MICROSOFT TEAMS – How to join a meeting

Software pre-requisites
- Use the Windows/Mac applications
- Use a browser : Microsoft Edge or Google Chrome
- Using a mobile phone : download the Microsoft Teams app (iOS/Android)

User experience
- The Teams meeting doesn't require a Microsoft Teams account : participants can connect as guest
- In their invitation, the participants will receive a link to connect to Teams:
    o If the link is opened with a mobile device, participants will be invited to download the iOS or Android mobile apps
    o If the link is opened from a desktop, participants will be redirected to their default internet browser
        ▪ Note: prefer using Microsoft Edge or Google Chrome for best experience (audio/video/sharing).
        ▪ If your default browser is not Microsoft Edge or Google Chrome, please copy and paste the meeting URL in one of these browsers.

<p align="center">Join Microsoft Teams Meeting</p>

On a mobile device:
When you download the application you will have two options to access, please choose "sign in":

Put your email and allow the app to have microphone access.

You will then join the meeting.

On a computer (internet browser):
If the Teams application is already installed on your computer, the browser may ask if you want to open using the application. If yes, click on Open Teams and follow the steps mentioned before (enter your email and you will join the meeting).

If the Teams application in not installed on your computer, you can simply click "Cancel" and then "Join on the web instead" – as shown below:
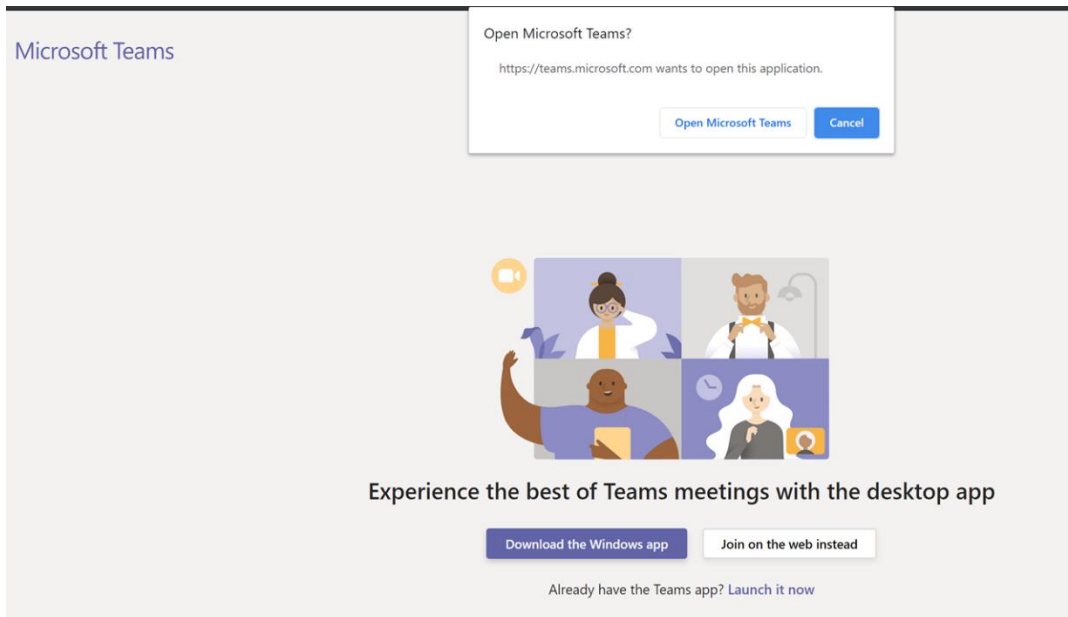
The browser will then ask for permissions to access the camera and the microphone of your computer, click on "Allow":
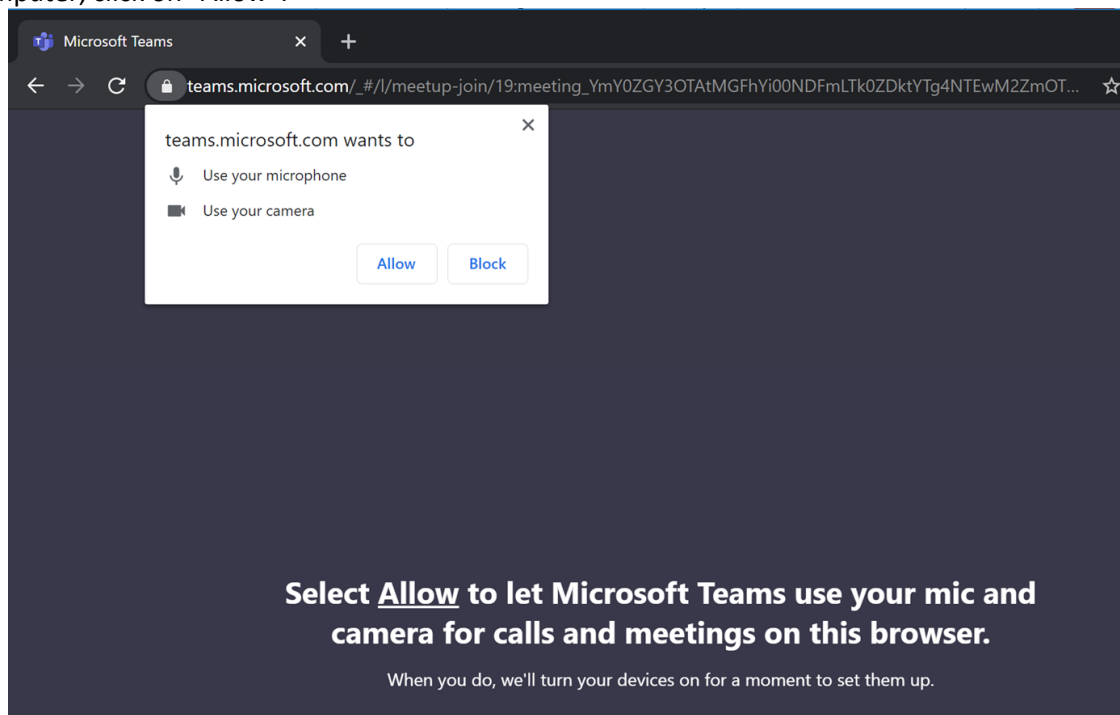
You can then set the audio and video settings prior to joining the meeting and enter your display name :

- You can disable your camera if you want (it might be preferable if the connection is poor)
- You should disable your microphone by yourself prior joining the meeting (you will be able to enable/disable it during the meeting)
- Enter your name : PLEASE ADD YOUR NAME AND THE NAME OF YOUR COUNTRY
- If you use an external microphone, speaker or camera, you can review the selected devices using the "Devices" button
- And Click on Join Now to join the meeting
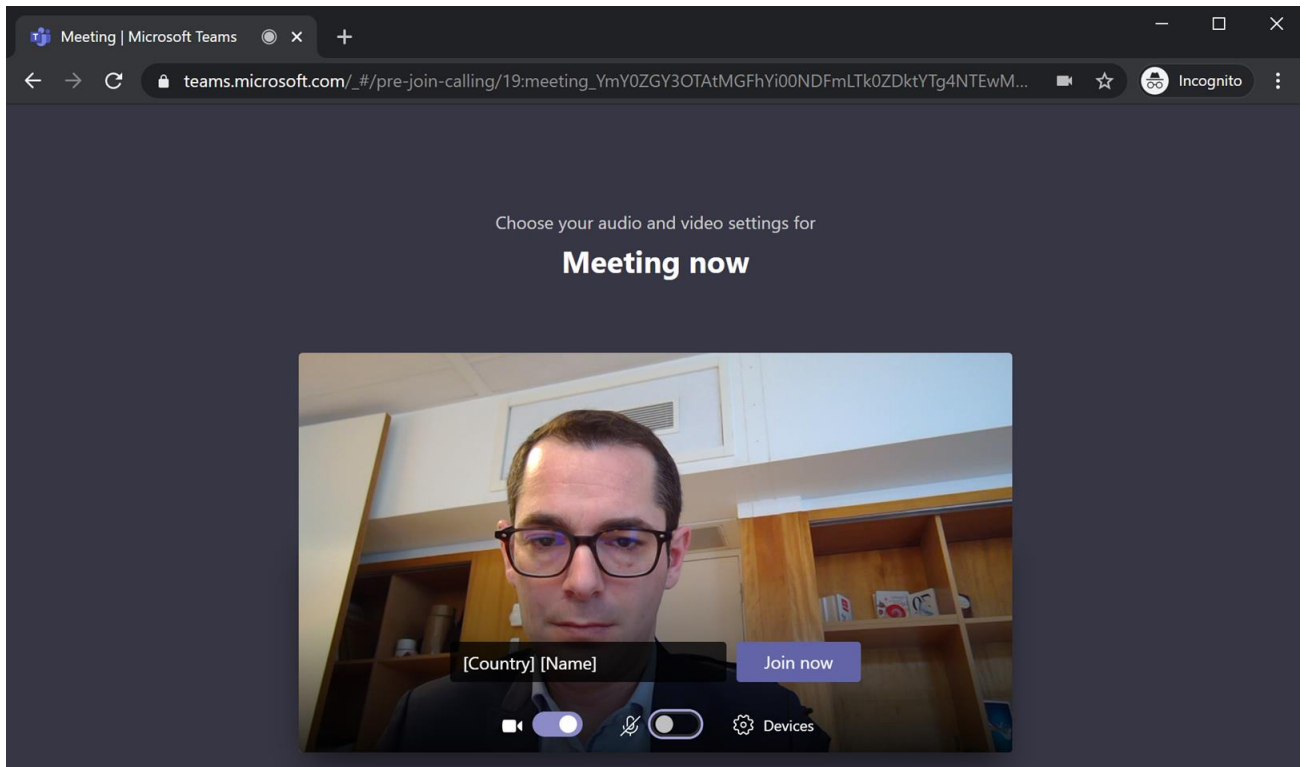
Note: Once a "lobby" is configured (the meeting room), you must be accepted by the meeting organizer(s) to join the meeting.