

Microsoft Teams Tutorial

Meetings

Please refer to the section corresponding to your version of Teams

[Desktop Application and Web Browser \(Google Chrome\)](#)

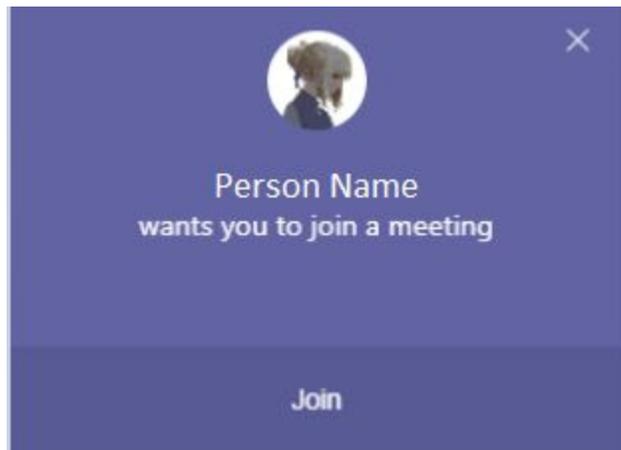
[Mobile](#)

Desktop Application and Web Browser

Joining a meeting

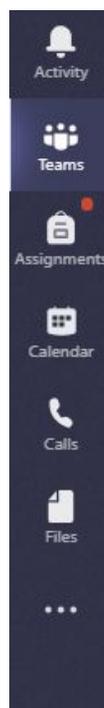
Method 1: Receiving a notification for a meeting (Desktop)

You will be prompted on the lower right-hand corner of your screen to join a meeting that you have been invited to. Clicking the "Join" button will enter you into it.

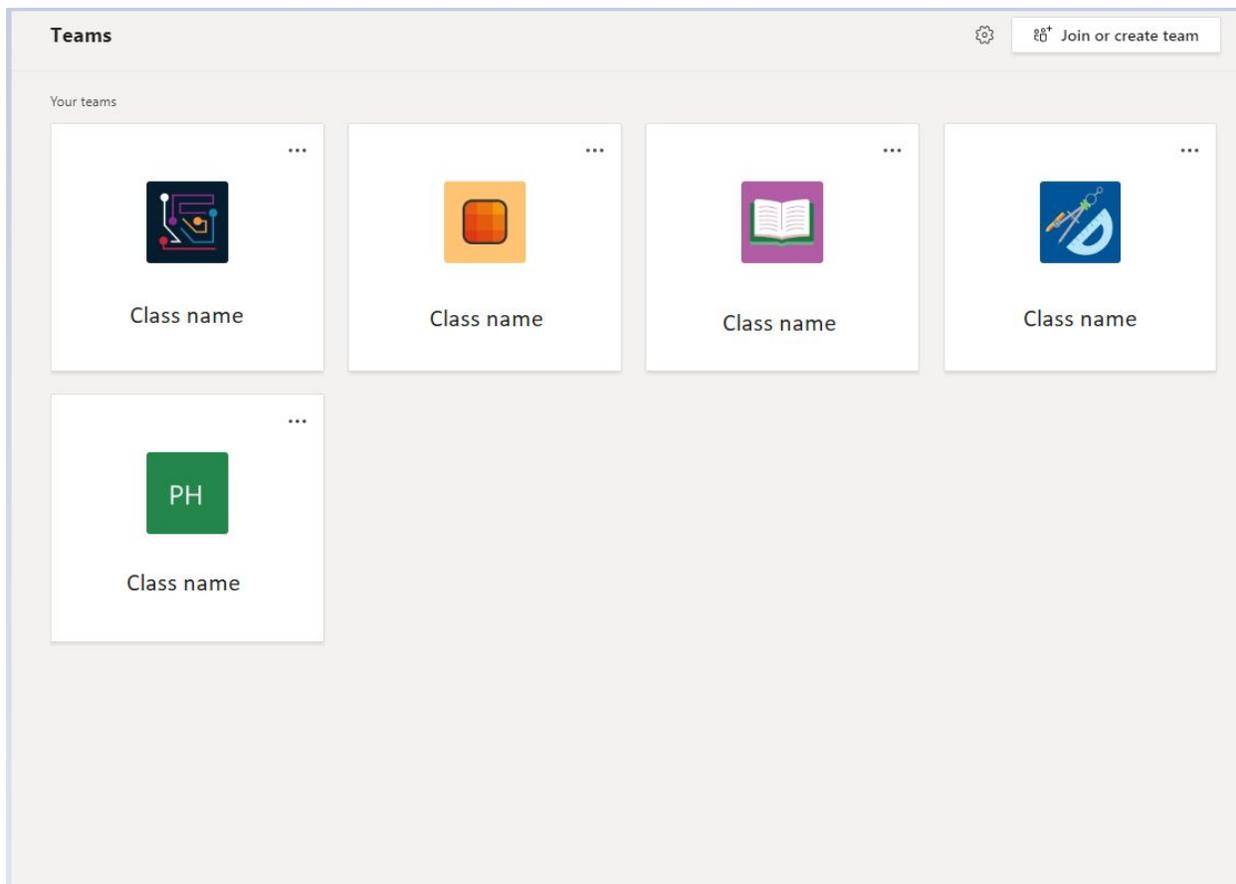


Method 2: Joining a meeting from the channel it was started in. (Web Browser or Desktop)

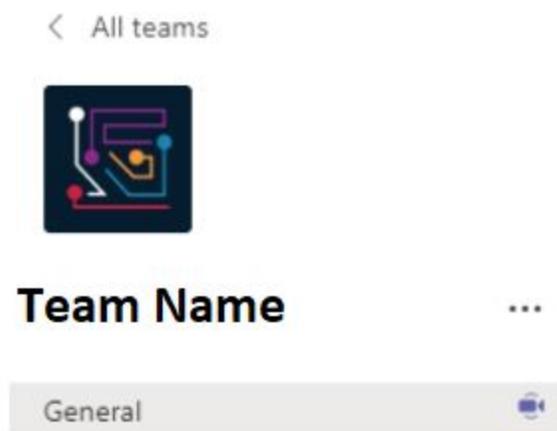
Navigate to the "Teams" tab in the application. This navigation bar is located on the left side of the window.



Your window will look like this, with all your classes listed out. If it instead navigates you to a specific team, click the “All teams” button near the upper left to return to this screen. Click on the class which has a meeting you wish to join.



Near the top left of the window, the name of the team and the channels it contains will be listed out. A channel with a meeting in progress will have a small video camera icon on it. Click on the channel name to navigate to it.

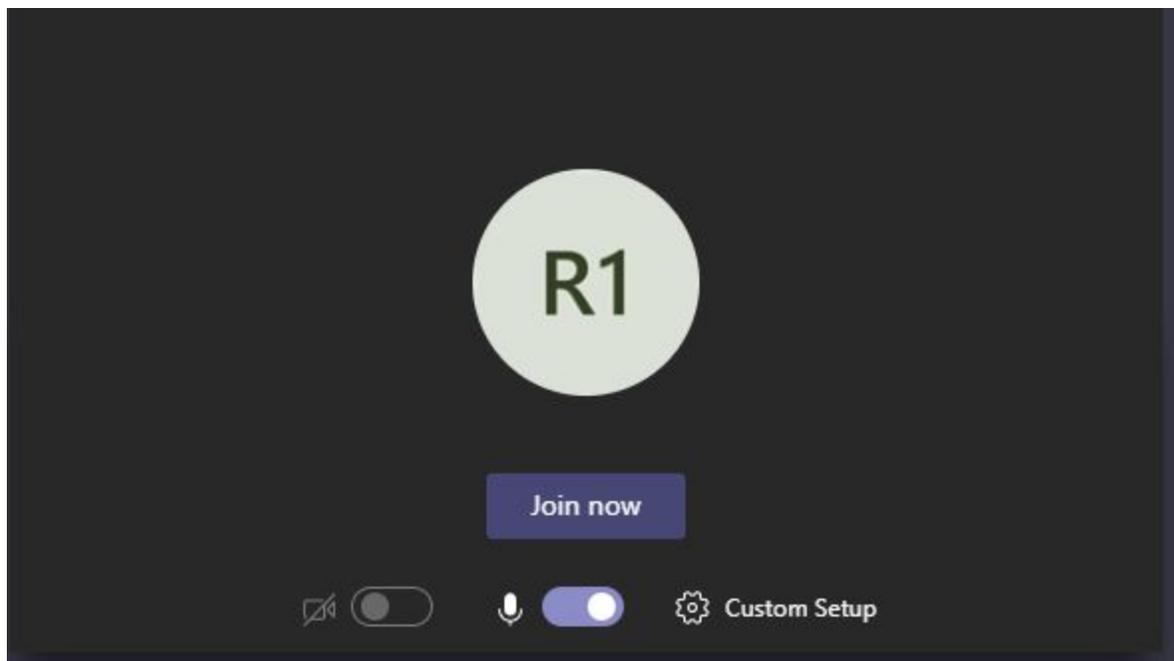


The posts in that channel will then be displayed on most of the right side of the window. The meeting will look like this. Click the "Join" button.

If the online version of Teams does not let you join the meeting, make sure that you are using Google Chrome. If you are, try downloading the desktop app.

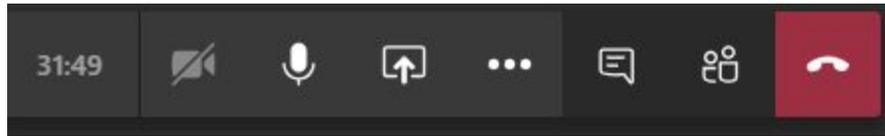


Use the two switches to configure your microphone and webcam, then click "Join Now."



Participating in a meeting

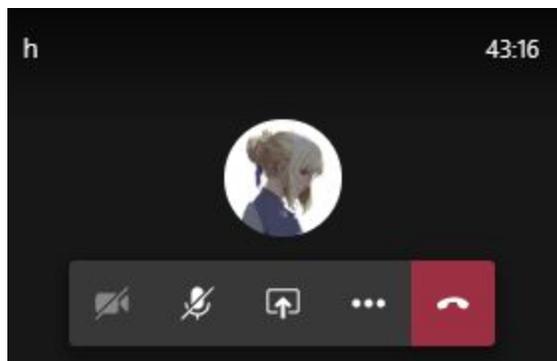
After joining a meeting, the entire window will be taken up by it. Near the bottom, there is a bar with a few controls.



From left to right, each of the items are:

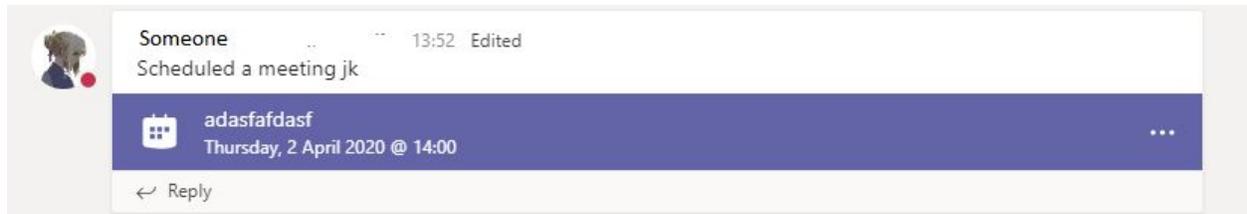
1. The runtime of the meeting
2. A toggle for video sharing
3. A toggle for your microphone
4. A screensharing function
5. A button to reveal additional functions
6. A toggle for viewing the text chat for this meeting
7. A toggle for viewing the members of the meeting
8. A button for disconnecting from the meeting

The navigation bar for the Teams application will still be present on the left side of the window. It is possible to use the other features of Teams while in a meeting. The meeting and its controls will be minimized. To return it to its full size, click anywhere in it.



Note: Scheduled meetings

Below is an example of a meeting that is scheduled to occur at a later time.



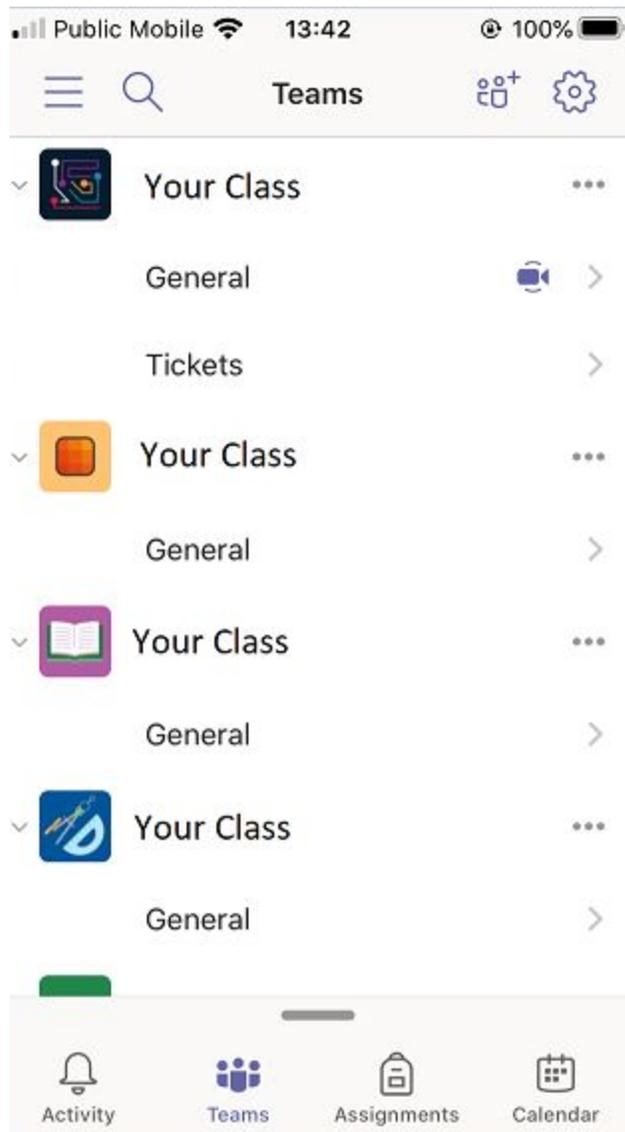
Clicking the ellipsis (three dots) on the right followed by "View meeting details" and then "Join Meeting" will allow you to join it. Alternatively, you will be notified via email and you can RSVP or join from there. You may also wait until the meeting has started to join it in the manners detailed previously.

Mobile

Joining a meeting

Make sure you are using the latest version of Teams.

Upon opening the Teams application, the application will be on the "Teams" tab and look like the following. If it does not, use the navigation bar on the bottom to navigate to the "Teams" tab.

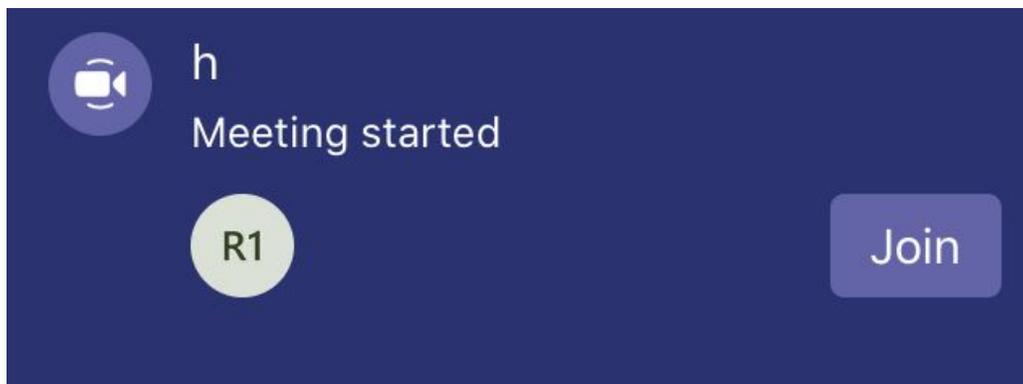


Under the class which has a meeting you wish to join is a list of channels. (e.g. "General"). A channel that has a meeting in progress within it will be marked with a small video camera icon. Press on a channel name to navigate to it.

General

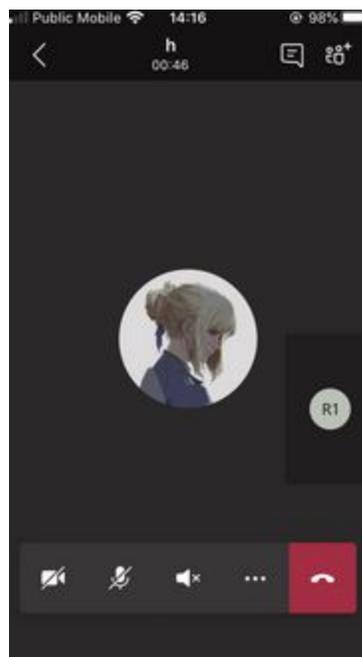


After being taken to the channel, its posts will be listed. A currently in progress meeting will look like this. Scroll up if you can not see it. Press on the "Join" button to join it.



Participating in a meeting

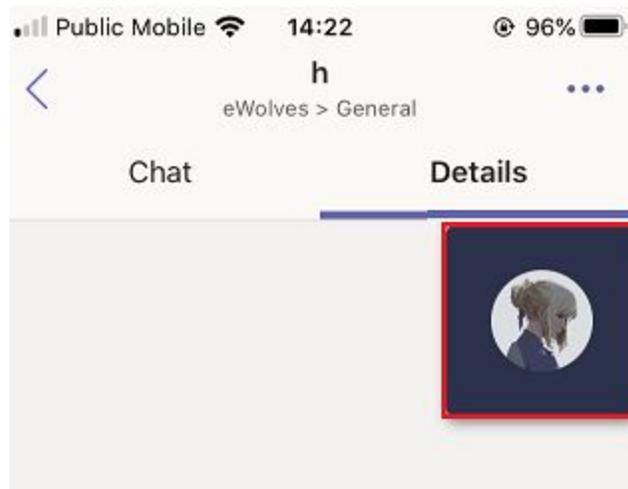
After joining a meeting, your entire screen will be taken up by it.



The buttons on the bottom serve the following functions. (from left to right).

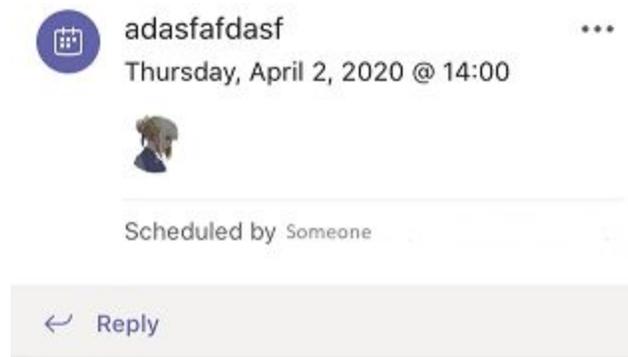
1. Turn your video camera on or off,
2. Toggle your microphone,
3. Select your audio device,
4. Access additional functions,
5. Disconnect from the meeting.

Use the back arrow button on the top left of your screen to access the other features of teams. The meeting will continue in the background. A movable box will appear on your screen that you can press to return to the meeting screen.



Note: Scheduled meetings

Below is an example of a meeting that is scheduled to occur at a later time.



If you were invited to the meeting, check your email for a link to join. Or, click anywhere on the post followed by "Details" on the top right to reveal the "RSVP" and "Join" functions. Finally, waiting until the meeting has commenced before joining as usual is also possible.