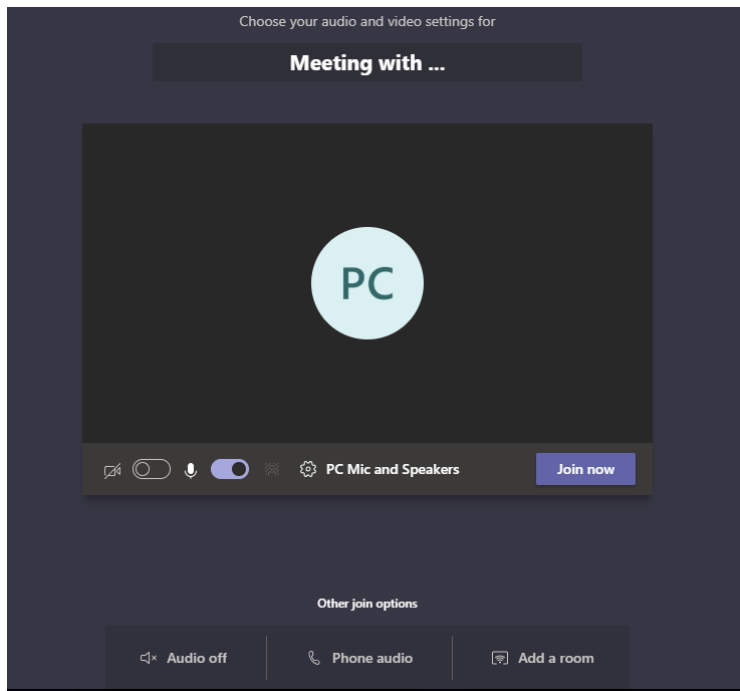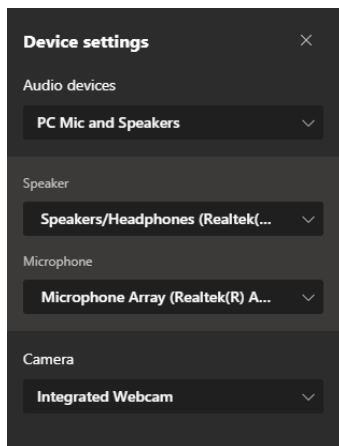## Joining

Join a Teams meeting from the app

- From your Calendar, select Join on an in-progress meeting.
- Choose the audio and video settings you want, by selecting the ⚙ gear icon
  - This will open the 'Device Settings" side bar (*below*)

If your preferred audio output (headphones, headset, speakers, etc.) is not available in this setting menu, then open your computer audio settings and check to see if you would be able to change your default audio input (microphone) and output to your desired devices, otherwise you can also join or call in via your phone.

- **Phone audio/mic:** By calling in to the meeting you can use your phone as both mic and speaker – and use headphones with your phone (if you wish). If you are joining using your phone audio select the [Phone Audio] button (after joining it will prompt you to enter in your phone number and Teams will call you).
- If you are already joined you can still call in to the meeting by dialing the phone number given in the meeting calendar appointment and using the Conference ID #

- Once you are finished with setting up your device settings click the "Join now" button. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting. In your email invite, select Join Microsoft Teams Meeting. You can also use a dial-in number and conference ID from the email to call in.

- You have two choices:
    - o   Download the app
    - o   Join on your browser
        - ▪   *Note: if you join this way, your screen will look slightly different from the images in this document*
- Type in your name
- Choose the audio and video settings you want, including your ability to call in.
- Select the "Join now" button.
- Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Audio issues

- If you have audio issues: If people in a meeting can't hear you etc., you might be muted or you might not have configured your mic correctly.
- To change your speaker, microphone, or camera settings when you're on a call or in a meeting, select More options/actions
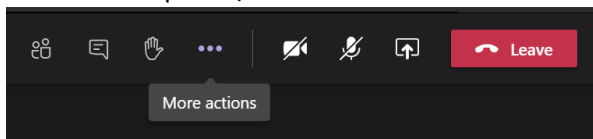
- In your Device settings, you may select the speaker, microphone, and camera options you want. If you joined via the web app this may look slightly different, but the button for More options/actions will still lead you to these settings.
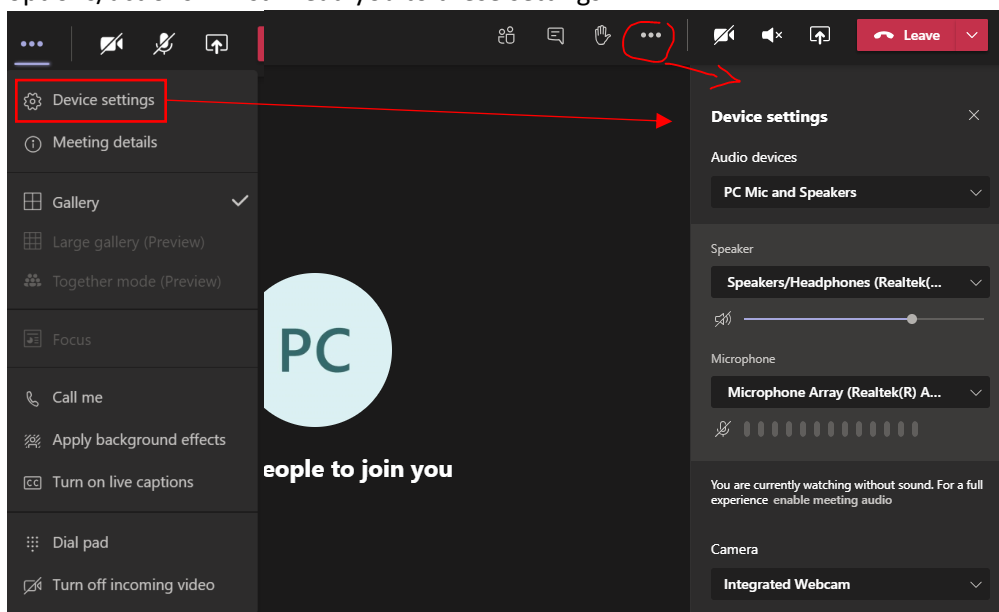
- You can always call into a meeting using the number provided with the calendar appointment. If you choose to call in and maintain your computer connection (e.g., for video, screen-sharing, etc.) make sure to mute yourself on the Teams web app or desktop app to avoid computer-and-phone echo/feedback.

Video issues

- If your connection is delayed and you are having issues with video and audio, it may help to turn off all video. You can turn off your video by clicking the camera button next to the More options/actions button.
- If you are still having issues with your connection after turning off your own video, it may help to turn off your view of the other participant's video. To do this, click on the three dot "more options/actions" button, at the very bottom of this menu select "Turn off incoming video"
  - *Note: if you turn off incoming video, you will no longer be able to see shared documents.*

Document/shared screen is too tiny (can't read it!)

- If the shared document is too small to read, the presenter can increase the size but you can also click on the shared document screen displayed on Teams and press (Ctrl)(+) at the same time to zoom in on the document.
- You can hold the Ctrl down and press the (+) key multiple times to zoom even further. This increase document size is not shared to other participants.
- You may also click and drag to move the document to see other areas by holding a left-click with your mouse (on the shared document screen) and drag the screen to the part of the document you want to view.
- To zoom out again click the shared screen and press (Ctrl)(-).

If you have any additional questions about using Microsoft Teams, please contact Patrick Canniff, Pcanniff@glc.org