

How To Access a Teams Meeting



Step 1 - Receiving a Microsoft Teams invite to join an online meeting / event

You will have received an email invite to join an online meeting or event in Teams. Open this email and click on 'Join the meeting now', this contains a link that will take you to Teams.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

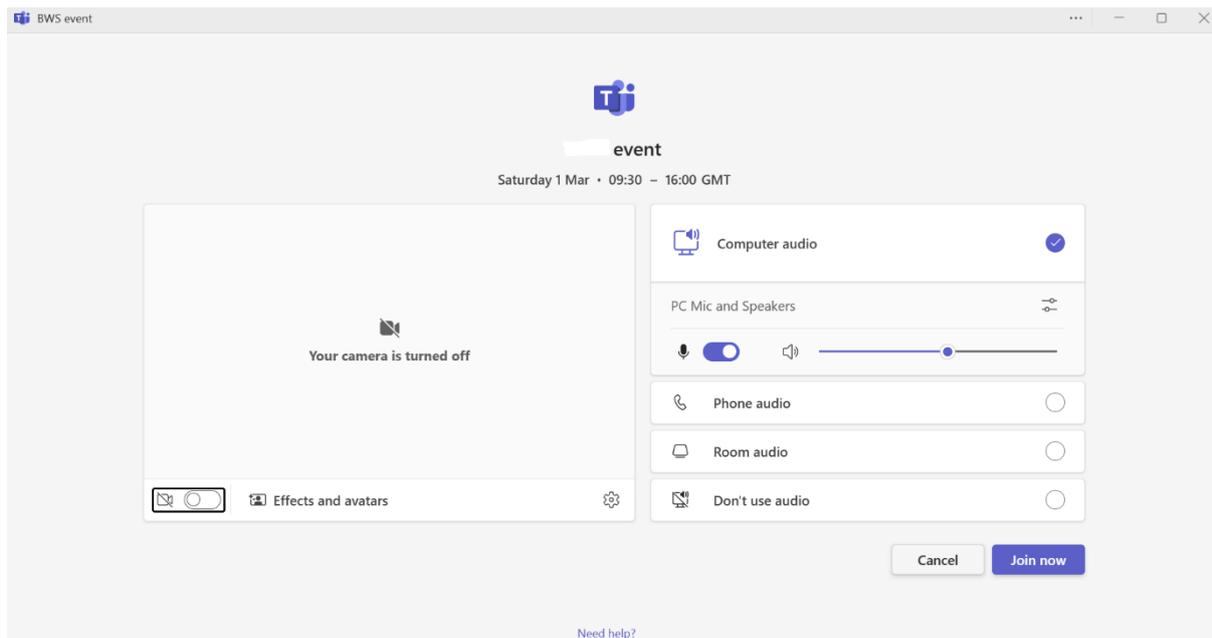
Meeting ID: [REDACTED]

Passcode: [REDACTED]

If you are using a smart phone the Teams app must be used. To get the app you must go to the App Store on your phone. Type Microsoft Teams into the search bar and then download the app. To get the app on an android phone you will follow the same process, but you need to tap on the Google Play Store to search for apps.

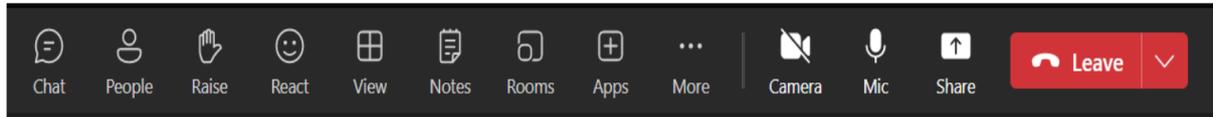
Step 2 – How to use Microsoft Teams

Once you have clicked to join the meeting you will be taken to the following screen:



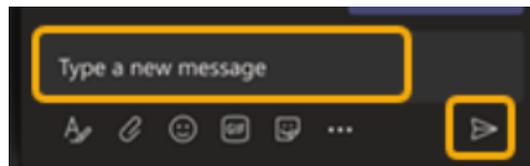
You can change your settings for the meeting so that your camera and microphone are on / off. This is useful if, for example, you are listening at a meeting and don't need to participate. Click on the blue 'Join now' button at the bottom right corner.

You will now be in the Teams meeting and you will see the following icons at the top of the screen.

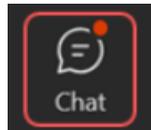


You are most likely to need the following icons:

Chat – this is where you can type any questions that you may have. To access chat, click once on the chat button. This will open the meeting chat window on the right-hand side of your screen. Write your message in the text box at the bottom of the screen and once you are finished click on the send button, highlighted in the picture below.



If the chat icon appears with a red dot, as shown in the picture below, it means that someone in the meeting has posted a message. Click on the chat icon to access messages.



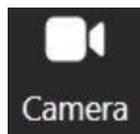
People – a number will appear beside this icon to indicate how many people have joined the meeting. You can also see who is participating by clicking on the people icon. If the other participants' cameras are on, then an image of them should appear in a box on screen, along with their name. If your camera is switched off then a blank box, containing only your name, will appear.



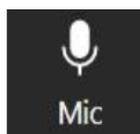
Raise – click this icon to raise your hand and highlight that you wish to speak. This is useful if you have a question but don't want to interrupt the flow of the meeting. The presenter will see that your hand is raised and will get to you when they are able. Click on the Raise button again to take your hand down.



Camera – if the camera appears with a line through it (as shown in the picture above), this means that you do not have your camera switched on, so no one will be able to see you on the call. To change this to allow others to see you on screen, click on the camera icon and the camera icon will no longer appear with a line through it. Sometimes, you may be asked to ensure that your camera is switched off to help improve the call quality. Click on the camera icon once again to switch it off and the camera icon will once again appear with a line through it.



Mic - a mic with a line through it indicates that you are on mute, and no one will be able to hear you on the call, but you will still be able to hear the meeting. To change this, click once on the mic icon, others will now be able to hear you. Click on the mic icon again to switch the mic off and the icon should now appear once again with a line through it to indicate that you are back on mute.



Leave – to leave the meeting before it has finished, click on the red leave button.

