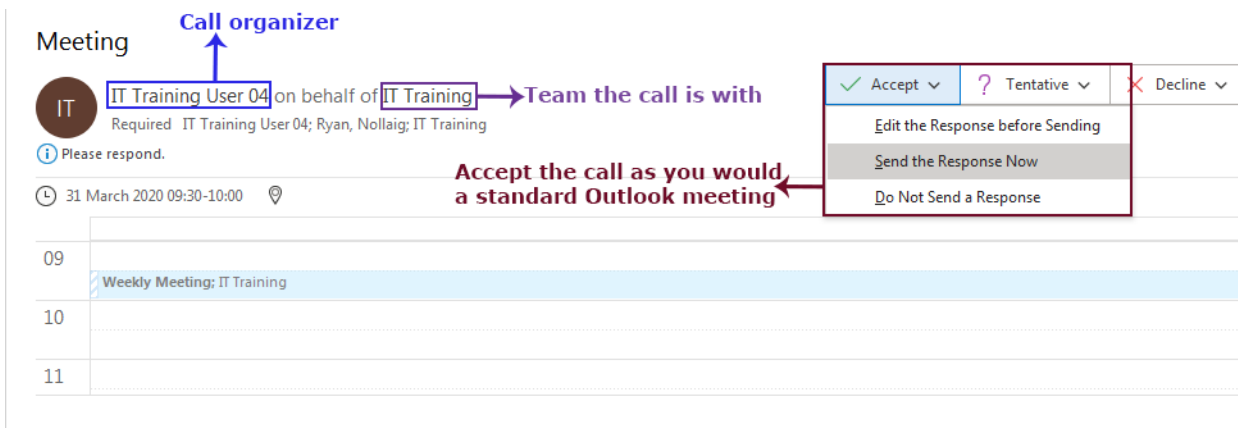


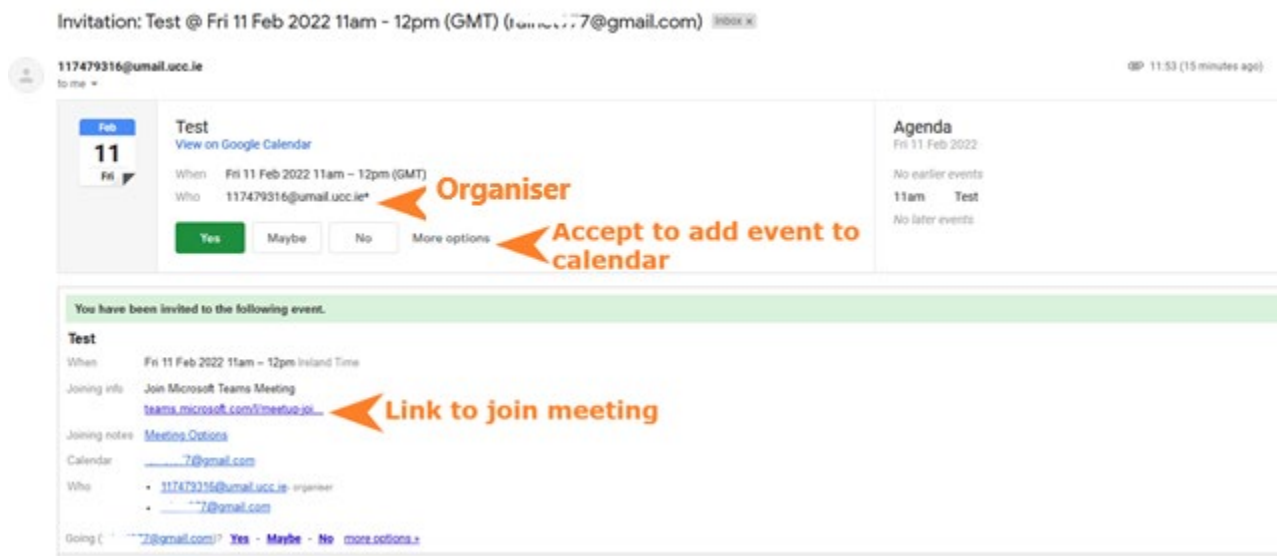
# How to Join a Teams Meeting

This tutorial will step you through how to accept and attend that meeting and issuitable whether you have logged into Teams previously or not as it will cover both possibilities.

1. When you are invited to a meeting on Teams, you will receive an email.

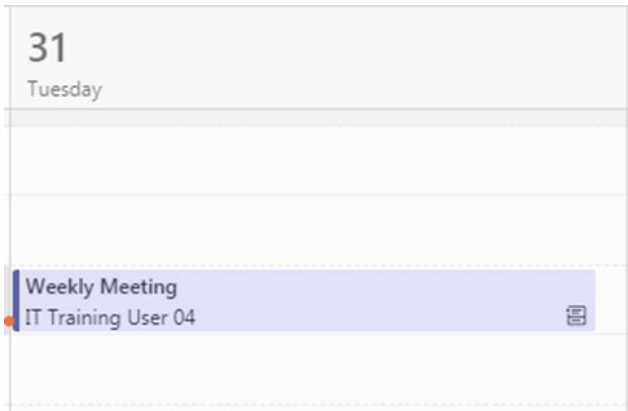


Outlook eg.

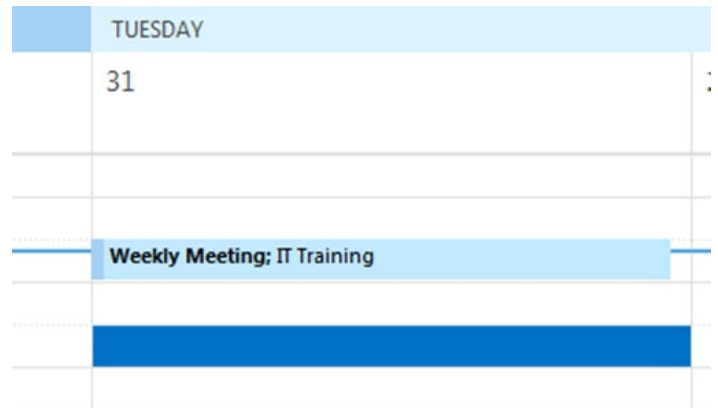


Google Calendar eg.

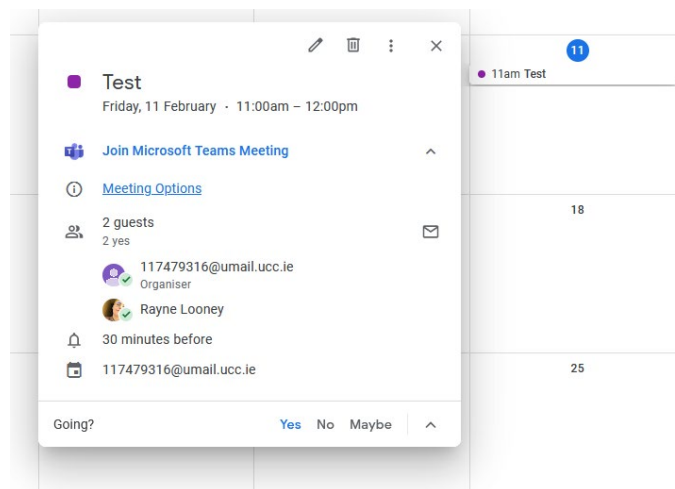
2. When you accept the meeting, it will be scheduled in your calendar as a standard meeting invite would. If you are already active in Teams, this acceptance will also be reflected in your Teams calendar.



Meeting in Teams Calendar



Meeting in Outlook Calendar



Meeting in Google Calendar

3. When the call is scheduled to occur, you can join by clicking the link contained inside the calendar meeting item - "Join Microsoft Teams Meeting" – click to join.

Accepted on 30/03/2020 09:37.

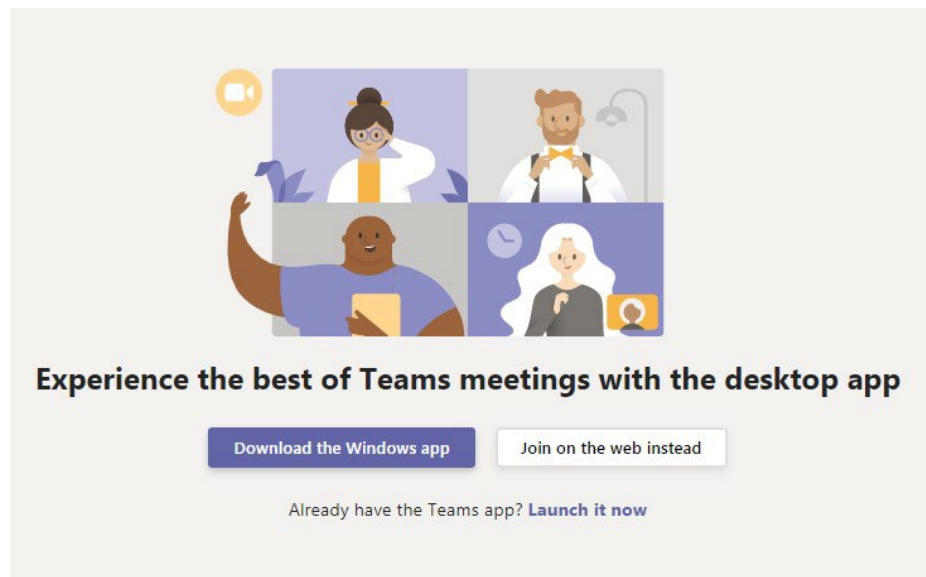
### Weekly Meeting

Organizer	IT Training
Time	31 March 2020 09:30-10:00
Location	
Response	✓ Accepted <a href="#">Change Response</a>

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

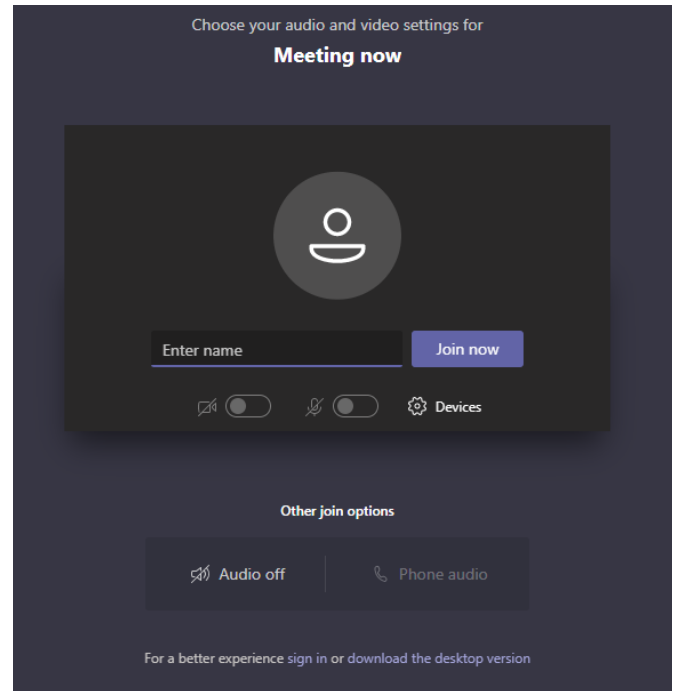
4. If you have **not** used Teams before, or are logged out of Teams, you will see a page similar to this:



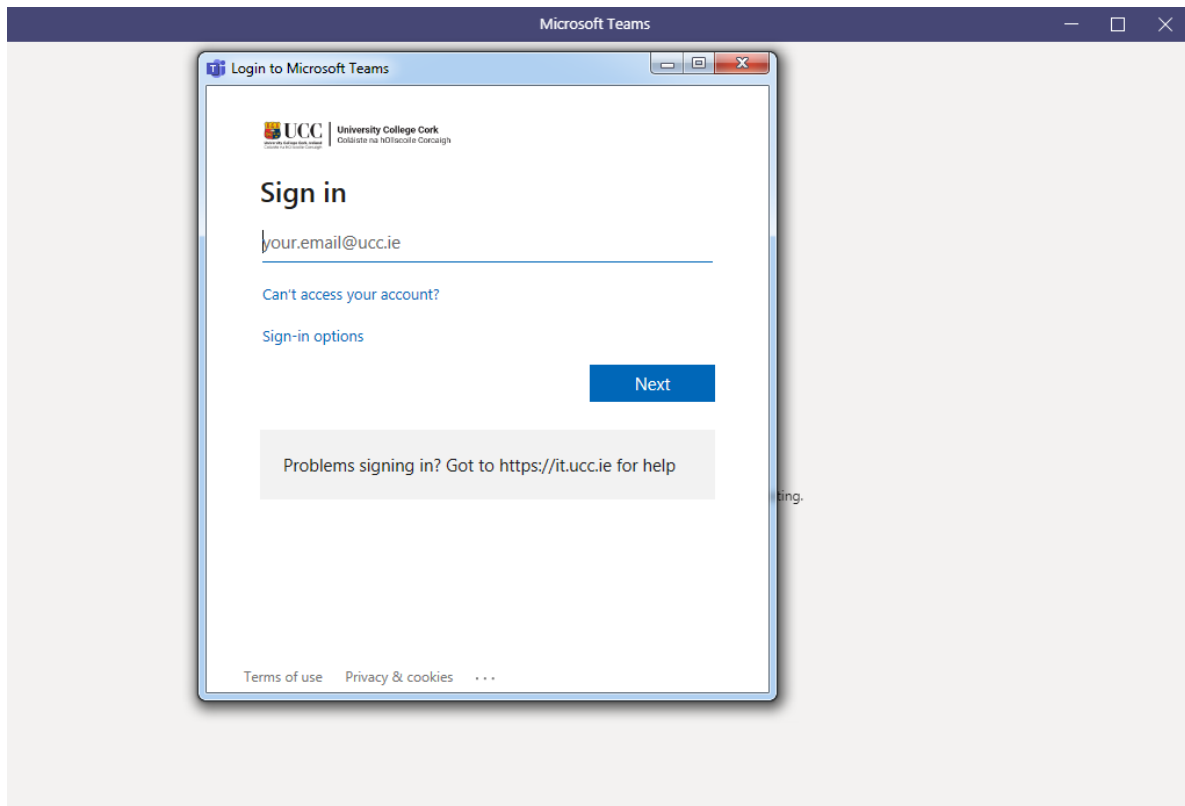
If you have the Teams app already, you can launch it using the purple link at the bottom. Alternatively, decide whether you wish to access Teams by downloading the desktop app, or using the online application in Office365. Either way, you will need to log in with your credentials.

\*If you are currently logged into Teams, skip to step 7.

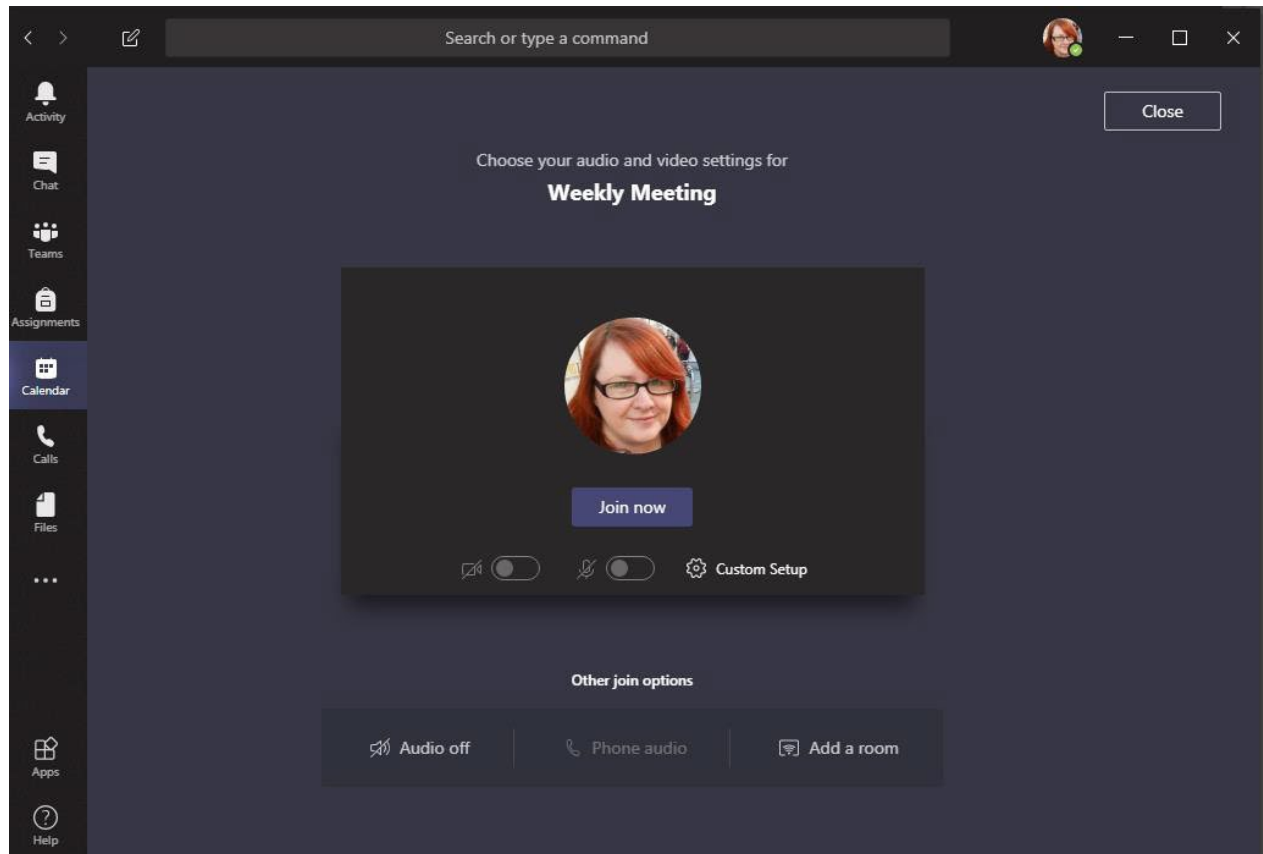
5. This pre-join screen asks you to enter a name. You can join anonymously or put a name of your choice and choose to allow video/mic. This choice can be changed at any point during the meeting.



6. Additionally, you can choose to **'sign in'** if you wish to use an existing Teams account. You will see this dialog box. Enter your email address and password.

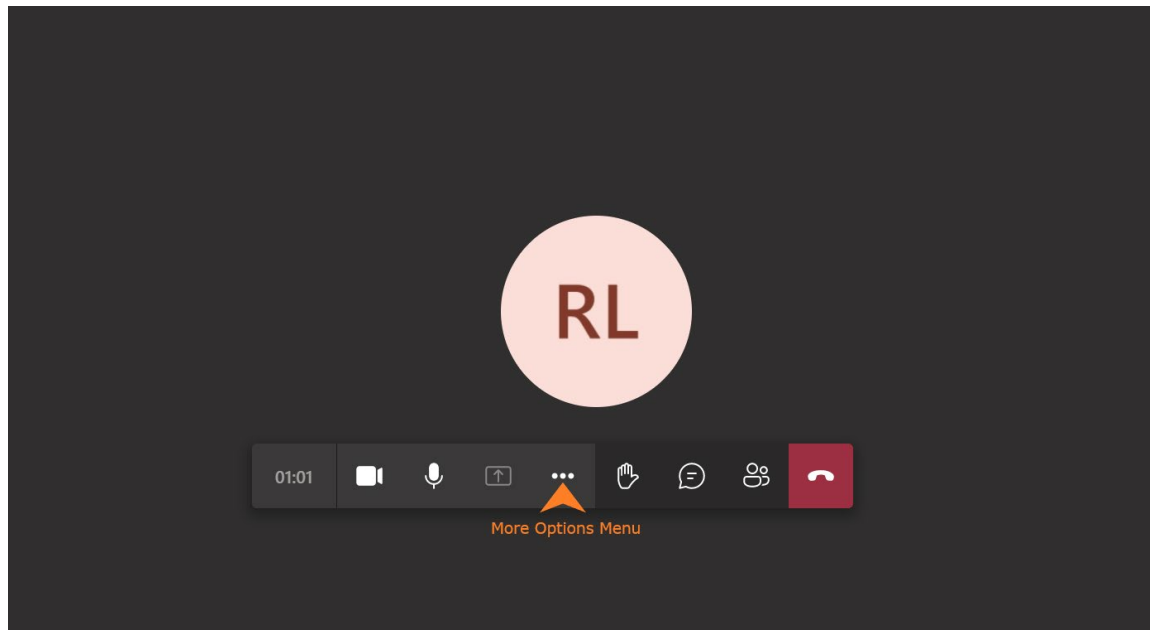


7. If you sign in this is the pre-join screen you will see, again you can choose to join with or without video/mic. This choice can be changed at any point during the meeting.



Please note it is highly recommended that a headset is used for calls, even if you are not speaking, to prevent sound from your speakers or environment feeding back into the call and causing noise disruption or echo.

8. Once ready, click 'Join Now' to enter the call. You will be presented with the screen below. Once others join the call, you will begin to see their webcams (if available) and hear them.

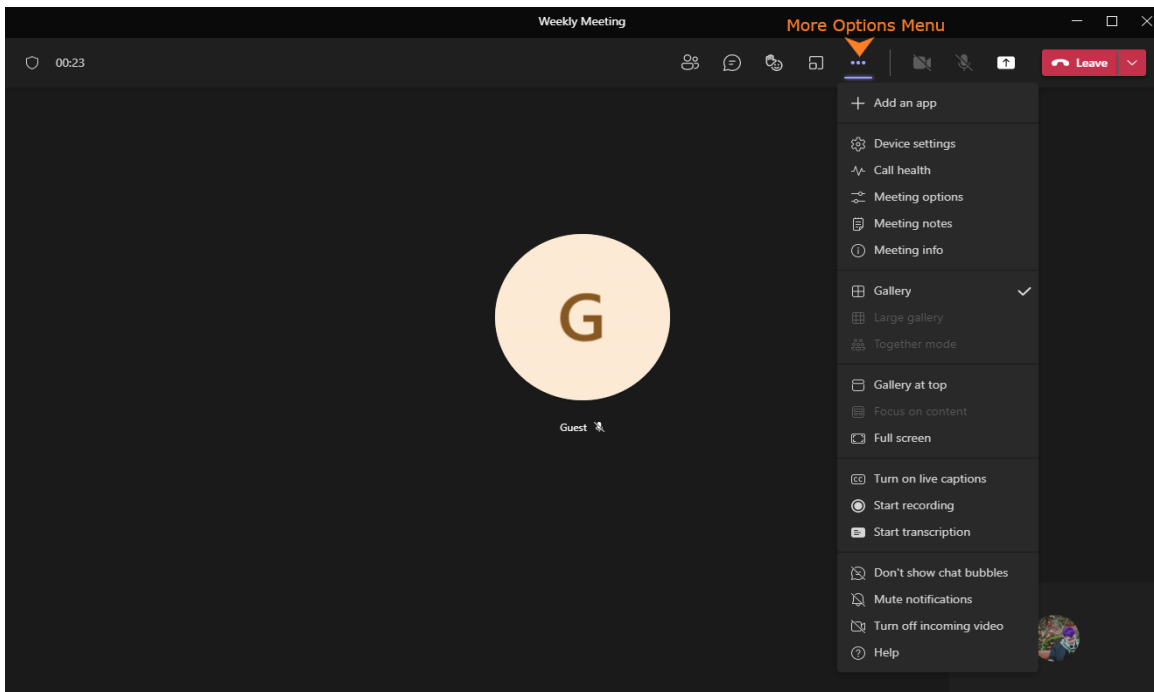


\*View if you are **not logged in** to a Teams account

The menu bar centre bottom of the screen is how you can interact with the call.

From the left:

1. **Duration** of the call – tracks in real time.
2. **Webcam** (currently on, click to switch off)
3. **Microphone** (currently on, click to mute)
4. **Share Screen** – share your desktop screen, a PowerPoint presentation, or another window you have open on your device.
5. **More Options** – the ... icon allows you view a subset of less frequently used buttons, such as device settings.
6. **Raise Hand** - raise your hand during an ongoing call.
7. **Chat** – this will open a chat sidebar where you can type messages to others in the call.
8. **Show Participants** – this button will show a list of the other participants currently in the call.
9. **Hang up** – click this button when the call is finished to exit it.



\*View if you **are logged in** to a Teams account

The menu bar along the top of the screen is how you can interact with the call.

From the left:

1. **Duration** of the call – tracks in real time.
2. **Show Participation** – this button will show a list of the other participants currently in the call.
3. **Chat** – this will open a chat sidebar where you can type messages to others in the call.
4. **Raise Hand** – raise your hand during an ongoing call.
5. **More Options** – the ... icon allows you view a subset of less frequently used buttons, such as device settings.
6. **Webcam** (currently on, click to switch off)
7. **Microphone** (currently on, click to mute)
8. **Share Screen** – share your desktop screen, a PowerPoint presentation, or another window you have open on your device.
9. **Leave/End Meeting** – click this button when the call is finished to exit it.

## Supported Web Browsers

The Teams web-browser application is supported on all browsers for general use. For calls and meetings there are some restrictions:

- Internet Explorer
  - Not Supported
- Microsoft Edge
  - Icon is classic blue 'e'
  - Supported
  - No outgoing sharing
- Microsoft Edge – Chromium
  - Available after 2020, icon is blue & green with a wave shape
  - Fully supported
- Google Chrome
  - Fully supported
- Safari 14+
  - Video meetings – fully supported
  - Sharing – fully supported
- Safari 13.1+
  - Meeting audio – fully supported
  - Video – incoming only
  - Sharing – fully supported
- Safari <13
  - Not supported
- Firefox
  - Not Supported

## Known Web Browser Issues

Teams stops working when joining from Edge or Internet Explorer, resulting in fail to sign in.

Cause: The organisation uses Trusted Sites in Internet Explorer, Teams web-based application is not listed as a trusted site.

Resolution: Have an administrator adjust the Site setting in the Control Panel.