

How to Join a Teams Meeting

These instructions will guide you through the process of connecting to a Microsoft Teams meeting from your computer, mobile device, or tablet.

Part 1: How to Join a Teams Meeting **without** Teams Application

Part 2: How to Join a Teams Meeting **with** Teams Application

Part 3: How to use different Tools in Teams

Part 1

How to Join a Teams Meetings without Teams Application

The steps below will guide you through the process of connecting to a Microsoft Teams meeting from your computer.

*Note: If you are connecting from mobile device or tablet you need to install the **free Microsoft Teams application from your app store**. You will **NOT** be required to make an account. Please see **Part 2** for Mobile and tablet instructions.*

Step 1: Join Teams from Email

You will receive a meeting invite in your **Email Inbox**. In the email, they will need to **Tap** or **Click** on **Join Microsoft Teams Meeting** to connect (*figure 1*).

Step 2: Browser

Once you have selected **Join Microsoft Teams Meeting**, your internet browser will open to the page displayed in *figure 2*. To connect to the meeting, click the **Join on the web instead** button (*figure 3*).

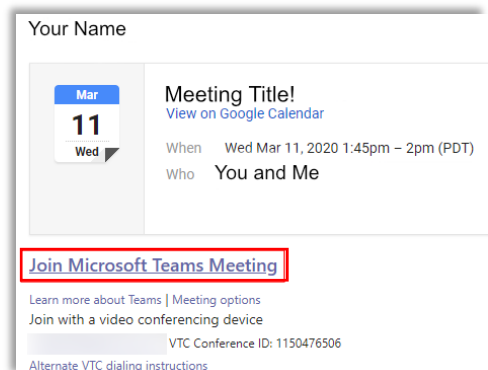


Figure 1

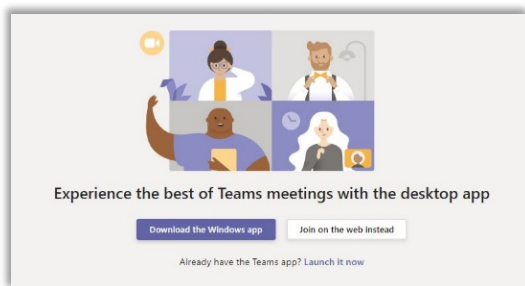


Figure 2

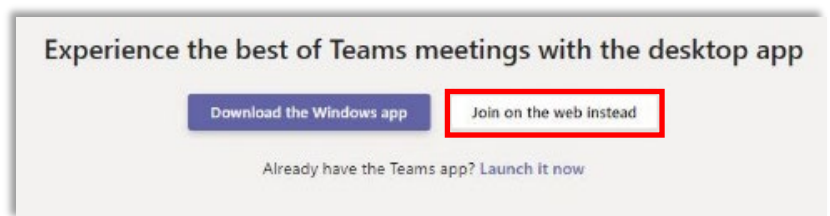


Figure 3

Step 3: Joining

Once you have selected **Join on the web instead** you will be moved to a team's page where you will be able to turn on both video and audio before joining the meeting (*figure 4*). Type in your name to the box located left of the **Join Now** button. Verify the proper settings for your speaker, microphone, and camera by selecting the **Devices** button (*figure 5*). Once you include you name and verify the Device settings, select **Join Now**.

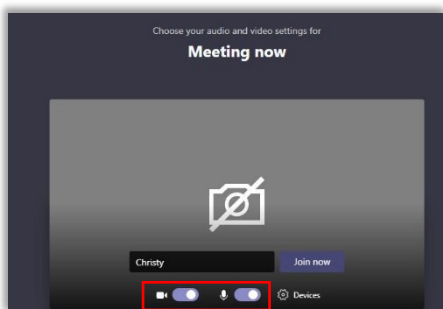


Figure 4

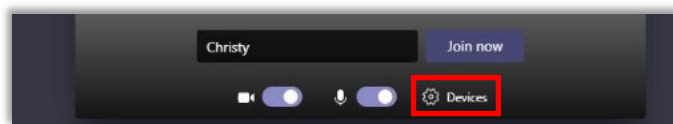


Figure 5

Step 4: Connected!

Now you have been successfully **connected** to the **Teams Meeting!**

Please see **Part 3** for tools you can use once you are in the **Teams Meeting**.

Part 2

How to Join a Teams Meetings with Teams Application

The steps below will guide you through the process of connecting to a Microsoft Teams meeting from your computer, mobile device, or tablet with the free Microsoft Teams application. You will **NOT** be required to make an account.

*Note: Before you begin these steps, please make sure you have installed the **free Microsoft Teams application** from your app store.*

Step 1: Join Teams from Email

You will receive a meeting invite in your **Email Inbox**. In the email, they will need to **Tap** or **Click** on **Join Microsoft Teams Meeting** to connect (*figure 6*).

Step 2: Browser

After selecting **Join Microsoft Teams Meeting**, with **Microsoft Teams App** installed on your mobile device, tablet, or computer, you will be presented with the screen seen in *figure 7a*.



Figure 7a

Select **Join as a guest** button or if you have a team's account **Sign in and Join** (*figure 7b*).

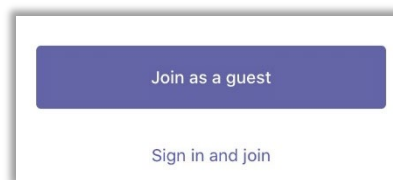


Figure 7b

Step 3: Join Teams from Email

Next, you will be directed to a screen to enter your name. Please **type** the **name** that you would like to be displayed in the meeting.

The click **Join Meeting** (*figure 8*).

Step 4: Connected!

Now you have been successfully **connected** to the **Teams Meeting!**

Please see **Part 3** for tools you can use once you are in the **Teams Meeting**.

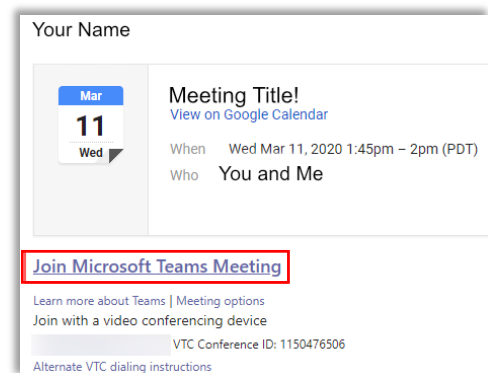


Figure 6

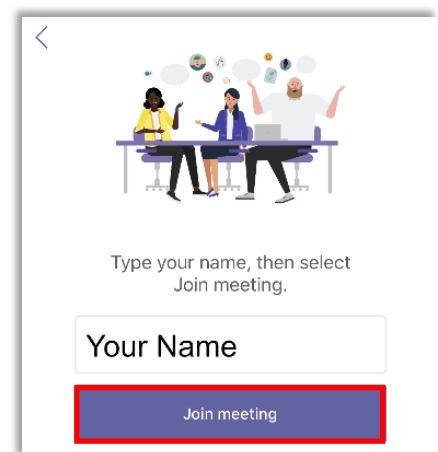


Figure 8

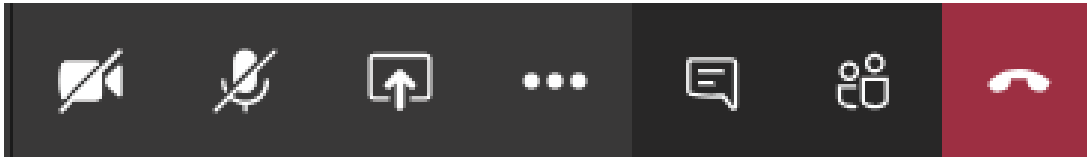
Part 3

How to Use Different Tools in Teams

Below you will see images and descriptions for the **Team's Toolbar** and how you can use these functions during your team's meeting. No matter which device you are connected from, you will have a toolbar across the bottom of your screen with several options.

Note: These options can differ based on device and who is presenting.

Team's Toolbar:



Team's Toolbar Key:



Turn your **Camera On** or **Off**.



More Settings.



Mute or **Unmute** your **Mic**.



Screenshare—select a monitor or single application to share with the customer. **More info on the next page.**



Mute or **Unmute** your **Speakers**.

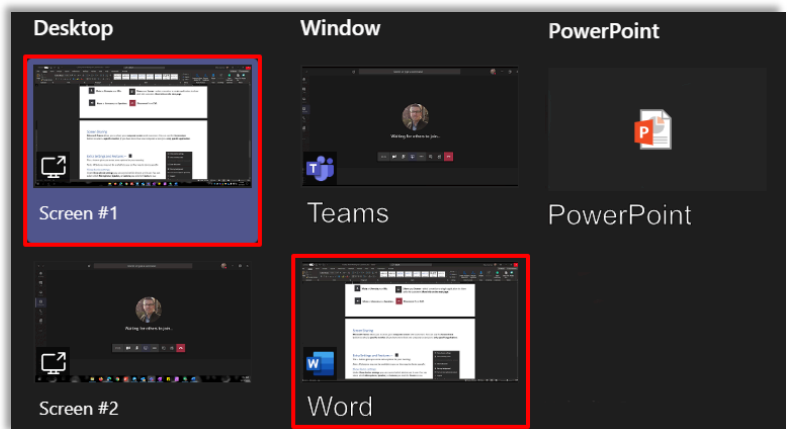


Disconnect from **Call**.

Screen Sharing:

Microsoft Teams allows you to share your **computer screen** with customers. You can use the **Screenshare** button to select a **specific monitor** (if you have more than one computer screen) or **only a specific application**.

Note: Sharing just a specific window can be helpful, as it only shares the one application--which allows you navigate through email and files that you may not want a customer having access to view.



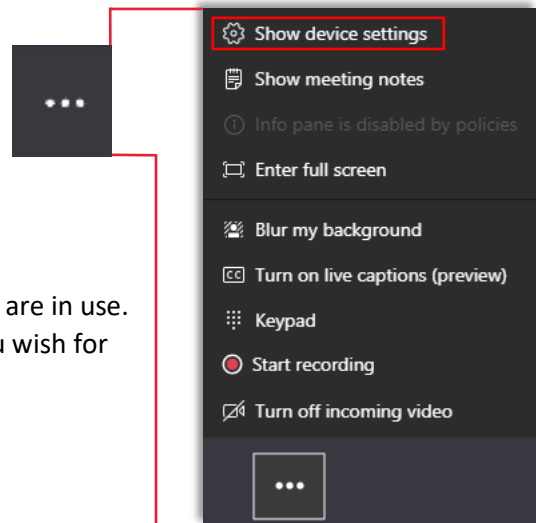
Extra Settings and Features --

The ... button gives you some extra options for your meeting.

Note: All features may not be available to you as they may be device specific.

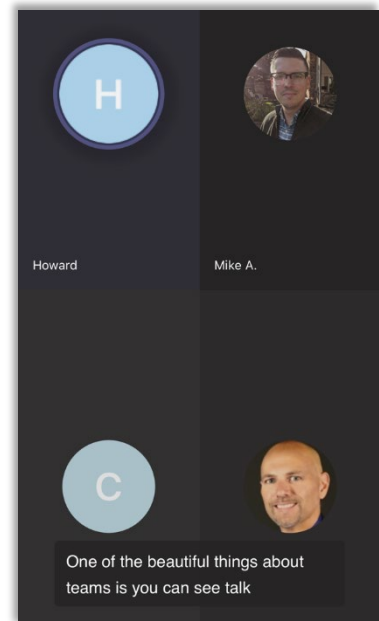
Show device settings

Under **Show device settings** you can control which devices are in use. You can select which **Microphone**, **Speaker**, or **Camera** you wish for **Teams** to use.



Turn on live captions

This feature is in early stages of development and may not be available to everyone. If it's available to you, you can turn it on to see **Live Captions** typed out across the bottom of your screen, as people are talking.



If you feel that you need individual instruction or need any help, please feel free to contact the Structural Framing Division Marketing Team:

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