

How to join a Microsoft Teams meeting

Common Questions (click the link to go to that section):

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- [How to use your phone for audio if your computer doesn't have a microphone or speakers](#)
- [Changing your audio/speaker settings if you can't hear anyone speaking, or if they can't hear you](#)
- [How to leave a meeting](#)

How to Join a Microsoft Teams meeting

1. Find the Microsoft Teams information, either in an e-mail or in a calendar invitation. Click on “Click here to join the meeting.”

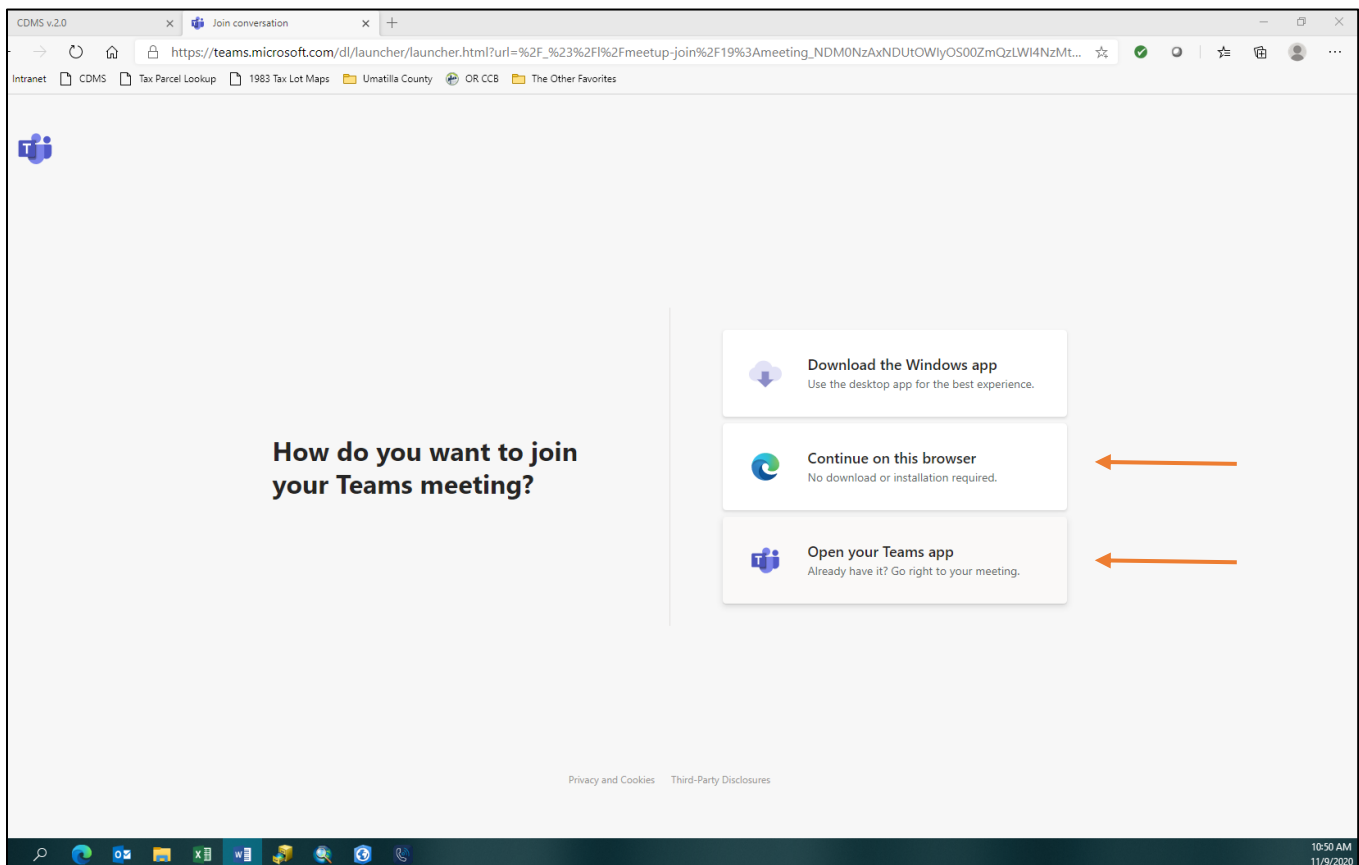
Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

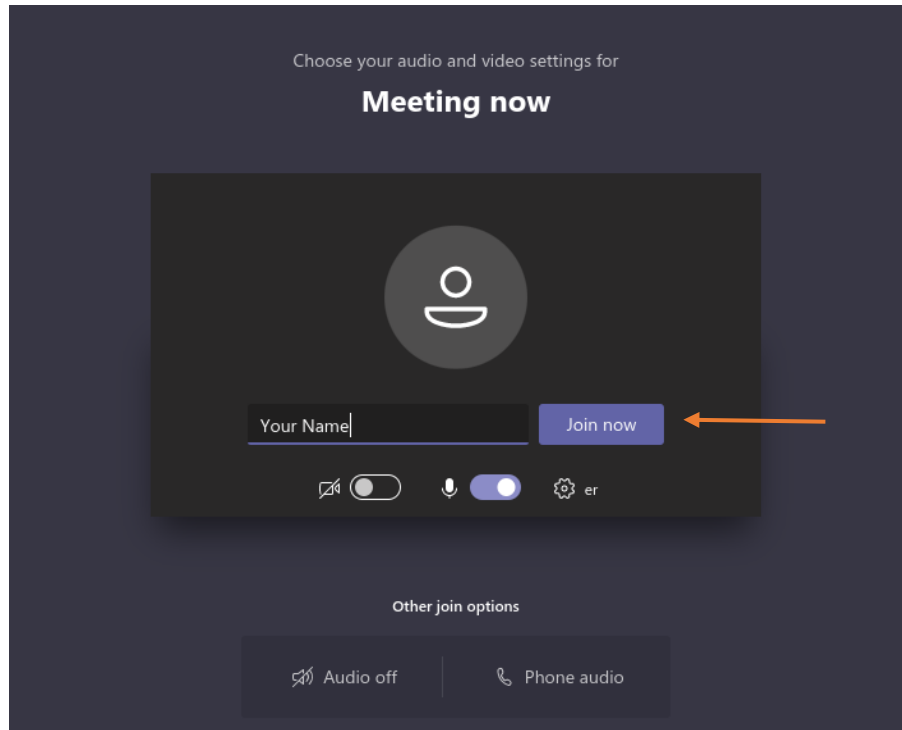
Or call in (audio only)
[+1 321-754-9526,,926359916#](#) United States, Orlando
Phone Conference ID: 926 359 916#
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Help](#) | [Meeting options](#)

2. If you are joining with a link from a public notice or meeting announcement, type or copy/paste the provided link into an internet browser.
3. A browser window will open. You can choose to install and use the Microsoft Teams app, or you can simply join in the browser screen.



4. If joining through an internet browser, Microsoft Teams will ask you for permission to access your camera, speakers, and microphone. Allow that permission.
5. Once Microsoft Teams opens, you should type your name into the box.
6. Click "Join Now".

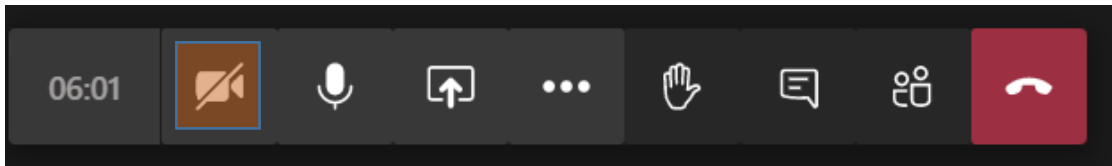


Turning your camera/audio on and off

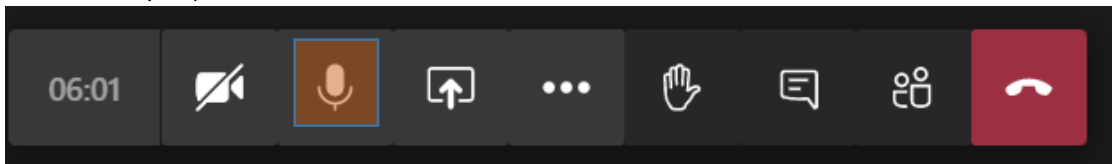
This is useful in several situations, including:

- You don't love being on camera.
- You have background noise that you don't want the entire meeting to hear.

1. To turn your camera on/off, click this button on the toolbar.



2. To turn your audio on/off, click this button on the toolbar.



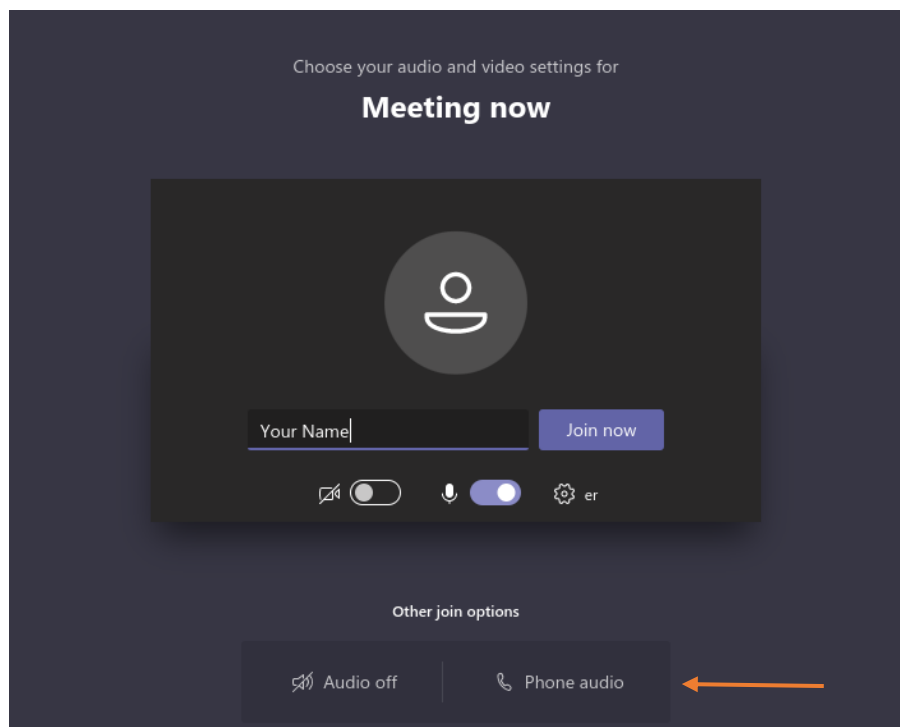
How to use your phone for audio if your computer doesn't have a microphone or speakers

This is useful in several situations, including:

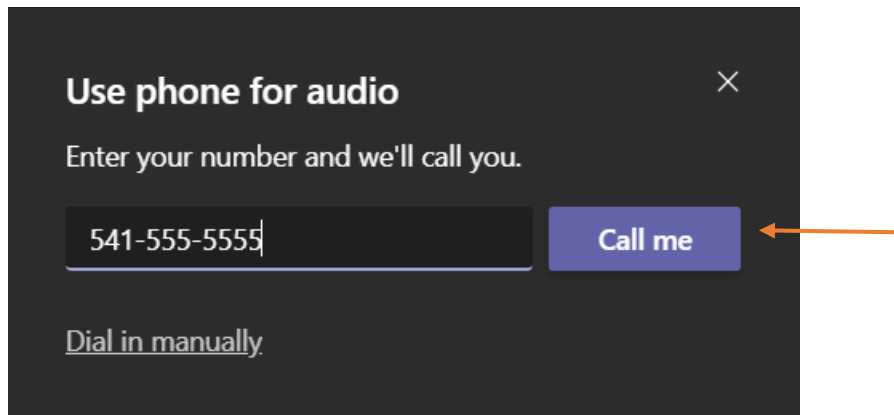
- If you are using a desktop computer that doesn't have a microphone.
- The microphone/speakers on your computer aren't working correctly.
- You just like having good quality audio.

1. Complete steps 1-4 from the above section.

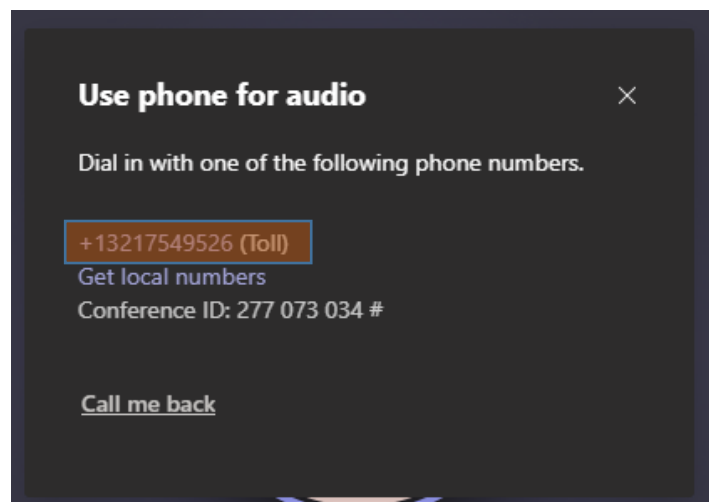
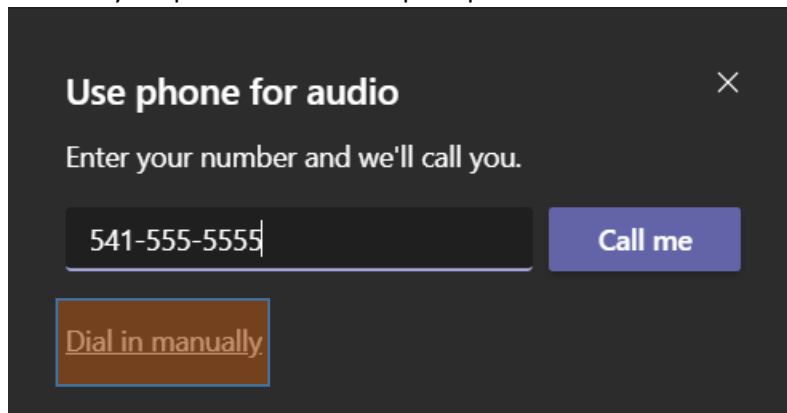
2. Rather than click "Join Meeting", click the "Phone audio" button below. This will cause you to join the meeting.



3. On the “Use phone for audio” screen that pops up, enter your phone number, and hit “Call me.”

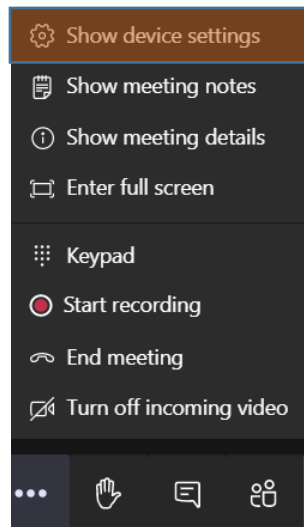
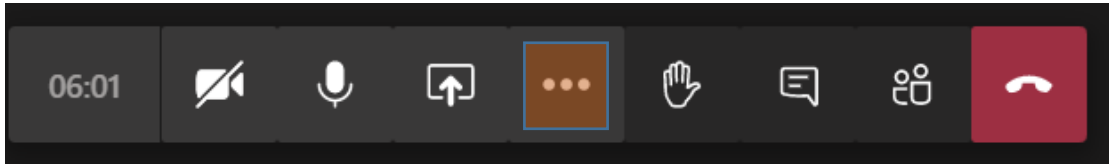


4. Microsoft Teams should call you on the phone. Pick up the call, and enjoy your meeting! Sometimes the call takes up to a minute to come through, so be patient.
- To reduce noise and feedback, make sure the sound on your computers is OFF. And make sure to mute yourself from your phone when you're not talking.
5. If this doesn't work, you can also join the call manually. In this case, call the “Dial in manually” option on the screen, and call the number given from your phone. Follow the prompts on the call to enter the Conference ID.

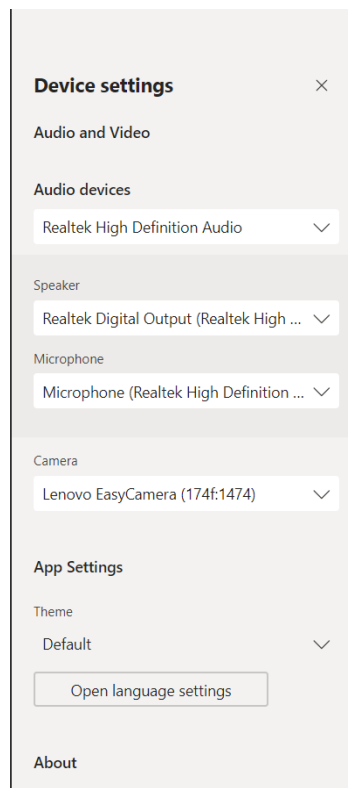


Changing your audio/speaker settings if you can't hear anyone speaking, or if they can't hear you

1. Click the icon featuring three dots ("more options") on the toolbar in the upper left hand portion of the screen. Select "Device settings".



2. Select the correct speaker and/or microphone from the drop-down menus. This may require some trial and error until you've got the correct one selected. Any changes to the settings are applied and save automatically.



How to leave a meeting

1. Click the red “hang up” button.

