

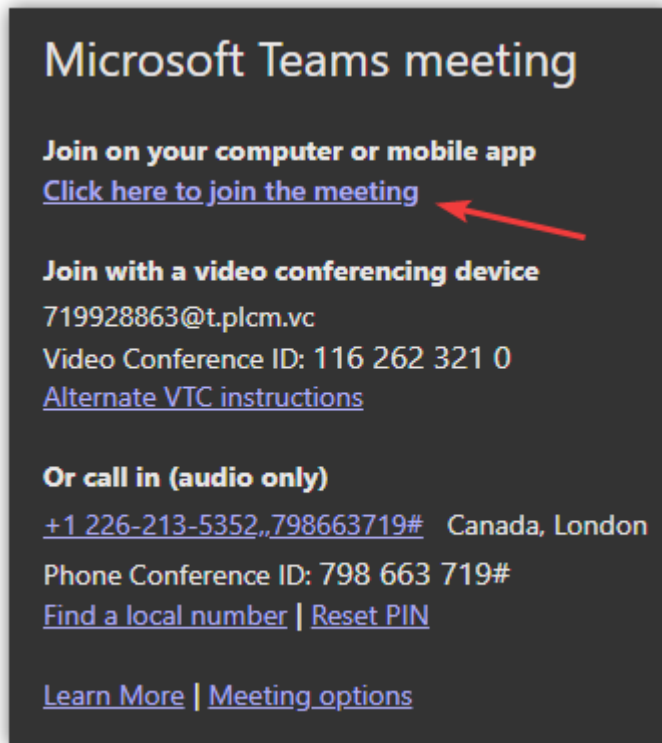
Join a Teams Meeting



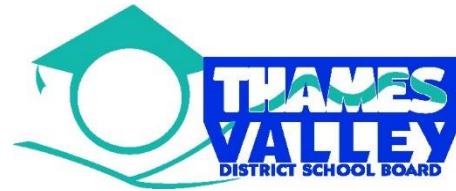
Teams in a Browser Directions

These directions are for using Teams in a browser. Windows, Chromebooks, and MacOS can use Teams in a browser.

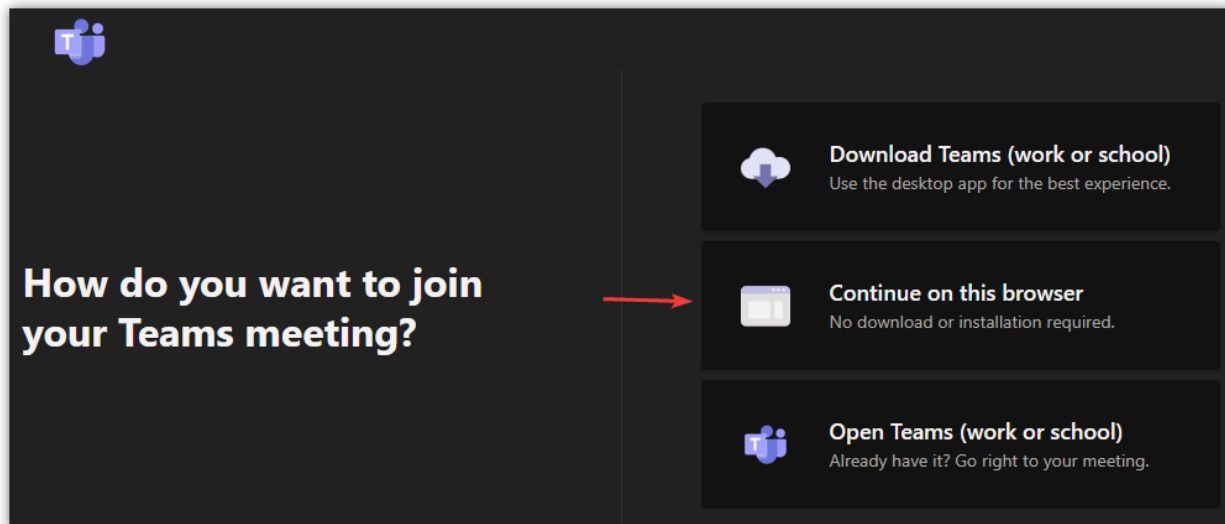
1. Open your email with the Teams invitation, and click on the Click here to join the meeting link:



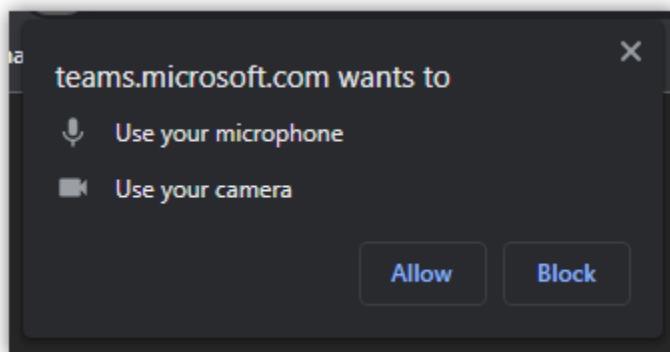
Join a Teams Meeting



2. Click Continue on this browser button:



3. Depending on your browser you may get a prompt to Allow Teams to use your microphone and your camera. Click Allow in order to use the microphone and camera in the Teams meeting:



4. Type in your first and last name and click Join.

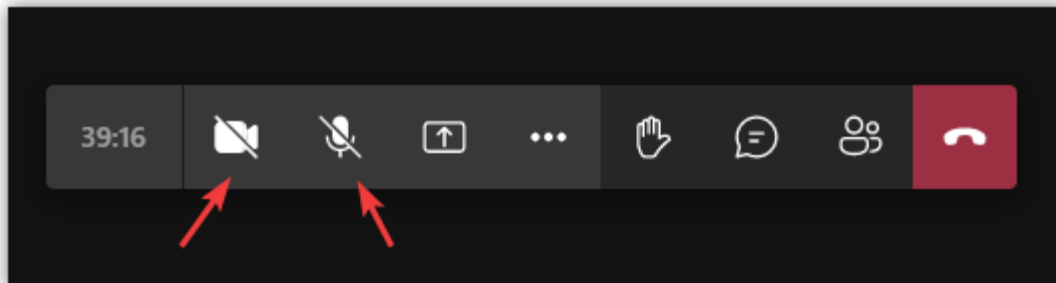
You are now in the meeting.

Teams Meeting Controls for Teams in a Browser

After joining the meeting, you will see controls at the bottom of the screen that you can adjust for the meeting.

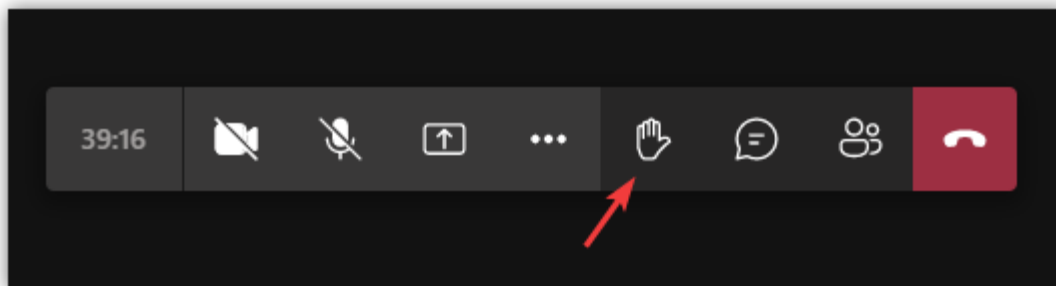
Microphone and Camera

The presenter may want you to control your Microphone and Camera, click the icons to toggle them On/Off:



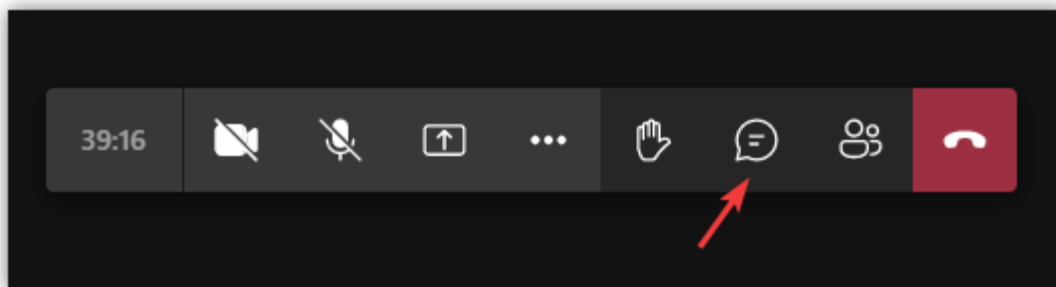
Raise and Lower Hand

The presenter may wish everyone to stay muted and ask you to raise your hand and unmute to talk. To raise your hand, click the hand up icon. Clicking the same hand up icon will put your hand back down:



Text Chat

If you want to send and see text chats in a meeting, click the chat icon. Click it again to hide the chat:

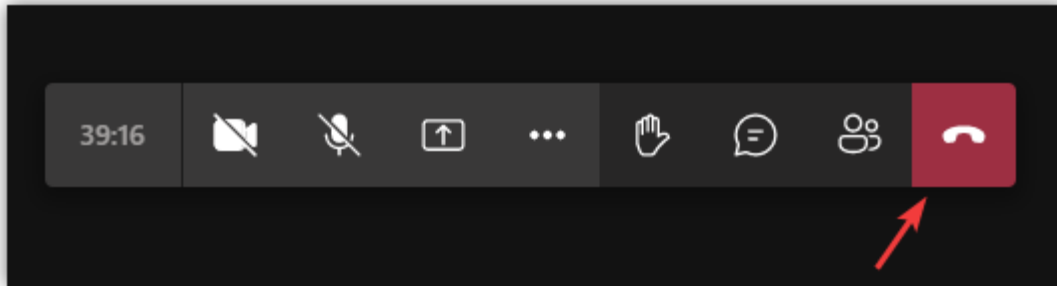


Join a Teams Meeting

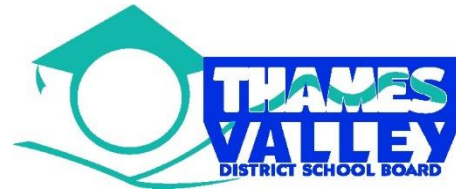


Hang Up

When you are done, click the red Hang up button to exit the meeting:



Join a Teams Meeting



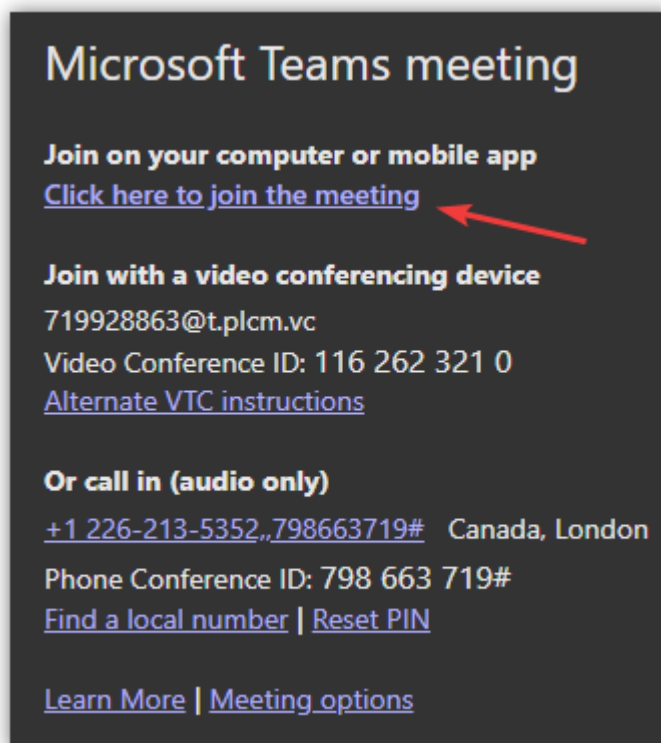
iPad and iPhone Teams App Directions

In order to use Microsoft Teams on an iPhone or iPad the app needs to be installed first. The directions below will walk you through the installation and how to connect to the meeting.

1. On your iPad or iPhone open the App Store and search for: Teams
2. Install the Teams app by touching the cloud with the down arrow:



3. After Teams installs go to your email and open the Team invitation.
4. Tap the Click here to join the meeting link:



Join a Teams Meeting



5. If you get prompted to allow Teams to access or record audio or video, please allow this so that you can use the microphone and camera in the meeting.
6. Tap Join as Guest.
7. Type in your first and last name and tap Join.

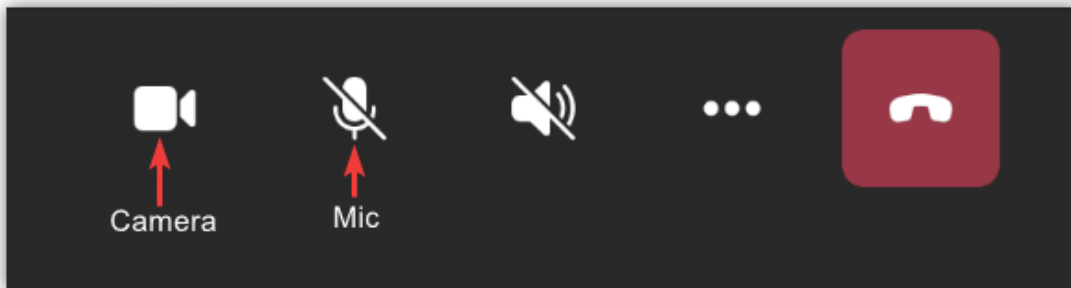
You are now in the meeting.

Teams Meeting Controls for iPhone

After joining the meeting, you will see controls at the bottom of the screen that you can adjust for the meeting.

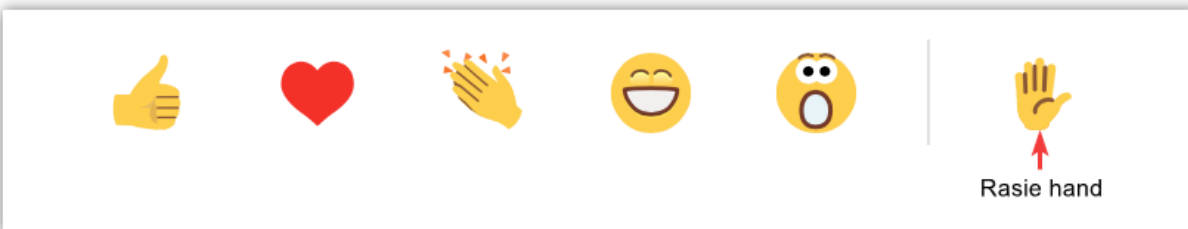
Microphone and Camera

The presenter may want you to control your microphone and camera, click the icons to toggle them On/Off:



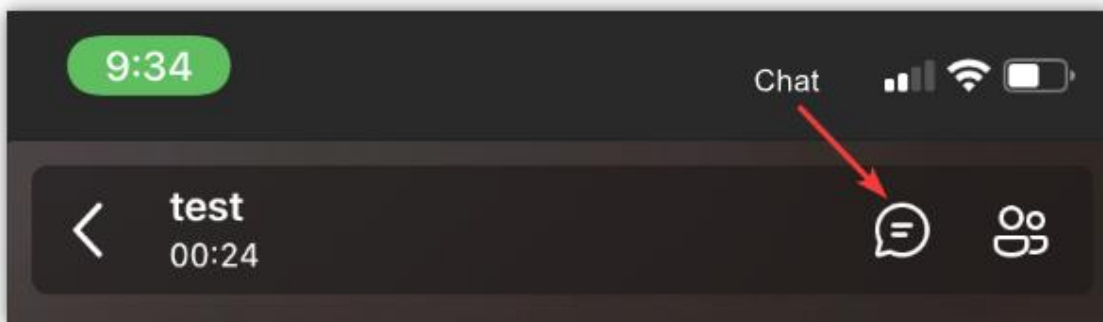
Raise and Lower Hand

The presenter may wish everyone to stay muted and ask you to raise your hand and unmute to talk. To raise your hand, tap the hand up icon. Tap the same hand up icon will put your hand back down:



Text Chat

If you want to send and see text chats in a meeting, tap screen then tap the chat icon. Tap the picture in picture to hide the chat:

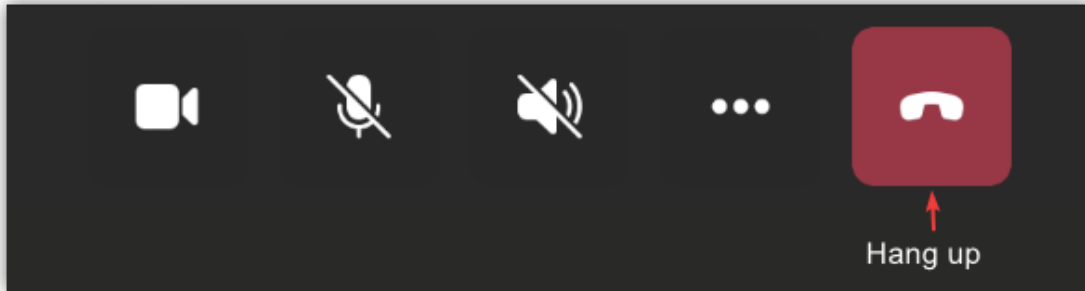


Join a Teams Meeting



Hang Up

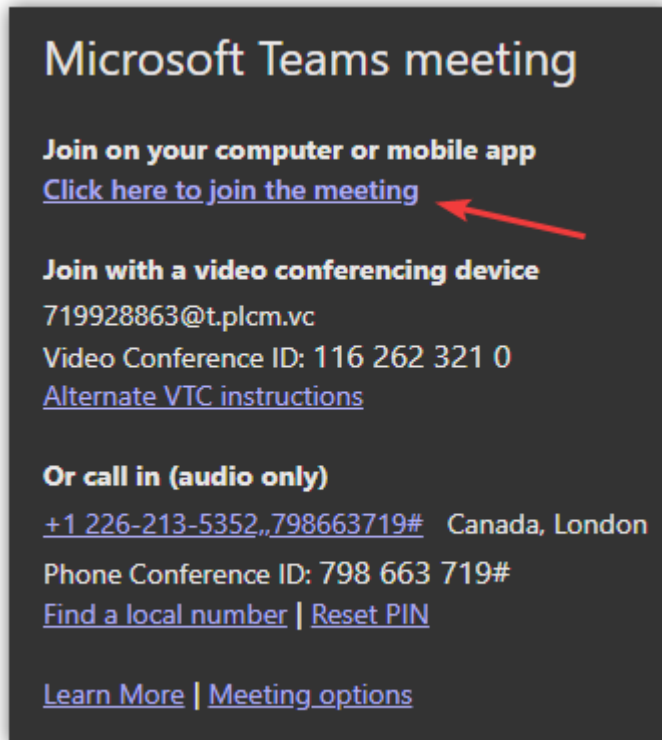
When you are done, click the red Hang up button to exit the meeting:



Android Teams App Directions

In order to use Microsoft Teams on an Android the app needs to be installed. The directions below will walk you through the installation and how to connect to the meeting.

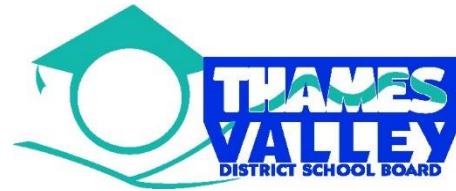
1. Go to your email and open the Team invitation.
2. Tap the Click here to join the meeting link:



3. You will get prompted to Get Teams, please follow the prompts to install the Teams app.
4. Touch open when it's done.
5. If you get prompted to allow Teams to access or record audio or video, please allow this so that you can use the microphone and camera in the meeting.
6. After the Teams app loads, touch Join meeting.
7. Type in your first and last name and tap Join.

You are now in the meeting.

Join a Teams Meeting

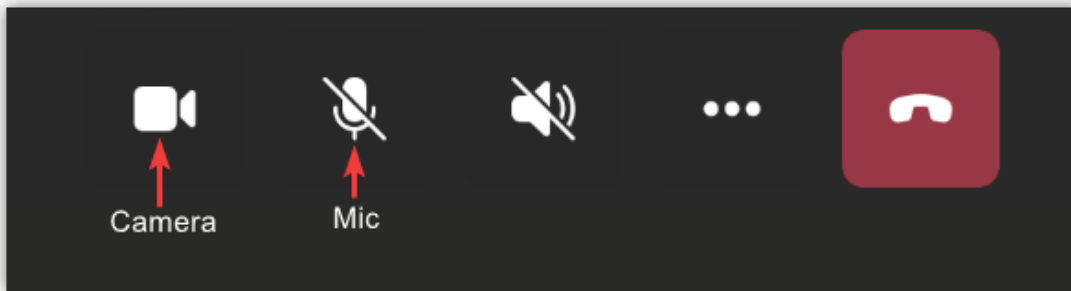


Teams Meeting Controls for Android

After joining the meeting, you will see controls at the bottom of the screen that you can adjust for the meeting.

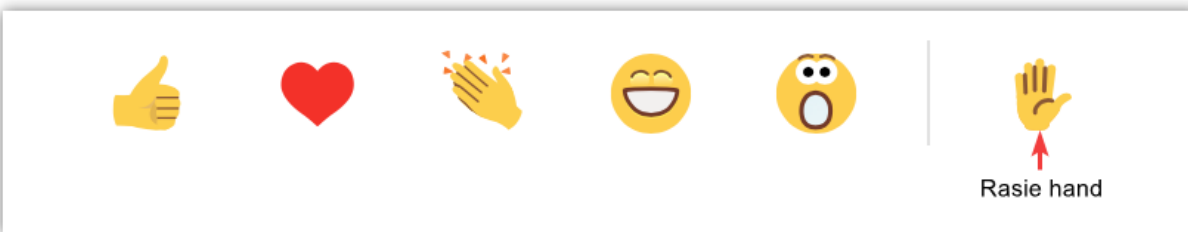
Microphone and Camera

The presenter may want you to control your microphone and camera, click the icons to toggle them On/Off:



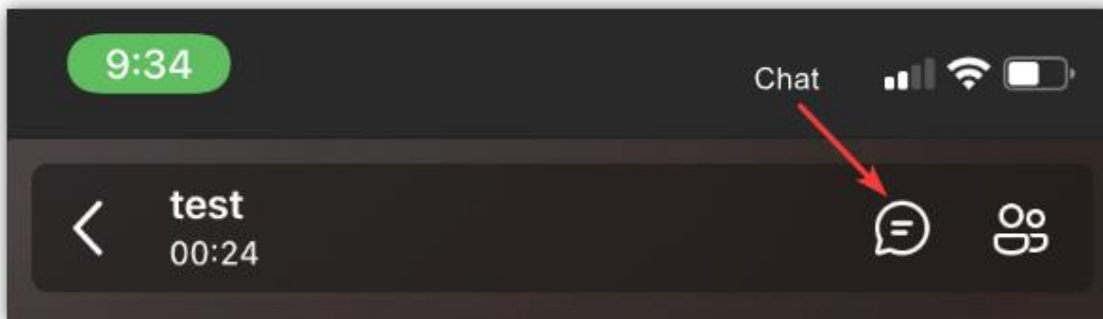
Raise and Lower Hand

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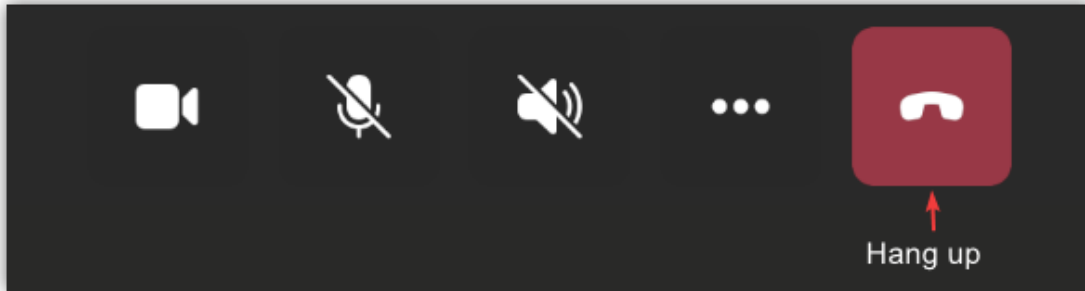


Join a Teams Meeting



Hang Up

When you are done, click the red Hang up button to exit the meeting:



Microsoft directions: [Join a meeting without a Teams account \(microsoft.com\)](https://www.microsoft.com/join)