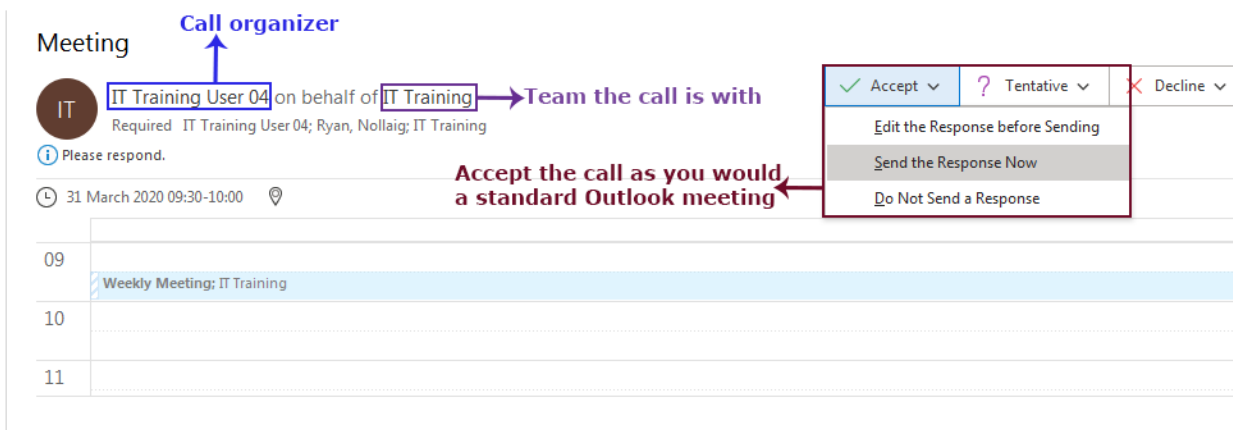


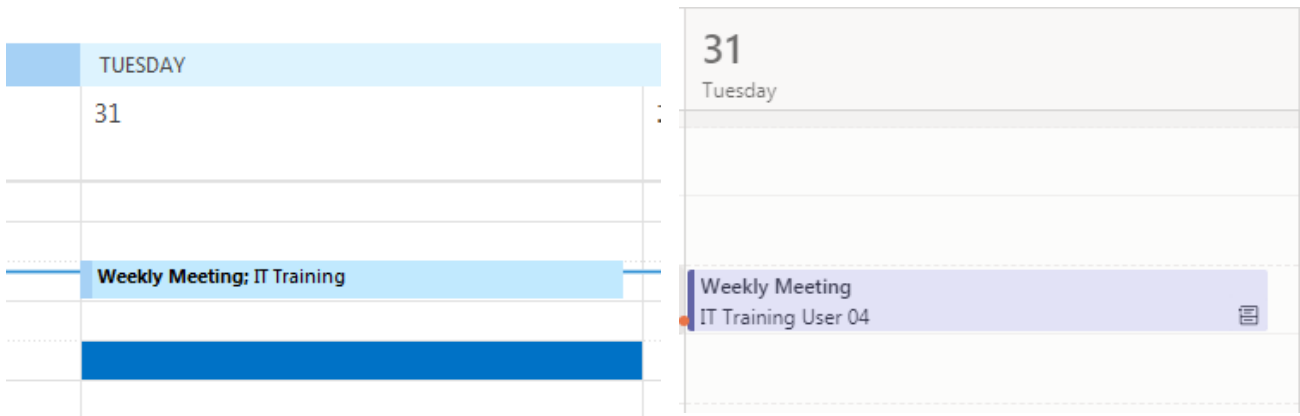
How to Join A Teams Call

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

1. When you are invited to a call on Teams, you will receive an email in your Outlook.



2. When you accept the call, it will be scheduled in your Outlook 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 Outlook Calendar

Meeting in Teams Calendar

3. When the call is scheduled to occur, you can join by clicking the link contained inside the calendar meeting item at the bottom. (either in Outlook or in Teams).

Click the purple link to join.

Accepted on 30/03/2020 09:37.

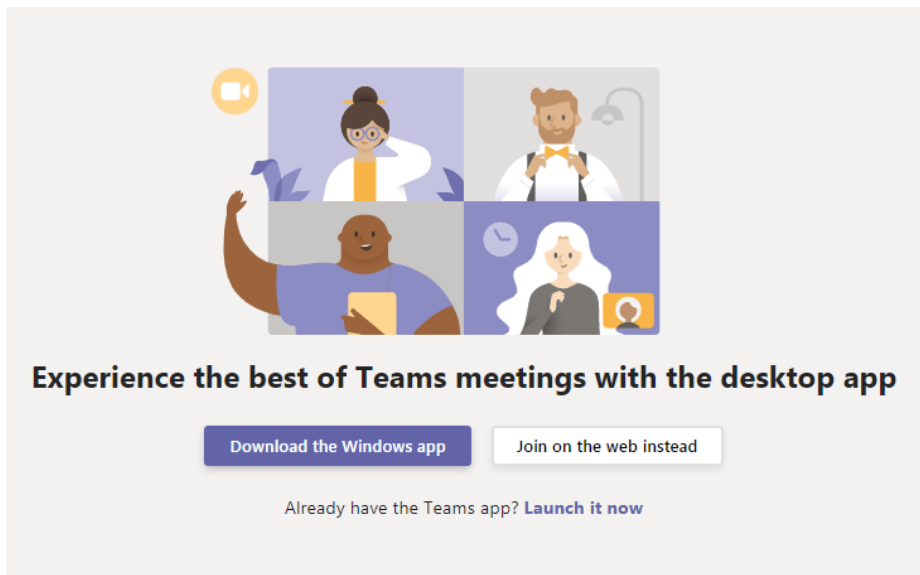
Weekly Meeting

Organizer	IT Training
Time	31 March 2020 09:30-10:00
Location	
Response	✓ Accepted Change Response

[Join Microsoft Teams Meeting](#)

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

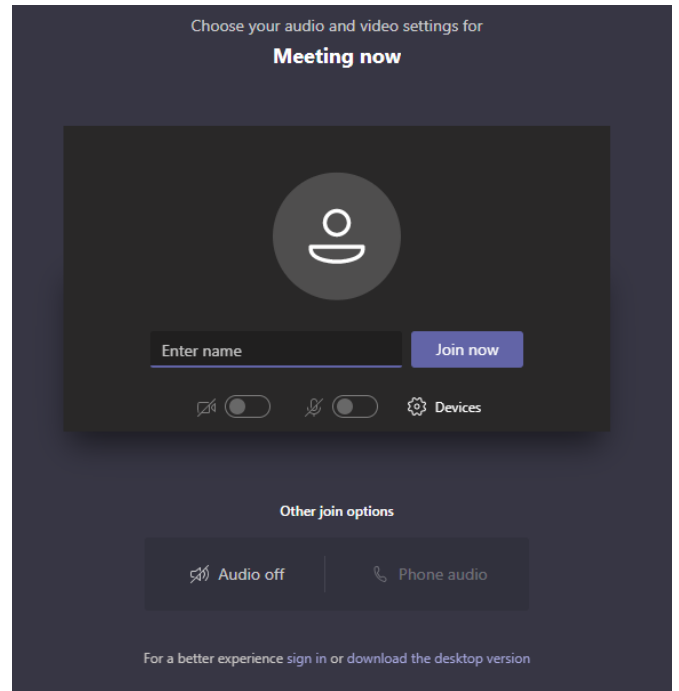
4. If you have **not** used Teams before, or are logged out of Teams, you will see a page similar to this:



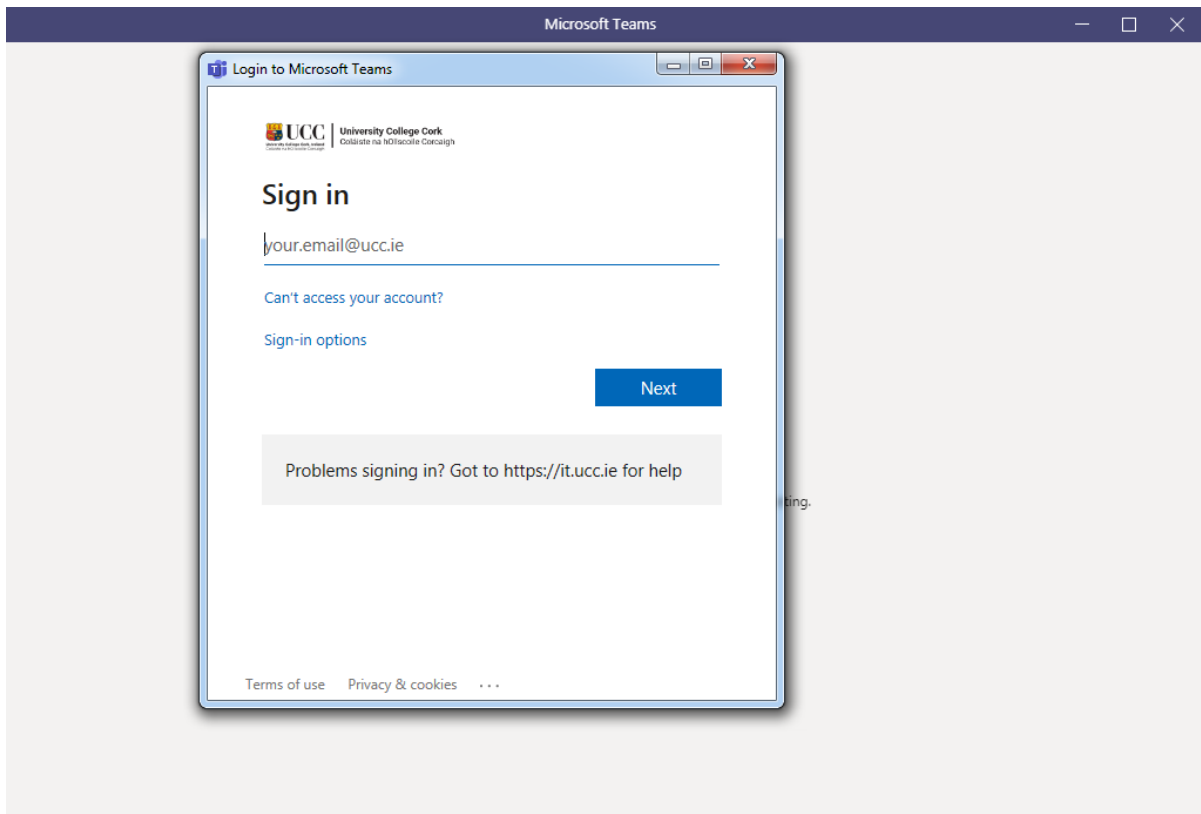
If you have the Teams app already, you can launch it using the purple link at the bottom. Alternatively, decide whether you wish to access Teams by downloading the desktop app, or using the online application in Office365. Either way, you will need to log in with your credentials.

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

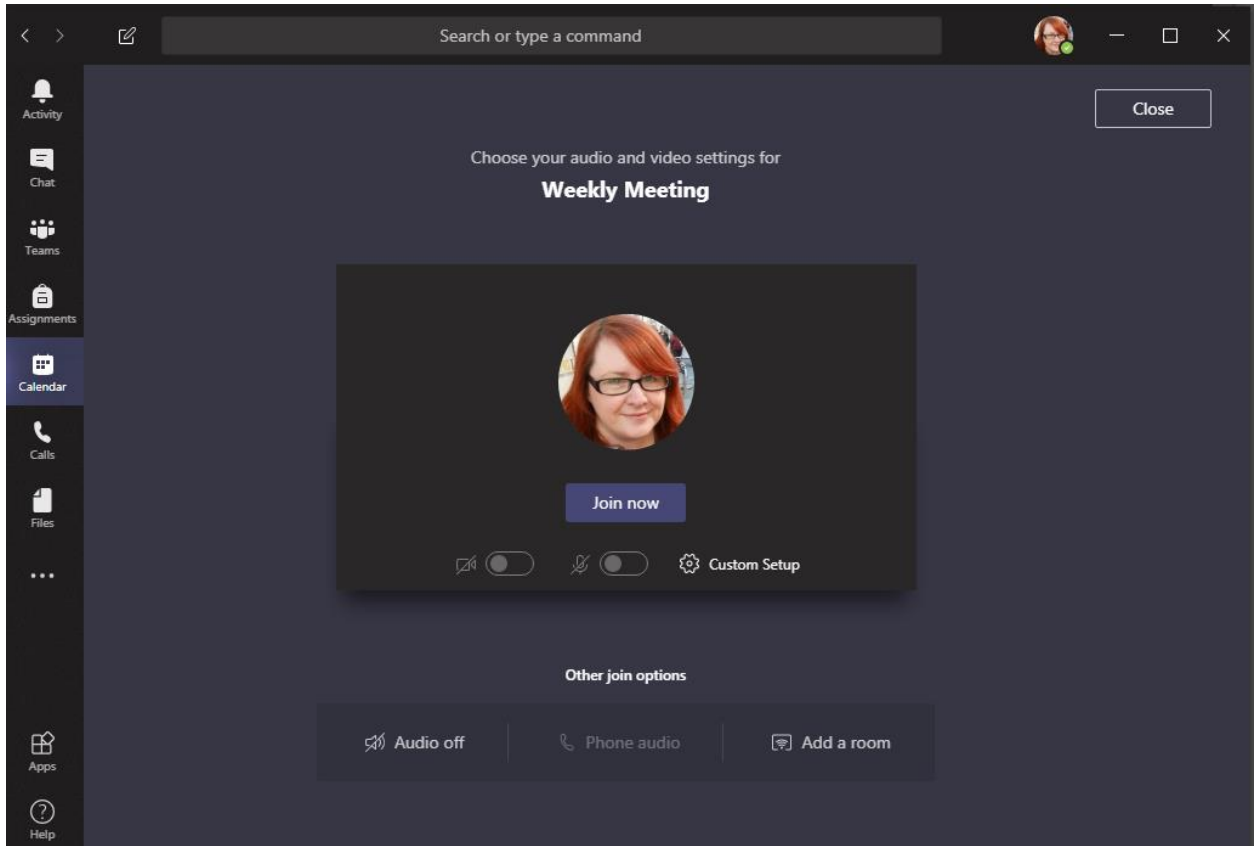
5. This screen asks you to enter a name – but note if you are not signed in, Teams will not recognize you as the individual invited to the call, and you will be required to wait until someone allows you into the meeting. Instead, click the purple 'sign in' link in small text near the bottom.



6. Once you click sign in, you will see this dialog box. Enter your staff @ucc.ie email address, click next, and then enter your computer logon password.

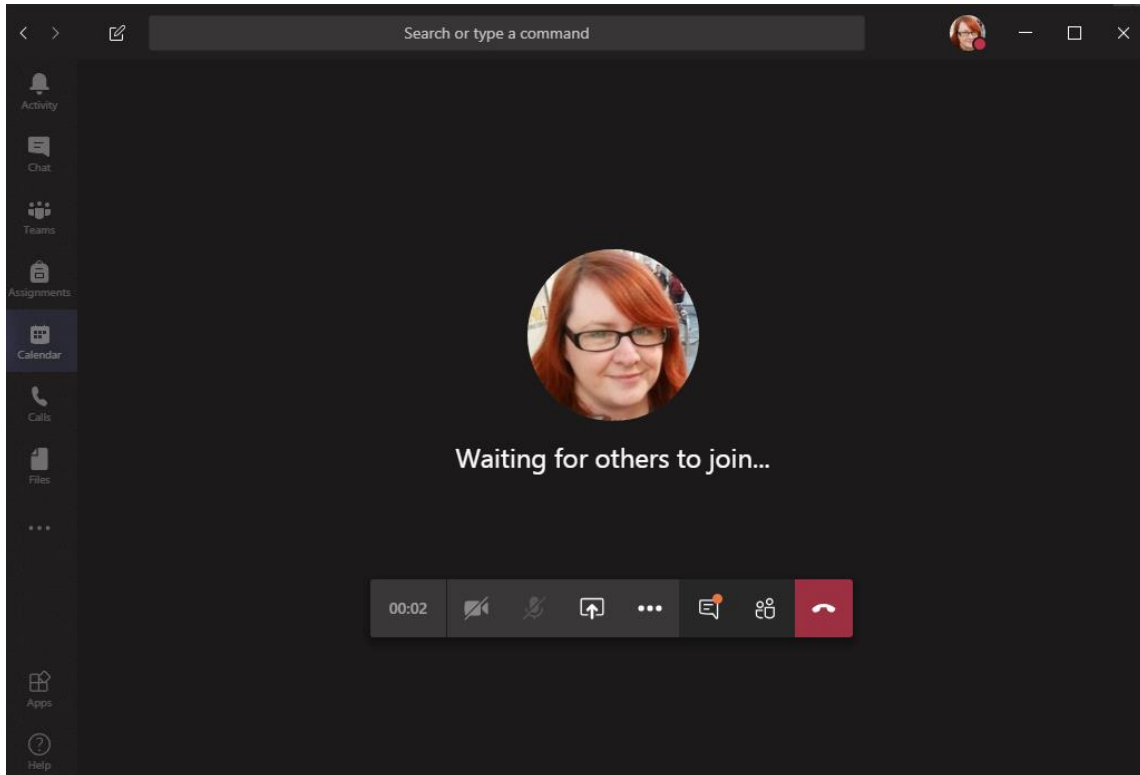


7. At this point, you will be logged into Teams with your staff account, and ready to join the call. This is the pre-join screen, where you can set up your microphone and webcam as necessary for the call. You can also turn your camera or microphone on or off at any time during the call.



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.



The menu bar at the center 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 off, click to switch on)
3. **Microphone** (currently muted, click to turn on).
4. **Share Screen** – share your desktop screen, a powerpoint presentation, or other window you have open on your device.
5. **More Actions** – the ... icon allows you view a subset of less frequently used buttons, such as device settings.
6. **Chat** – this will open a chat sidebar where you can type messages to others in the call.
7. **Show Participants** – this button will show a list of the other participants currently in the call.
8. **Hang up** – click this button when the call is finished to exit it.