

More About Microsoft Teams

For Virtual Meeting Attendees

Due to the technology requirements of our June venue, virtual attendees will log on using Microsoft Teams.



From a Desktop

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join. If you have never used Teams, please test this prior to the day of the event or early on the day of.

Go to the meeting invite and select [Click here to join the meeting](#).

That'll open a web page, where you'll see two choices: Continue on this browser and Join on the Teams app. You don't need to install the Teams app to join the meeting.

If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. When you select Allow, you can always turn off your mic and/or video once you join the meeting.

When you're ready, Enter name & select Join now.

Microsoft Teams meeting

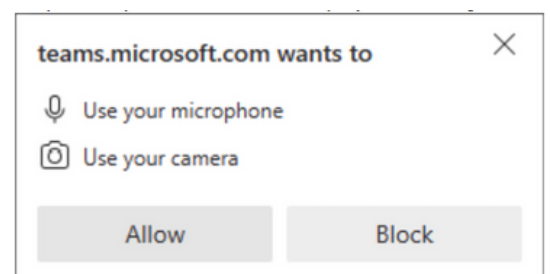
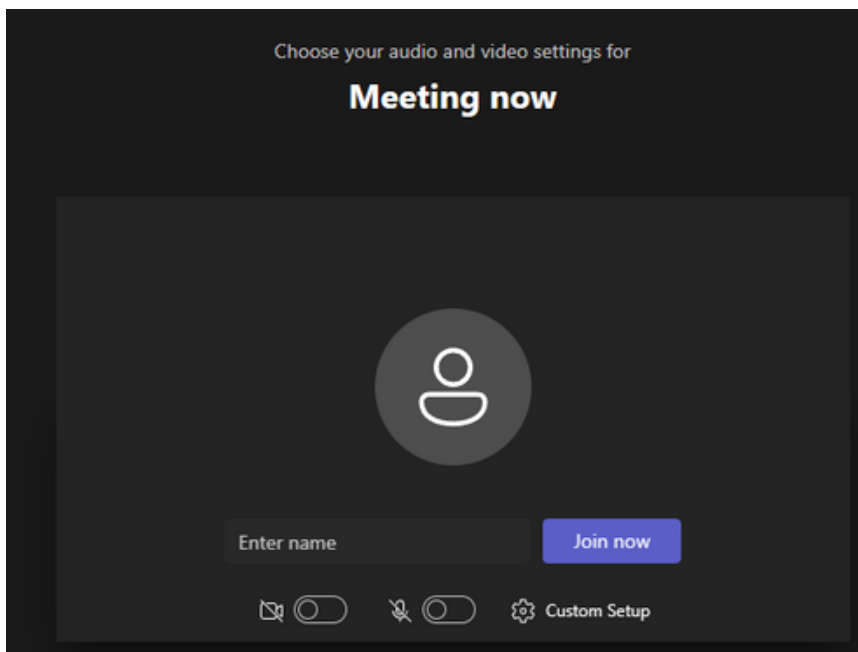
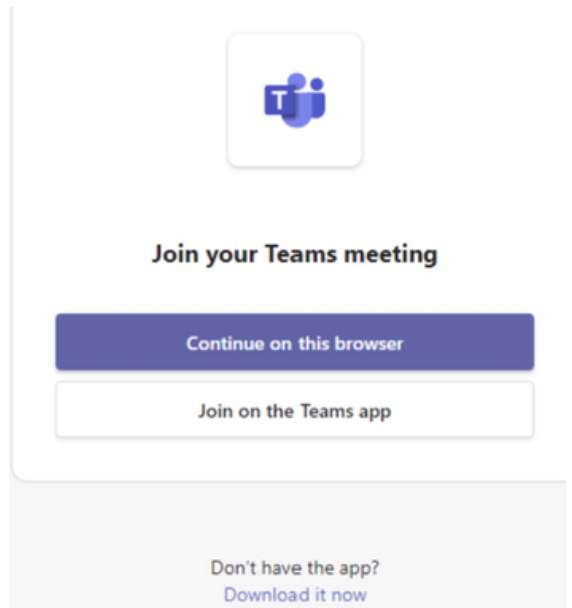
Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID:

Passcode:

[Download Teams](#) | [Join on the web](#)

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



Settings

1 Camera

If you turn on your camera you may notice the icon below. This is to enable background effects.

2 Background filters

If you want to change what appears behind you in your video, you can either [blur your background](#) or replace it entirely with any image you want.

3 Device settings

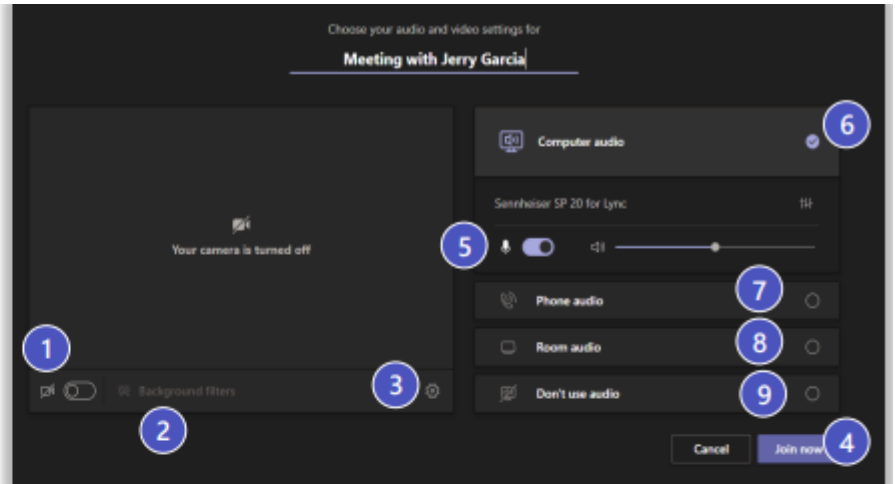
Select audio device and camera settings to make adjustments to your audio or camera source.

4 Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

5 Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



**Settings will default based on last Teams meeting.

Other Join Options

6 Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

7 Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

- "Call me" option if available
- Information to dial in manually

8 Room Audio

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

9 Don't Use Audio

Join muted to avoid causing audio disruption.

From a Mobile Device

To join the meeting the participant can select:

- Option A: Join Online Now link listed in the email or
- Option B: Join button listed in their calendar.

If the participant does not have the Teams mobile app, they will be directed to a screen to download the app.

Next the participant will see the following screen. To join the meeting, select the Join Now icon. The participant has the following selection options prior to joining the meeting.

A. Join now – Select to join the meeting with current meeting options

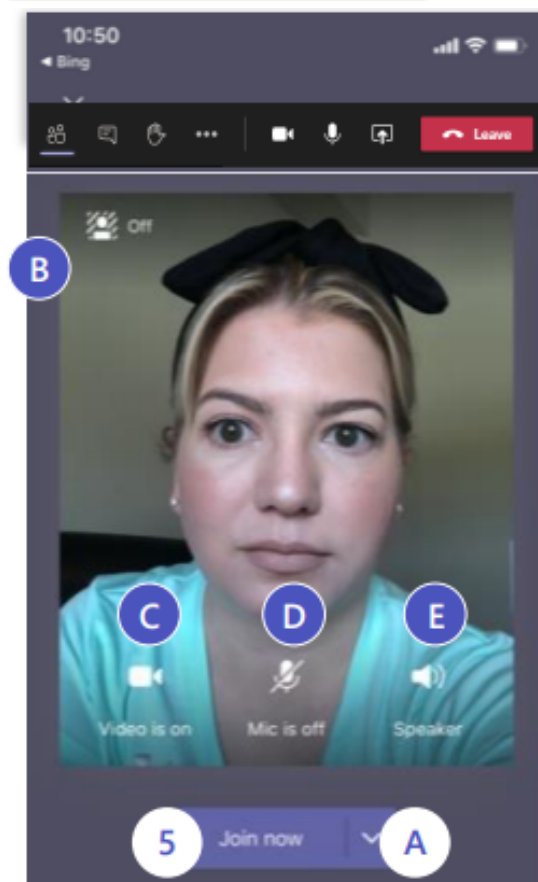
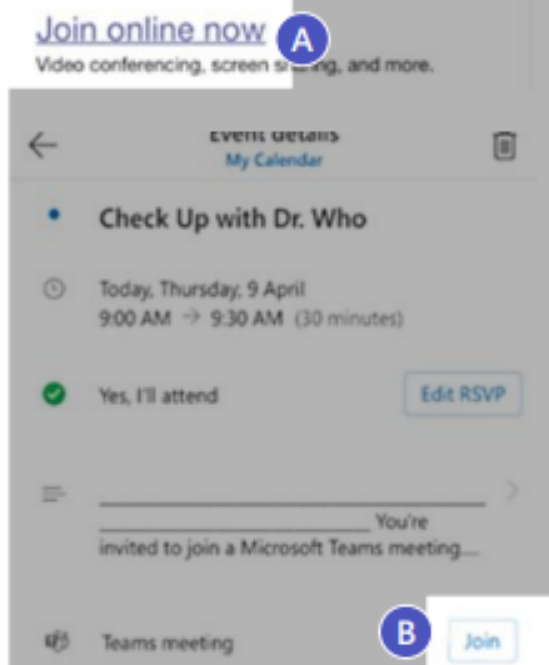
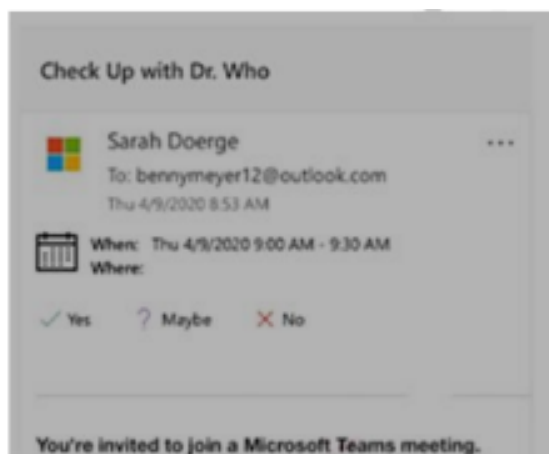
B. Blurred background – Select this option to blur the background of your video call

C. Camera – Select this to turn your camera on or off

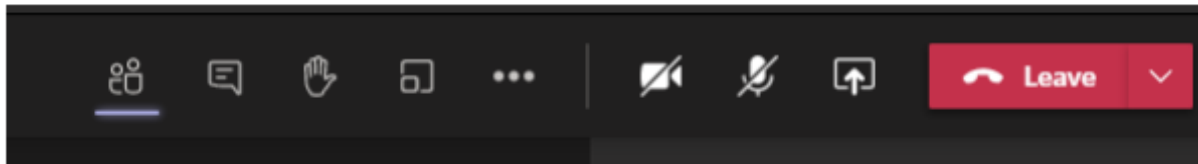
D. Microphone – Select this button to turn your microphone on or off. If it's off, others will not be able to hear you










E. Speaker – Turn your speakers on in order to hear the conversation

To leave the meeting, select the Red Phone icon listed in the user bar.



Options available in a meeting



 Turn camera on/off	 Show meeting chat
 Mute/unmute sound	 Show participants
 Share screen: Options include desktop, window, specific application	 Hang up/leave meeting
 More actions	 Raise your hand
 Breakout Rooms (preview)	

For more details on Share Screen and More Actions, refer to the next slides