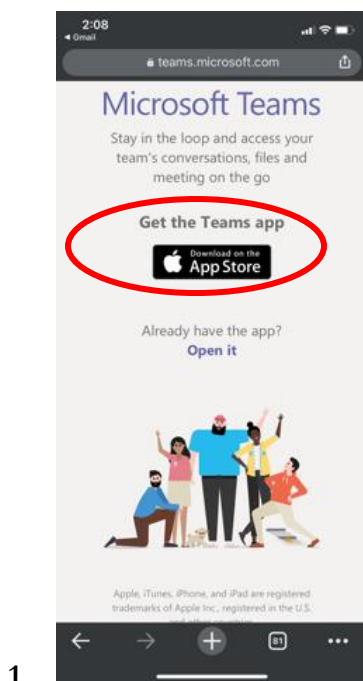
Participants will then be required to enter their name. After you enter your full name and select your audio and video preferences click **Join now**.

**Participants may be placed in a virtual lobby of the meeting room.**
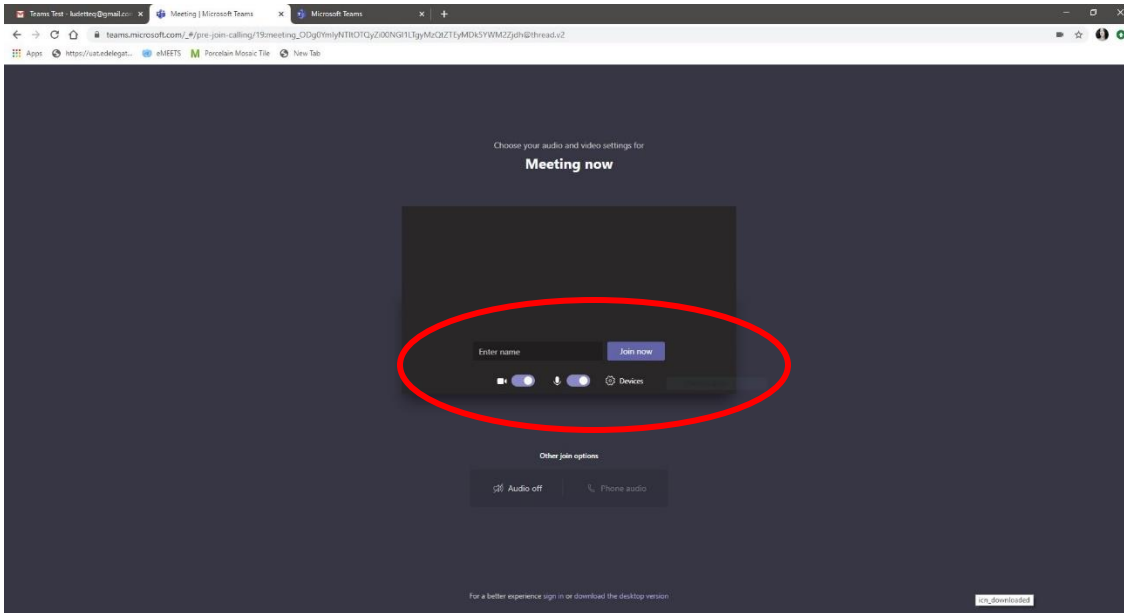


## Mobile phone connections

**If you have not previously installed the Teams app, after clicking on the link to "Join Microsoft Teams Meeting" from the invitation, you will be asked to install the app (screen 1) Select "Get" to start the download(screen 2).**



**1.**

**2.**

For participants using mobile devices that do not have a Microsoft teams account, click **Join as guest.** Participants will then be required to enter their name in the field indicated below.

# SCREEN CONTROLS

For **desktops or laptops** hovering the mouse on the meeting screen will bring up user controls.
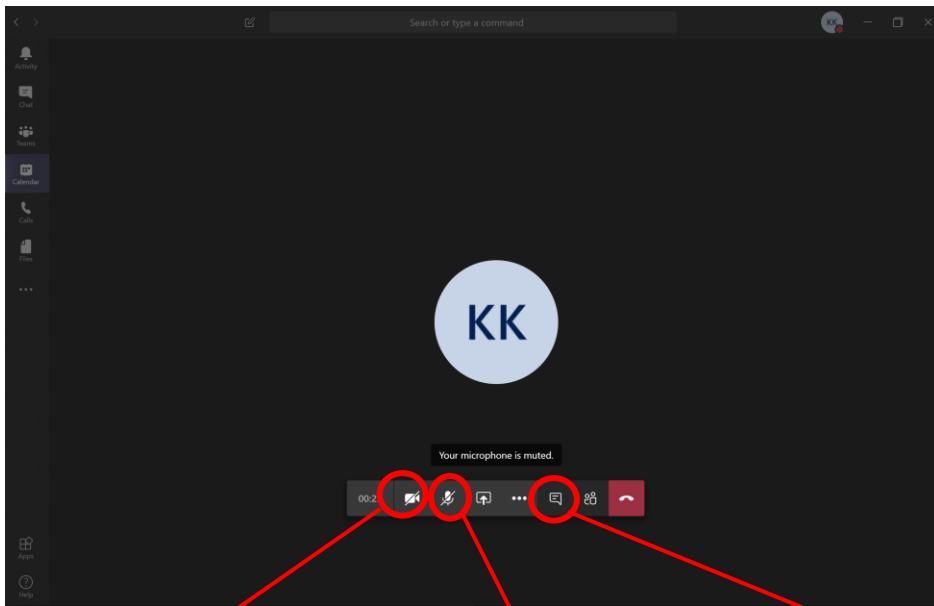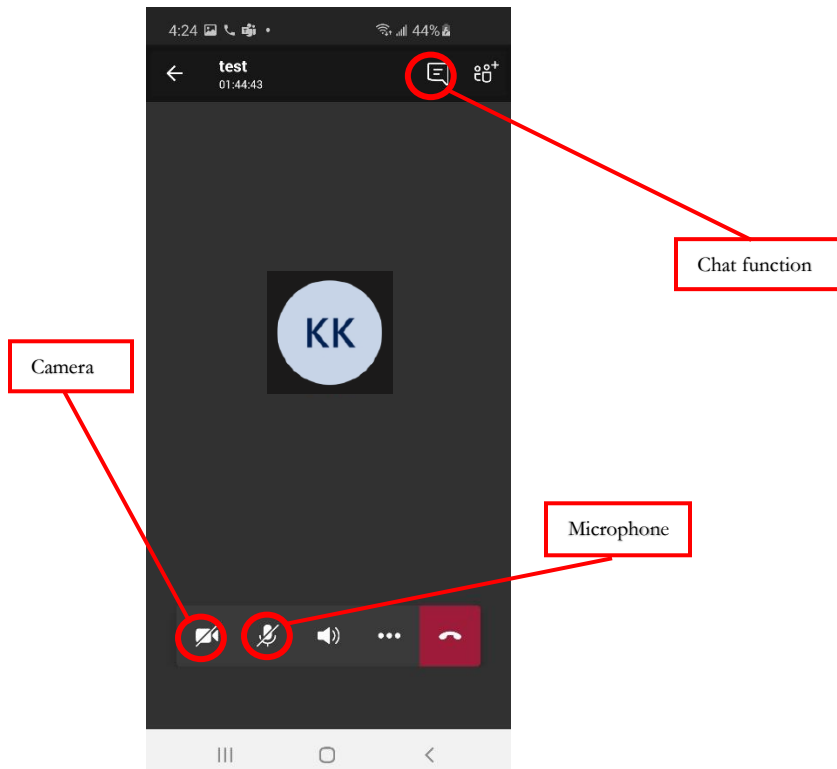
Click the camera icon to turn on/off your camera.

Click the microphone icon to turn on/off your microphone.

Chat function

For **mobile phones**, touching the screen will bring up user controls.

Chat function

Camera

Microphone

## TROUBLESHOOTING

When you are invited to speak, please unmute yourself by clicking the microphone icon (see the photo above). You may also wish to turn on your camera by clicking the camera icon.

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the meeting coordinator.

## System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone

- video and audio communication ready and connected to a high-speed internet connection