

Join a Microsoft Teams Meeting

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Join a Meeting from within Teams

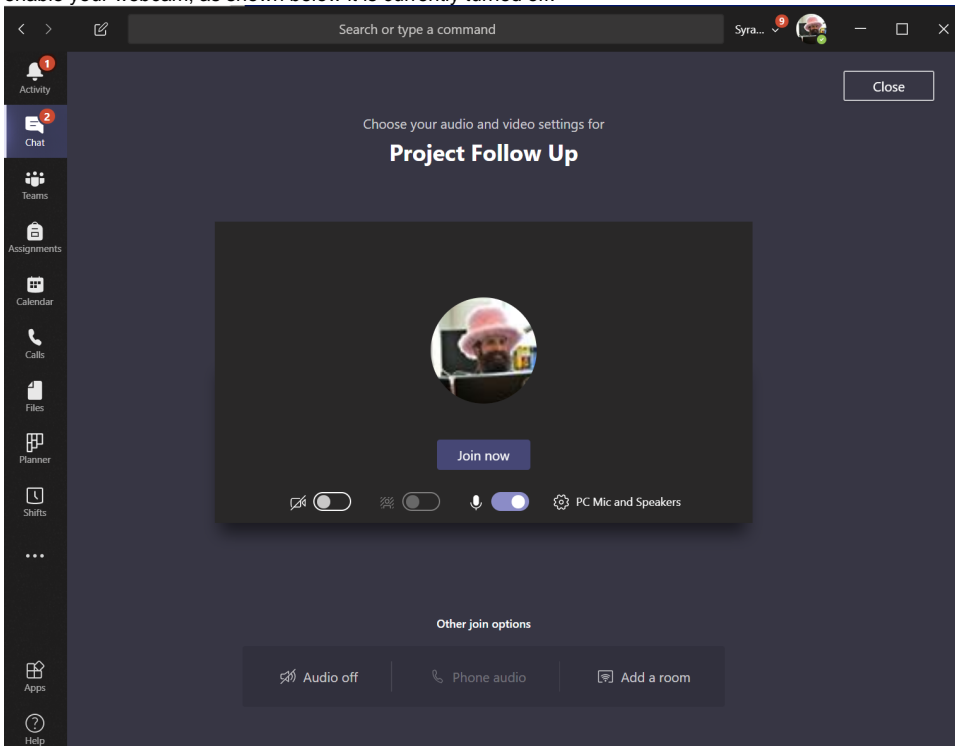
- Go to the Calendar section of Teams



- Find the meeting and click the 'Join' option



- Your meeting will launch and you can setup your meeting experience before joining. As shown below, there is the ability to enable or disable webcam, blurred background and microphone (from left to right below 'Join now' button) Option to blur background will only be enabled if you enable your webcam, as shown below it is currently turned off.



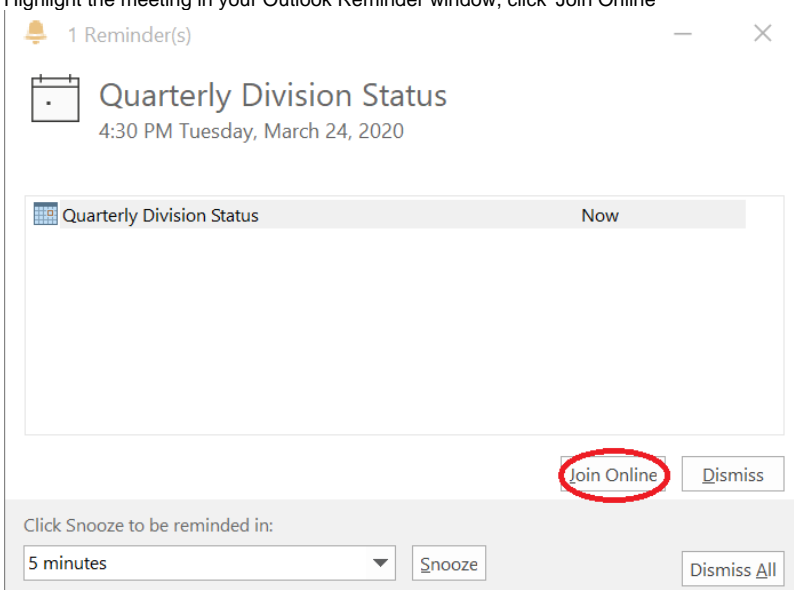
i Note, if you have more than one webcam, microphone or set of speakers choose 'PC Mic and Speakers' to specify what equipment is used for your meeting. If using a notebook and dock this is of special importance. Instructions on device management can be [found here](#).

- Once webcam and audio is configured, click 'Join now'

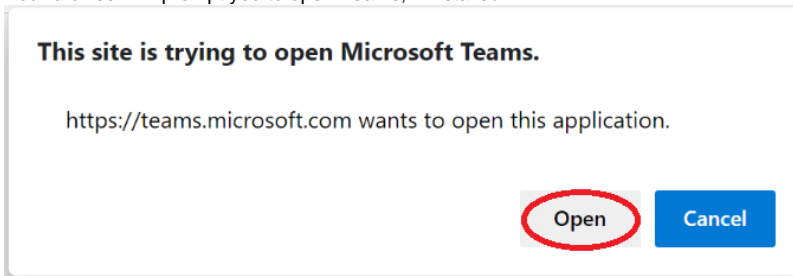
Join a Meeting from Outlook

From Reminder Window

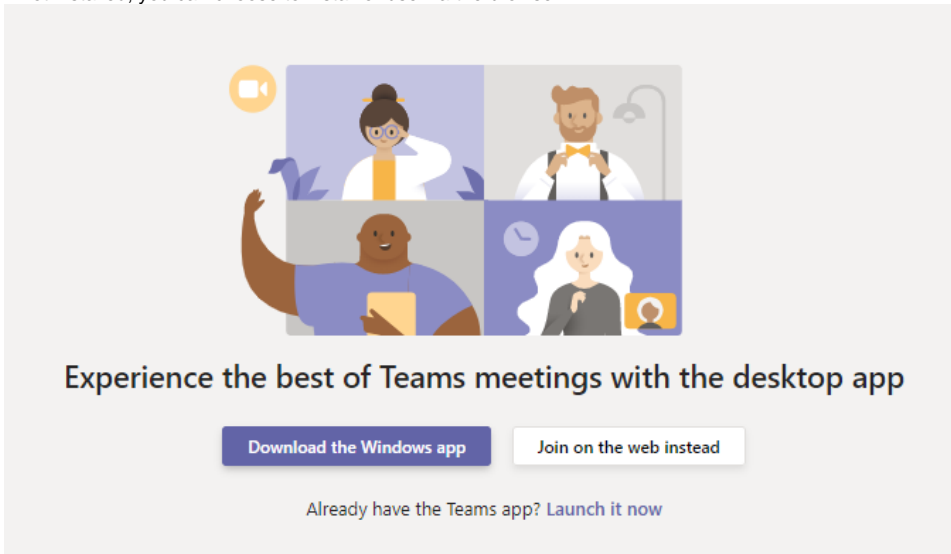
- Highlight the meeting in your Outlook Reminder window, click 'Join Online'



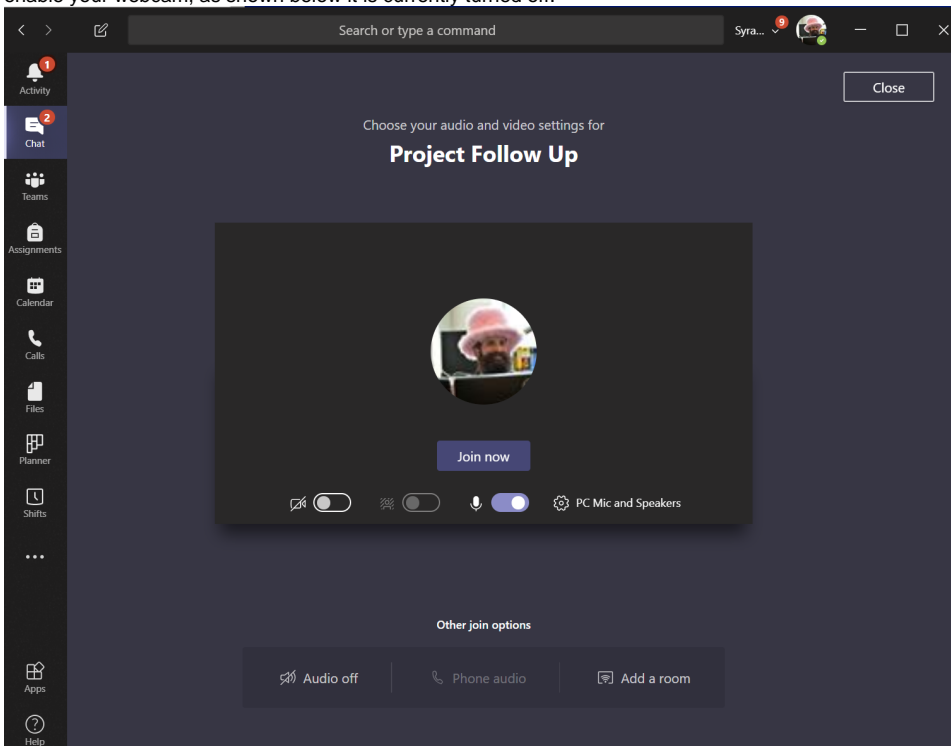
- Your browser will prompt you to open Teams, if installed



If not installed, you can choose to install or use via the browser



- Your meeting will launch and you can setup your meeting experience before joining. As shown below, there is the ability to enable or disable webcam, blurred background and microphone (from left to right below 'Join now' button) Option to blur background will only be enabled if you enable your webcam, as shown below it is currently turned off.



Note, if you have more than one webcam, microphone or set of speakers choose 'PC Mic and Speakers' to specify what equipment is used for your meeting. If using a notebook and dock this is of special importance. Instructions on device management can be [found here](#).

- Once webcam and audio is configured, click 'Join now'

From the Calendar View

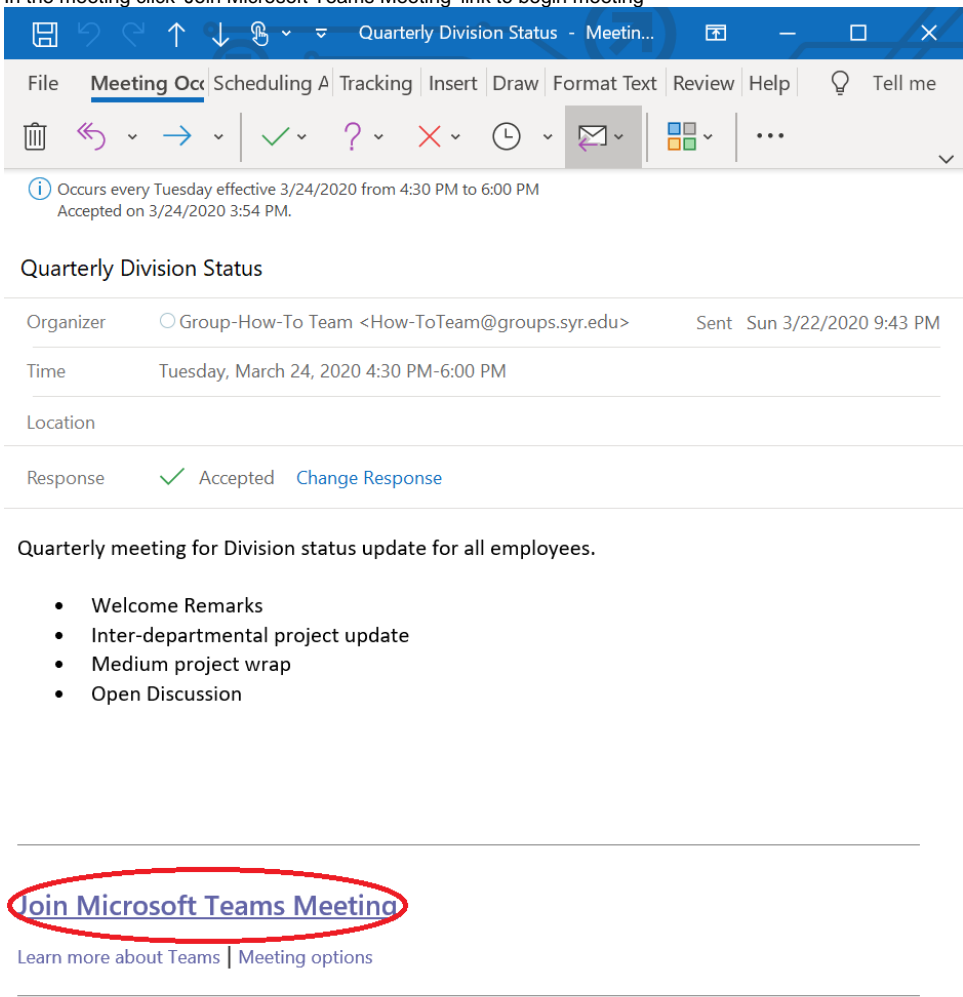
- Open Outlook, and choose to view your Calendar
- Find your scheduled meeting, and double click to open

The screenshot displays the Outlook calendar interface. On the left, there are monthly calendars for March and April 2020. The main view is a weekly calendar for March 22-28, 2020. A meeting titled "Quarterly Division Status" is scheduled for Tuesday, March 24, from 4:30 PM to 6:00 PM. The meeting details are shown in a pop-up window:

- Quarterly Division Status**
- Start: 3/24/2020 4:30 PM
- End: 3/24/2020 6:00 PM
- Organizer: Group-How-To Team
- Reminder: 15 minutes

The interface also shows a "Coming Soon" notification and a "Meeting Series" tab. The bottom status bar indicates "Items: 2" and "Online with: Microsoft Exchange".

- In the meeting click 'Join Microsoft Teams Meeting' link to begin meeting



The screenshot shows a Microsoft Word document with a meeting invitation. The ribbon includes 'File', 'Meeting Occurs', 'Scheduling Assistant', 'Tracking', 'Insert', 'Draw', 'Format Text', 'Review', 'Help', and 'Tell me'. The 'Meeting Occurs' tab is active, showing a meeting titled 'Quarterly Division Status' that occurs every Tuesday from 4:30 PM to 6:00 PM, with the current instance accepted on 3/24/2020 at 3:54 PM.

Quarterly Division Status

Organizer: Group-How-To Team <How-ToTeam@groups.syr.edu> Sent: Sun 3/22/2020 9:43 PM

Time: Tuesday, March 24, 2020 4:30 PM-6:00 PM

Location:

Response: Accepted [Change Response](#)

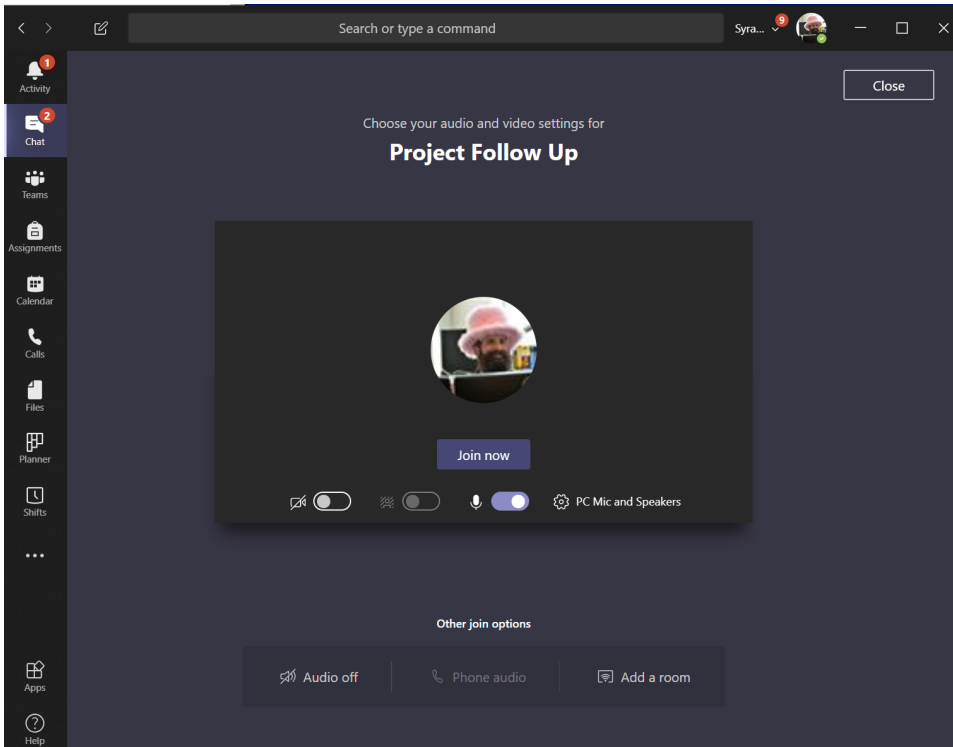
Quarterly meeting for Division status update for all employees.

- Welcome Remarks
- Inter-departmental project update
- Medium project wrap
- Open Discussion

Join Microsoft Teams Meeting

[Learn more about Teams](#) | [Meeting options](#)

- If Teams is installed, the app will launch and you can setup your meeting experience before joining. As shown below, there is the ability to enable or disable webcam, blurred background and microphone (from left to right below 'Join now' button) Option to blur background will only be enabled if you enable your webcam, as shown below it is currently turned off.



i Note, if you have more than one webcam, microphone or set of speakers choose 'PC Mic and Speakers' to specify what equipment is used for your meeting. If using a notebook and dock this is of special importance. Instructions on device management can be [found here](#).

- Once webcam and audio is configured, click 'Join now'

Join a meeting from Your Phone

i You Must have the Microsoft Teams app install. Please first download it from the Store on your device and run so that you can login.

- Click the meeting link from your email or calendar invite
- You will be switched to the Teams app
- You *maybe* prompted to allow the Teams app to use functions of your phone like camera, microphone or Bluetooth. For correct functionality when prompted, choose 'Ok'
- You will now be joined to the Teams meeting

Additional Teams How-To Pages

- [Adding Users or Groups in Microsoft Teams](#)
- [Create a Team in Microsoft Teams](#)
- [External/Guest User Meeting Experience](#)
- [External/Guest User Teams Experience](#)
- [Join a Microsoft Teams Meeting](#)
- [Manage Your Microsoft Teams Meeting](#)
- [Managing Teams Notifications](#)
- [Microsoft Teams Audio and Video Setup](#)
- [Scheduling Meetings in Microsoft Teams](#)
- [Using Chat in Microsoft Teams](#)

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