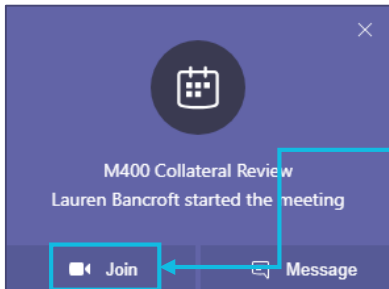
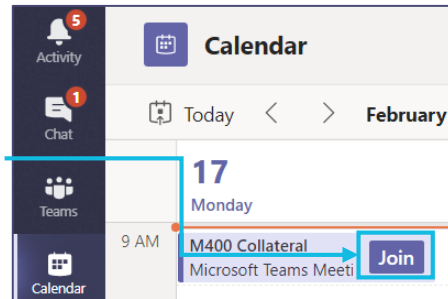


Microsoft Teams Virtual Meetings



1. Joining Meetings from the Teams Desktop App

Option 1: Five minutes prior to the meeting start time, you'll see a **Join** button appear within the appointment in the Teams calendar tab. This is the recommended way to join. You can also open the appointment to view further details and use the Join button from there to join.



Option 2: **Join** via the "meeting started" notification." This is a reminder pop-up that appears in the lower right-hand corner of your screen when a meeting has been started by another person.

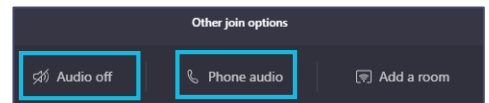
NOTE: If you need to join a Teams meeting from a browser, use **Google Chrome** for the best experience.

2. Choosing an Audio Option

Next, you'll choose your audio and video settings. If you have a USB headset/speaker and good internet connection, then click on **Join Now**, to enter the meeting with PC audio.



If you do not have a USB audio device or your internet connection is not reliable, use the **Other join options**:



- Click **Phone audio** to have the meeting call you or dial in manually. If you dial in, please **DO NOT** click on Join Now.
- Click **Audio off** when meeting audio is already provided by another source such as in a conference room.

The Teams Meeting Interface

Click on the "show conversation" icon to view meeting activity and chats. Work with formatting, send messages with high importance, attach files, and insert emojis.

Teams meetings **controls** include the:

- **Time counter** to view meeting duration
- **Video icon** to enable your webcam during the meeting
- **Mic icon** to mute or unmute yourself
- **Ellipses** - this is where you'll access more actions.
- **Chat** and **participant** icons
- **Hang up icon** (leave meeting)

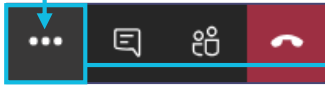
Click on the **participant icon** to view attendees, others invited and their responses, and invite others to the meeting.

You can also **Mute all** participants in the meeting.

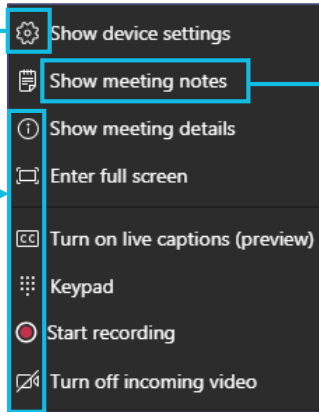


More Actions in Teams Meeting

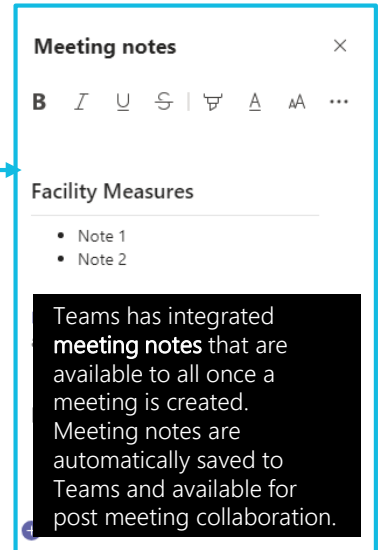
More Actions are accessed by clicking on the ellipses in the meeting controls.



Device settings allow you to configure audio, speaker and camera devices and **private viewing** of shared presentations.

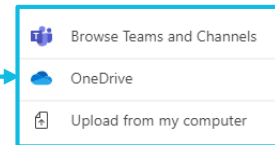
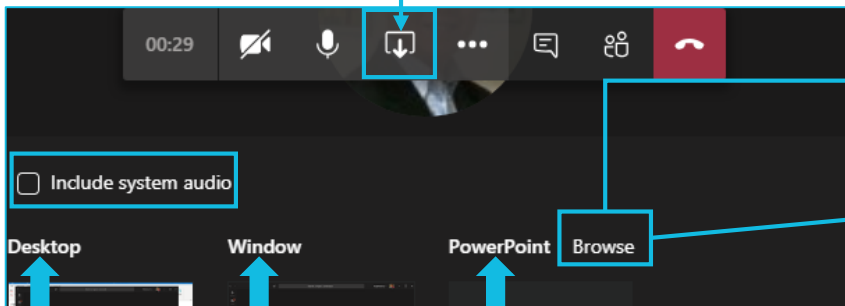


- View **meeting details** to access meeting dial-in, conference ID and other join info.
- **Enter full screen** to get a better view of shared content when someone is presenting.
- **Start recording** (these automatically save to Microsoft Stream).
- **Turn off incoming video** from participants joining with a webcam to improve meeting audio and shared content performance.



Sharing Content

You can **share content** in Teams meetings via the **share icon**.



Browse allows you to locate a specific presentation from Teams and Channels, OneDrive, or your computer.

You can share your **desktop**, a specific **window**, or a **PowerPoint** presentation. Teams also allows you to **include system audio** when sharing a video via your **desktop**, giving you the ability to stream video audio that all meeting participants can hear.

When sharing your desktop or a specific window, you'll notice a small window appear in the lower right-hand corner of your screen. This is the **active speaker** window. You can view the meeting title, time counter, and meeting controls. To give your attendees a full screen view, you can simply minimize this window.

You can also click on it to access your Teams desktop app as it is minimized when you share your desktop in a meeting.

