How to Use Microsoft Teams

Accessing Microsoft Teams

Download Microsoft Teams [at this link](#).

Access Microsoft Teams in a browser [at this link](#).

Download Microsoft Teams on your mobile device through the iPhone App Store or Google Play.

How to Join a Meeting on Microsoft Teams

There are two common ways you might join a meeting in Teams:
- Join by phone
- Join by link

Your instructor might post in an announcement or in the module the following information:

Join Microsoft Teams Meeting

[+1 813-694-2079](#)   United States, Tampa (Toll)
Conference ID: 105 179 905#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#)

Join by Phone

If you do not have reliable Internet access, you may want to join by phone.

Dial the phone number listed on the link:

Join Microsoft Teams Meeting

[+1 813-694-2079](#)   United States, Tampa (Toll)
Conference ID: 105 179 905#

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Once the phone connects, you will be prompted to enter the conference ID, followed by the pound sign. You will enter what is listed on the link:

[Join Microsoft Teams Meeting](#)
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Conference ID: **105 179 905#**
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You will then be asked if you are the conference organizer to press star. You are not, so you will wait.

At this point, you are in the "waiting room" of the meeting, waiting for the instructor to let you into the meeting.

If you are waiting past the time the meeting was scheduled to begin, consider emailing the instructor to let them know that you are present, but need to be let into the meeting.

Join by Link

To join the meeting by link, you will select the top hyperlink called "Join Microsoft Teams Meeting":

[Join Microsoft Teams Meeting](#)
[+1 813-694-2079](#)   United States, Tampa (Toll)
Conference ID: 105 179 905#
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#)
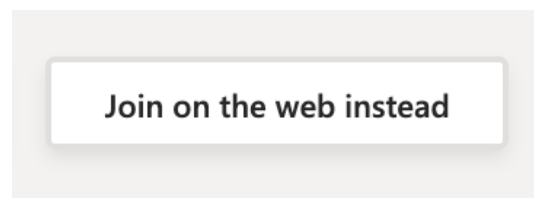
Using a Browser

If you have not already downloaded the Microsoft Teams app, a browser window will open.

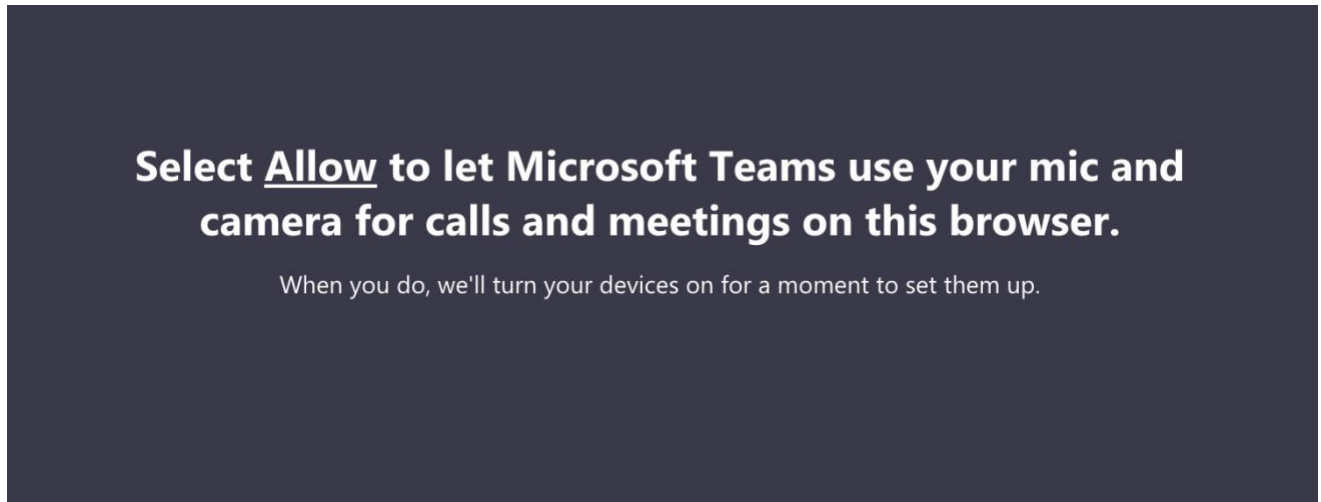Experience the best of Teams meetings with the desktop app
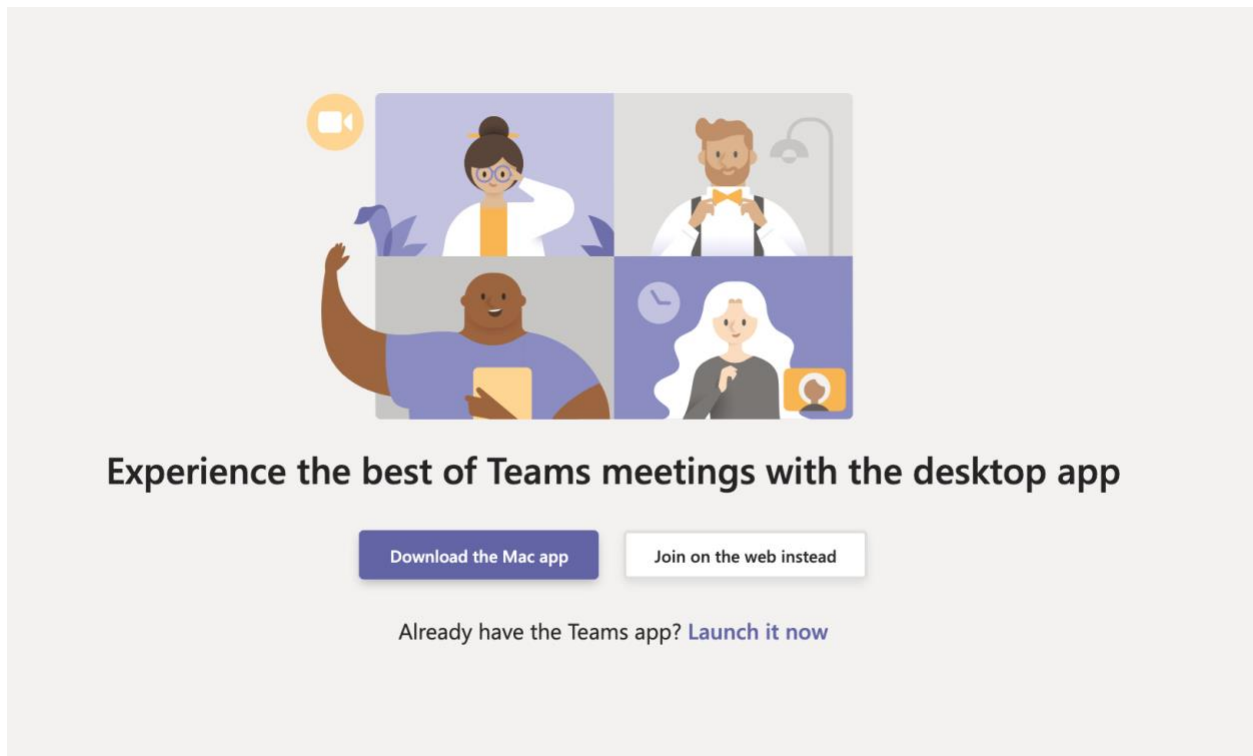
You can choose to download the app, which is the purple button (depending on your system, it will prompt you to "Download the Mac app" or "Download the Windows app."):
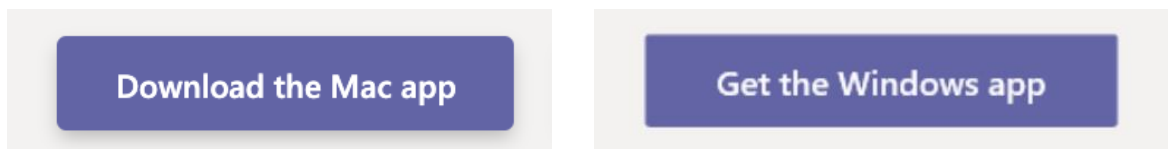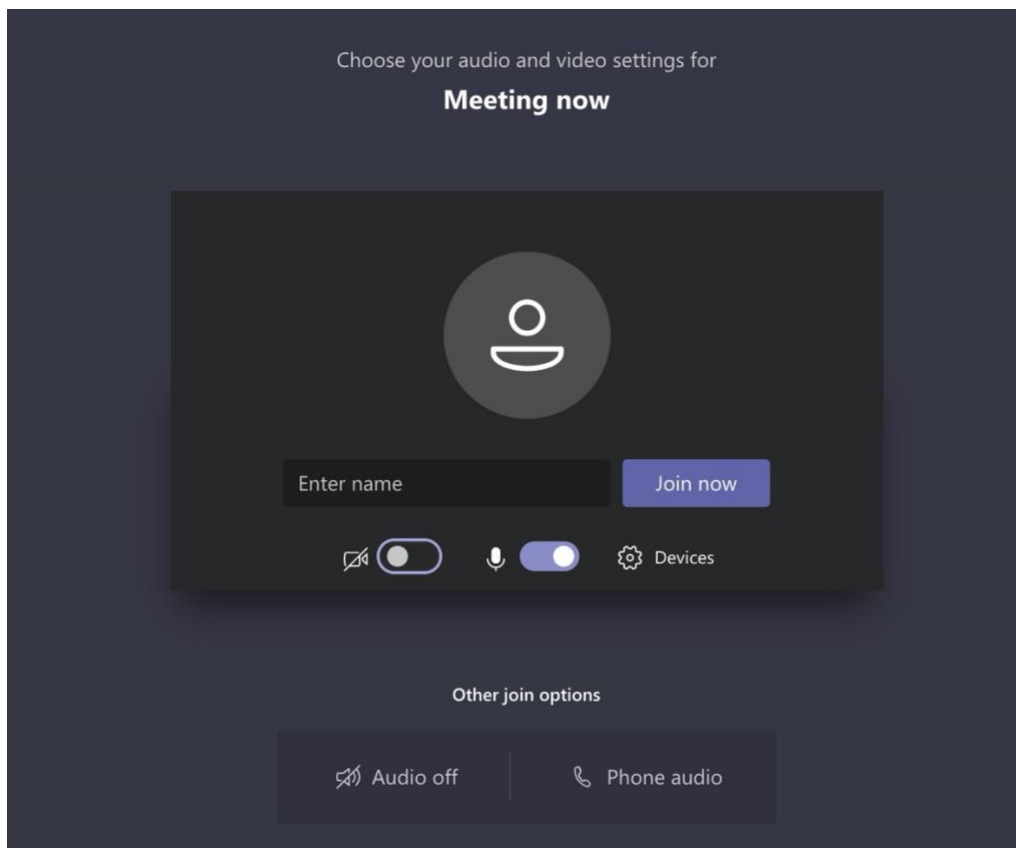

Or you can choose to "join on the web instead":

If you decide to join on the web, this page will appear:

Select <u>Allow</u> to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

Click "allow" in the text to use your microphone and camera for the call.

On the next screen, you will decide what tools to activate for the meeting, as well as enter your name:

Choose your audio and video settings for
Meeting now

Enter name   Join now

Devices

Other join options

Audio off   Phone audio

You can choose to have your camera on or off by clicking the button next to the camera icon. The below icon shows that the camera is turned on:

Similarly, choose whether or not the microphone is off by selecting the button next to the microphone icon. The below icon shows that the microphone is turned on:
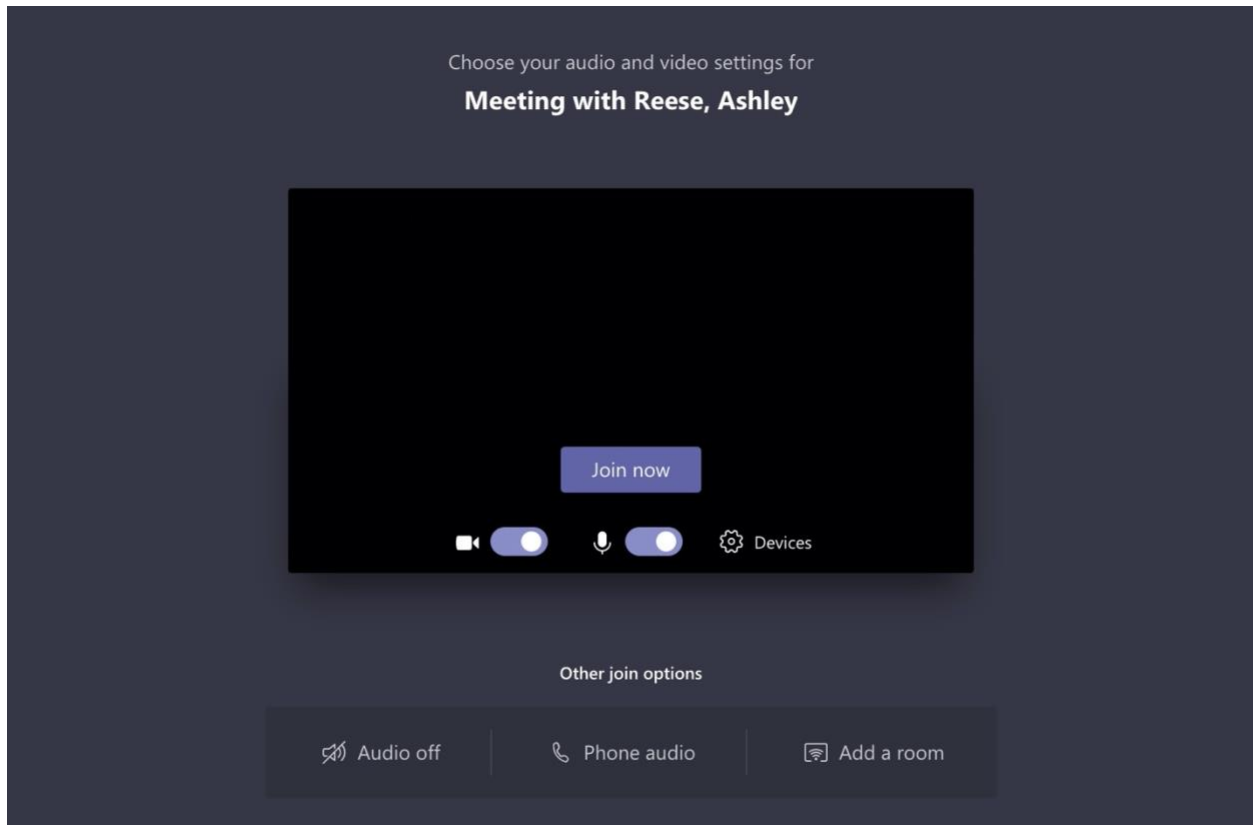

Please note: you will be able to alter these settings once you are in the meeting. If you don't want to have your microphone on now, but later your instructor asks for verbal replies, you will be able to turn your microphone on.

Once these settings are complete, type in your name and click on the "join now" button:
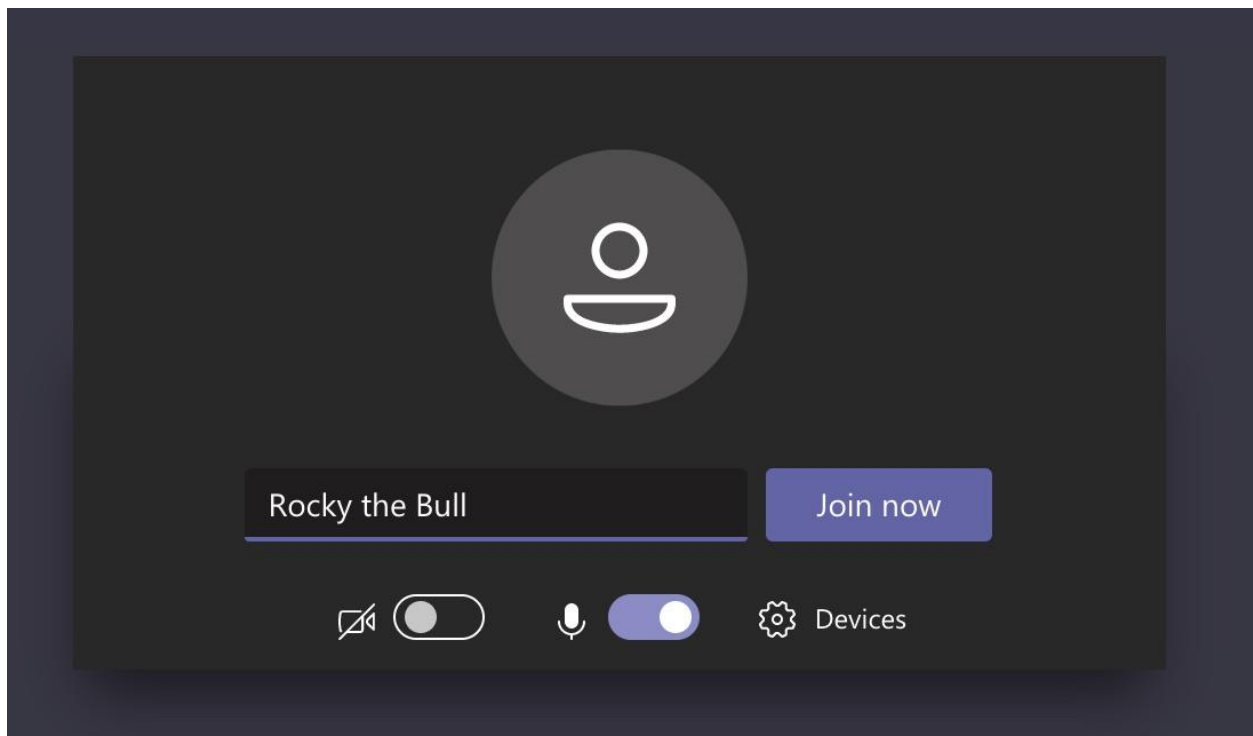
Using the Desktop or Laptop App

When you open the app, you will decide what tools to activate for the meeting:

You can choose to have your camera on or off by clicking the button next to the camera icon. The below icon shows that the camera is turned on:
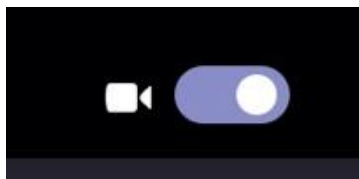
Similarly, choose whether or not the microphone is off by selecting the button next to the microphone icon. The below icon shows that the microphone is turned on:
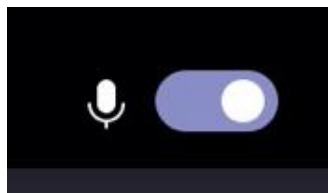
You will be able to change these settings once you are in the meeting. If you don't want to have your microphone on now, but later your instructor asks for verbal replies, you will be able to turn your microphone on.

Once these settings are complete, choose the "join now" button:
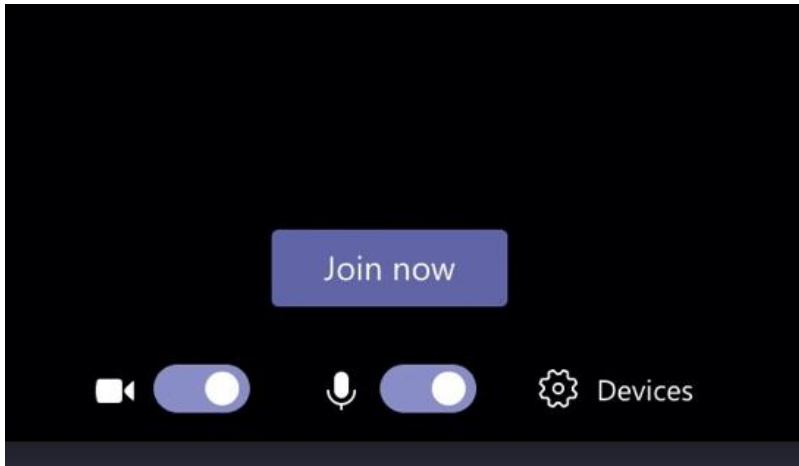
Using Your Cell Phone App

Clicking on the invitation link (see below) will launch the app on your phone:

+1 813-694-2079   United States, Tampa (Toll)
Conference ID: 105 179 905#
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In the app, you will be given the option to turn the video and microphone on. Click on the individual icons to do so. Then select "join now."
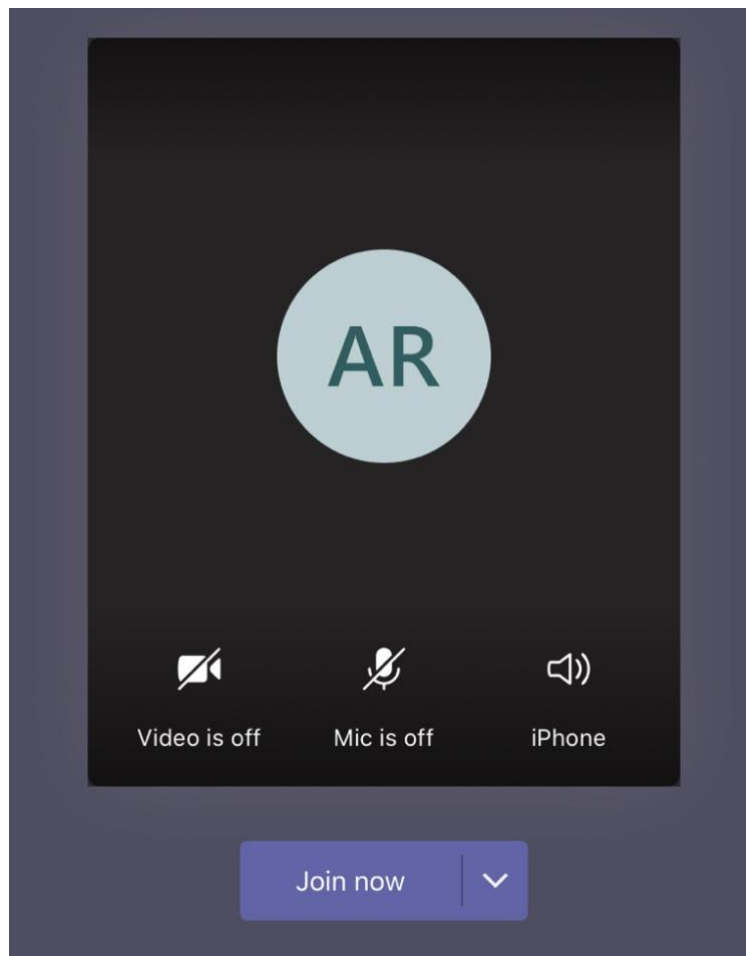
In the Meeting

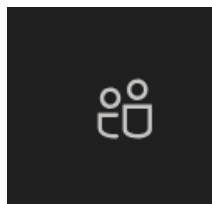Once you enter the meeting, you should see either the instructor or the screen the instructor is sharing.

A toolbar is at the top of the screen:

The number listed shows the session's duration so far:
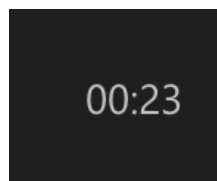
The people icon allows you to see what participants are present. When you click on this icon, a list of participants appears on the right-hand side of the screen.
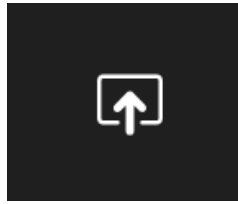

The camera icon is where you can turn the camera on or off. Currently it is on:
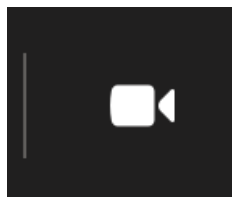

The microphone icon is where you can turn my microphone on or off. Currently it is on:
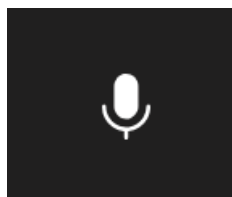
The box with the arrow allows you to share your computer screen with everyone in the meeting:


Clicking on the ellipses provides "more actions," including the device settings, apply background effects, and turn on closed captions. Depending on the meeting settings, "start recording" may appear grayed out and unavailable. If numerous participants have their cameras on, you may be able to turn on "together mode" in the "more actions" menu. This mode shows everyone with cameras turned on "sitting" in auditorium seats.
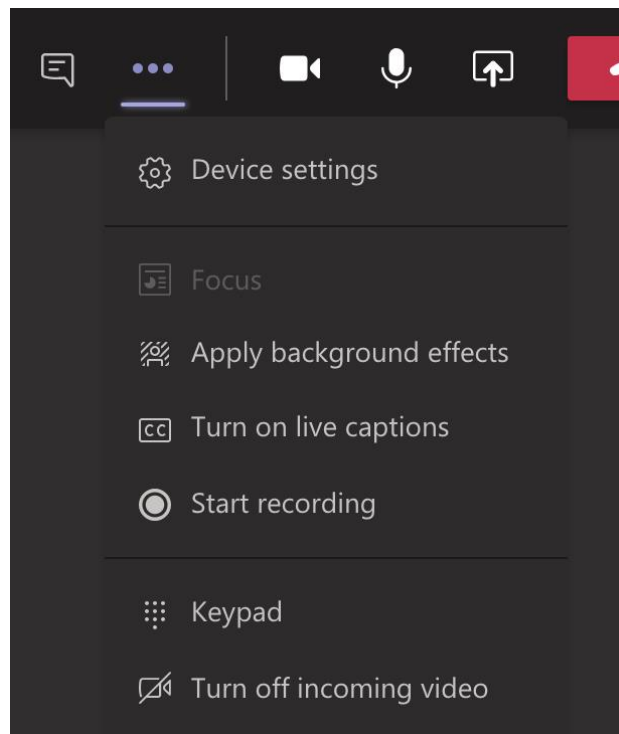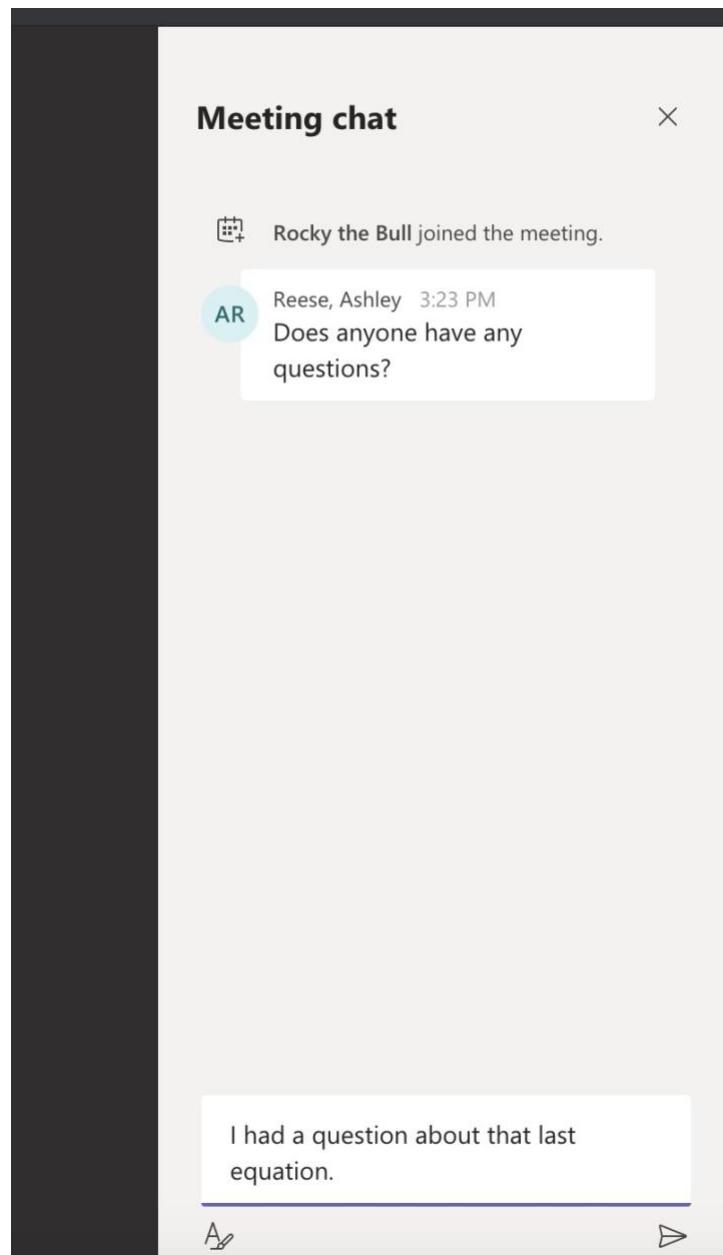

The telephone icon in the red box allows you to hang up the call. Only click this when you are finished with the meeting.
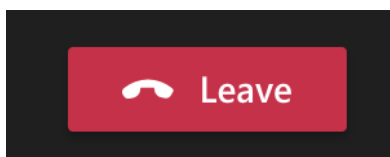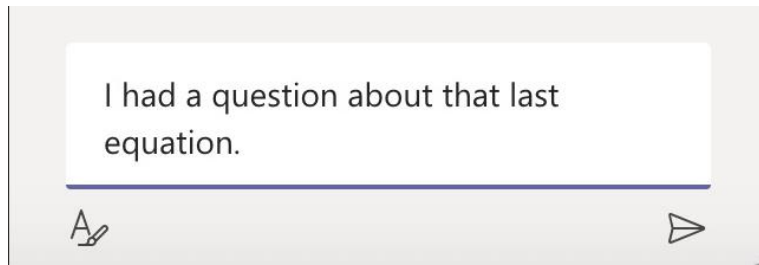
The textbox icon allows you to open the chat window:
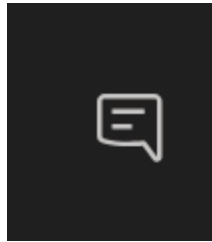
If you click there, a panel opens up on the right-hand side of the screen. There you can see your instructor's and peers' comments, as well as type comments of your own:

Type your comment into the box at the bottom of the chat. Hit the triangle on the bottom of the screen when you're ready to submit your comment.
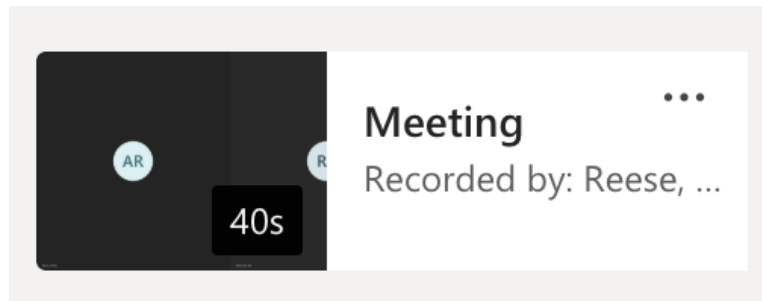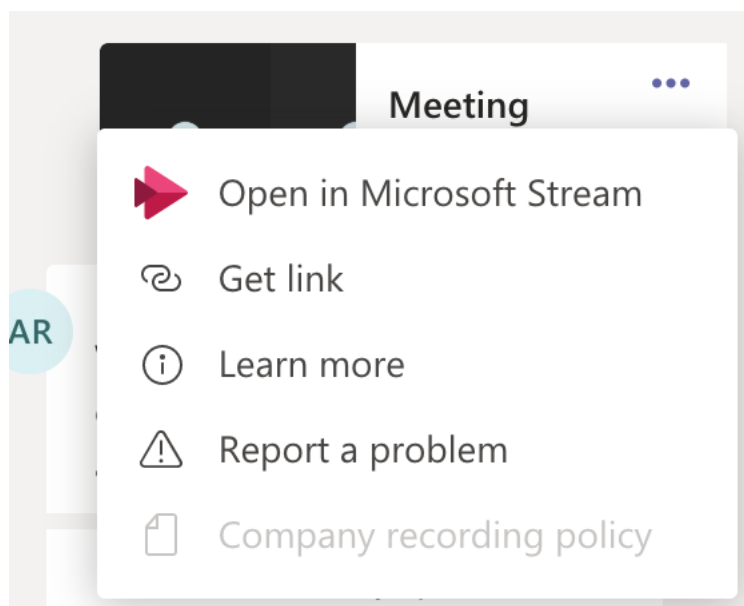
After the Meeting

If your session was recorded, the session will appear in the chat window:

You must still be logged into the session in order to see this window.

If you want to access this recording, click the ellipses:

Click "Open in Microsoft Stream" and a new browser window will appear where you can watch the recorded portion of the session. Bookmark or save this link in order to access it in the future.