

Microsoft365

04/03/2025 6:58 am +10

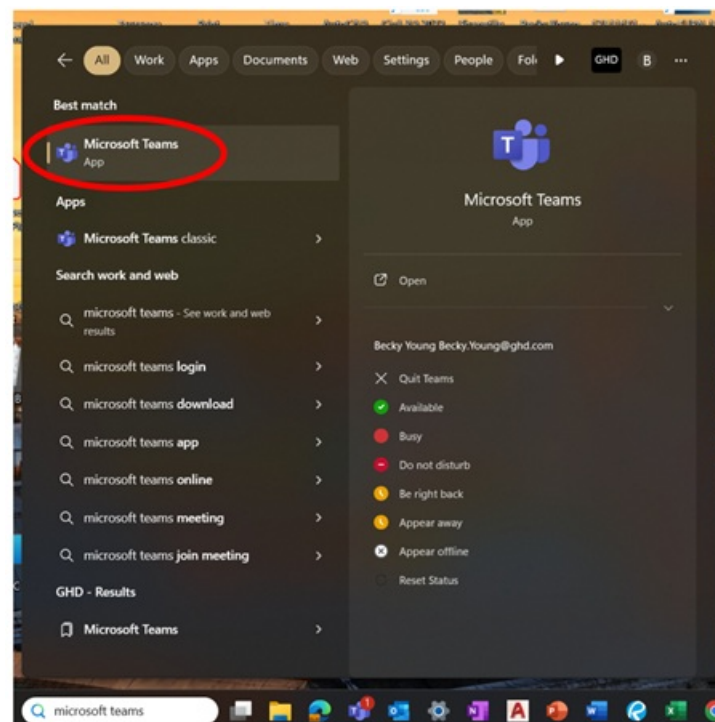
How to Join a Microsoft Teams Meeting

Open Microsoft Teams

Search for 'Microsoft Teams' using the search function on the bottom left corner of the screen.

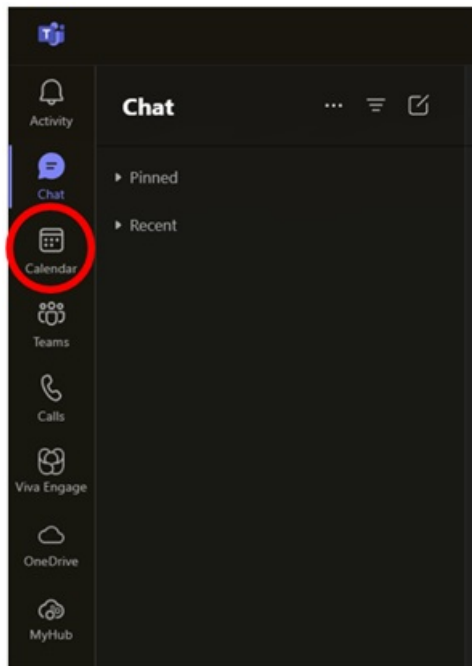


Click on the Microsoft Teams application.



Select the Calendar tab

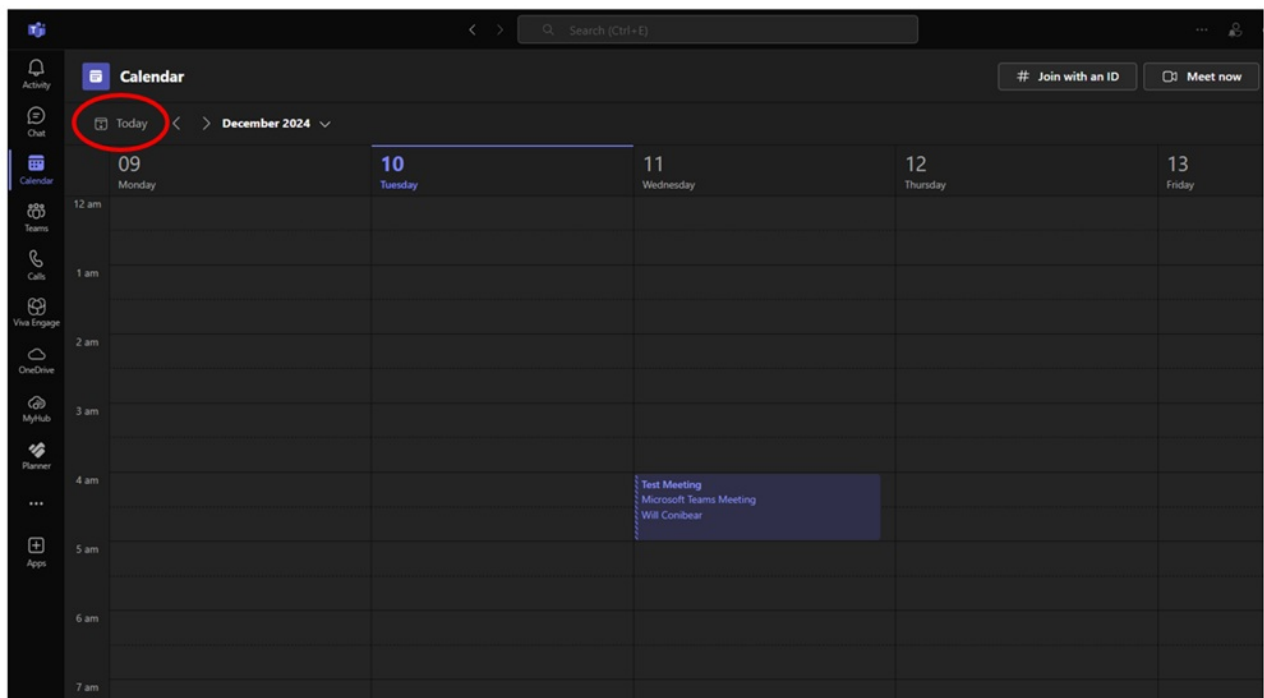
Click on the Calendar tab on the far left hand column.



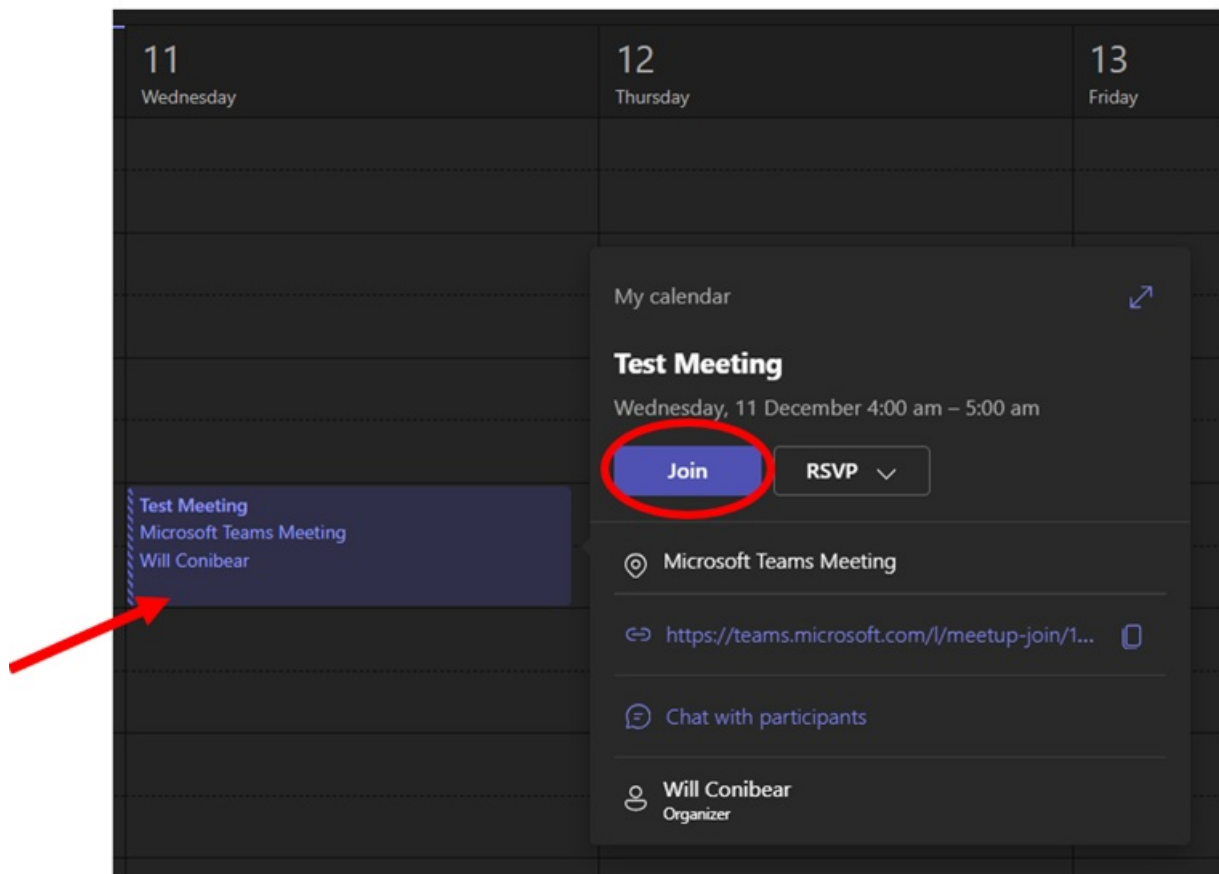
Find the meeting and select ‘Join’

Make sure that your calendar view is on Today's view, by clicking 'Today' in the top left corner of the calendar tab. If someone has sent you an invite for a meeting, it will automatically appear in your Microsoft Teams Calendar.

NOTE: You should join the meeting at the time the meeting starts.



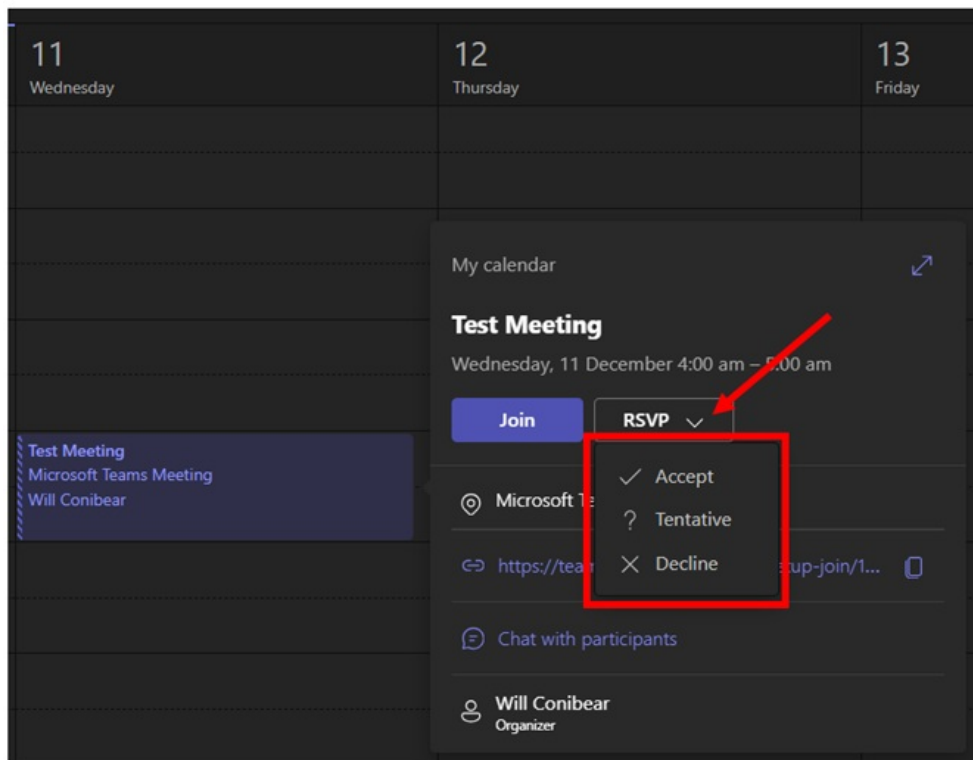
Click on the box that represents the meeting you want to join and select 'Join'.



A pop-up will appear that will allow you to select if you want your camera and microphone to be on. This is also where you can adjust where your sound will be coming out of (computer or headphones). When your settings are chosen, select 'Join now' to join the meeting.

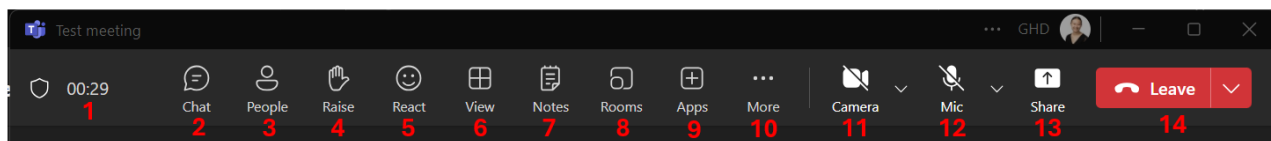
NOTE: If an external provider has sent the meeting invite, you may have to wait to be admitted into the meeting by the meeting organiser.

Prior to the meeting (anytime from when you got sent the meeting invite, up until when the meeting will start), you can 'RSVP' to the meeting organiser to let them know if you will be at the meeting or not. You can do this by clicking the dropdown arrow next to 'RSVP'.



Meeting controls

After successfully joining the call, at the top of the screen, there will be the following controls.



1. **Timer** – Check how long the meeting has been running
2. **Chat** – Show or hide the meeting chat
3. **People** – Show or hide all participants
4. **Raise** – Raise your hand during a meeting to let others know you have something to share without interrupting the speaker.
5. **React** – Express a reaction. Choose an emoji reaction to something someone is saying
6. **View** – Choose and change how you see other participants.
7. **Notes** – Take meeting notes
8. **Rooms** – If you're the meeting organiser, you can create a breakout room
9. **Apps** – If you're the meeting organiser, you can add an app to the meeting
10. **More** – Other actions that can be taken in the meeting is to start recording or apply background effects.
11. **Camera** – Turn your camera on or off. Clicking the dropdown arrow will allow you to change your camera

settings.

12. **Mic** – Mute or unmute your microphone. Clicking the dropdown arrow will allow you to change your microphone settings.
 13. **Share** – Present your screen to the other people on the call
 14. **Leave** – Leave the meeting
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