

# To Join a Teams Meeting (All)

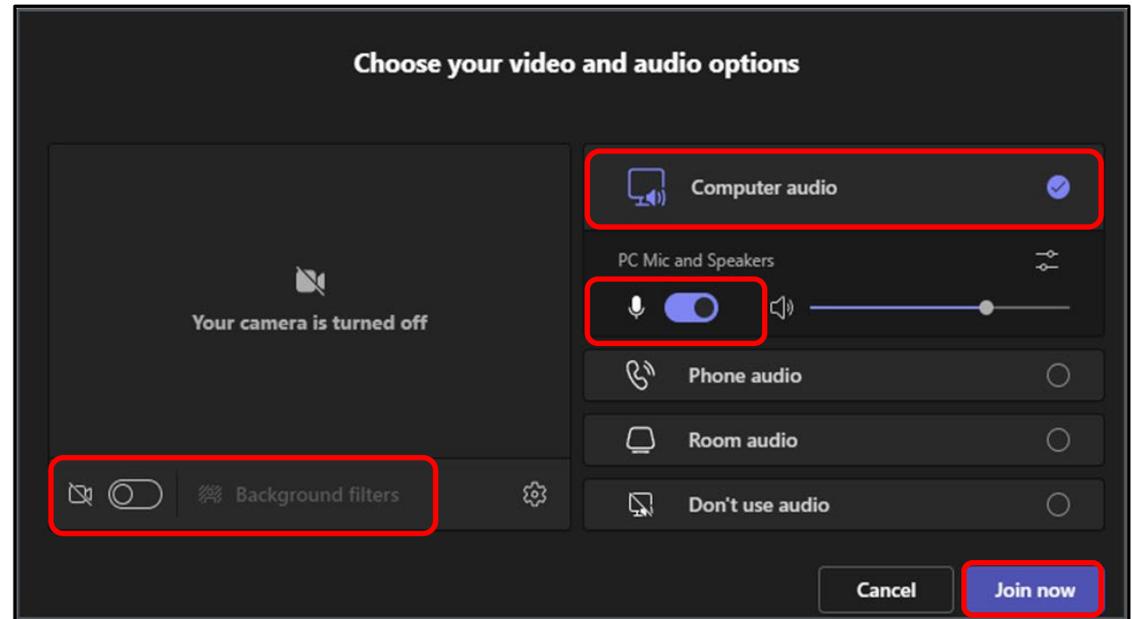


- Launch a MS Edge Web Browser (The instructions below are for a MS Edge Browser; if you use Chrome or Firefox, they'll vary a bit)
- Press CTRL-SHIFT-N to launch a new, In-Private window in MS Edge
- Open the Outlook Meeting request and scroll down as required to find the link titled "Click here to join the meeting"
- **RIGHT-CLICK** on the "Click here to join the meeting" link and select **Copy Hyperlink**
- Navigate back to the MS Edge In-Private window
- Click in the address bar at the top and press CTRL-V to paste the copied URL in the address bar
- Press **ENTER** to open
- If you see a Pop-up titled "This site is trying to open Microsoft Teams", click **CANCEL**
- Click the "Join on the web instead" button at the bottom
- When prompted, enter your name and click the "Join Now" button
- The event Leader will see that you are trying to enter the event and will admit you

# Before Joining a Teams Meeting (ALL)



1. Click **Mic** to turn on/off microphone
2. Click **camera** to turn on/off camera
3. When camera is on, you can select **background settings**
4. Choose your audio option
5. When ready, click **Join now** to join the meeting



# Teams Meeting Controls (ALL)



## Meeting Controls:

1. **Chat:** Utilize to ask questions
2. **People:** See a list of everyone in the meeting
3. **Raise** your “hand” to let people know you want to contribute without interrupting
4. **View:** Customize how you see attendees and content
5. **Share:** Share your screen

