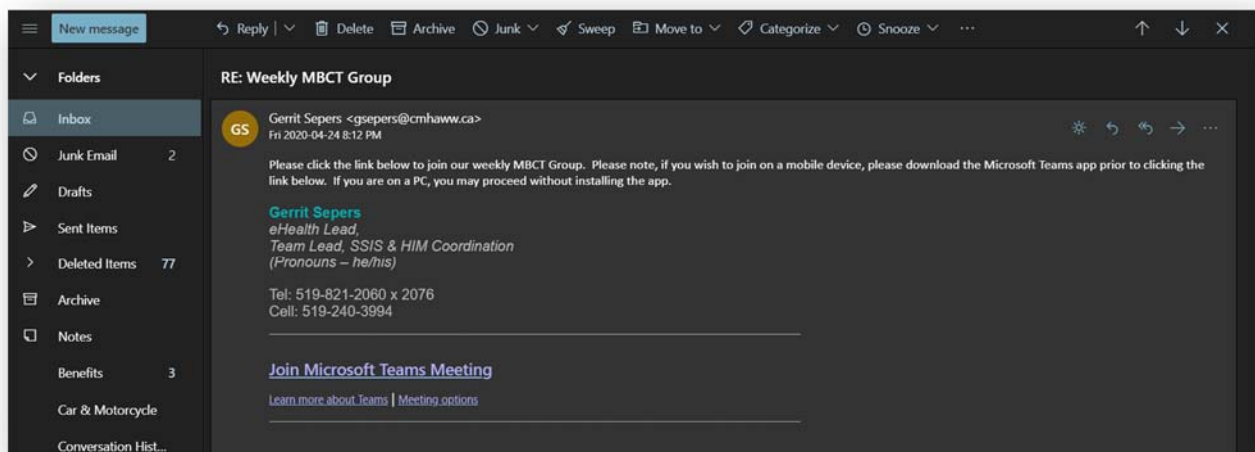


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## How to Join a Teams Meeting/Live Event from the Client Perspective

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There are two main methods that allow someone outside of our organization to join a teams meeting. They both start out the same way, by having the individual open their email and click on the **Join Microsoft Teams Meeting** link. As Seen Above.

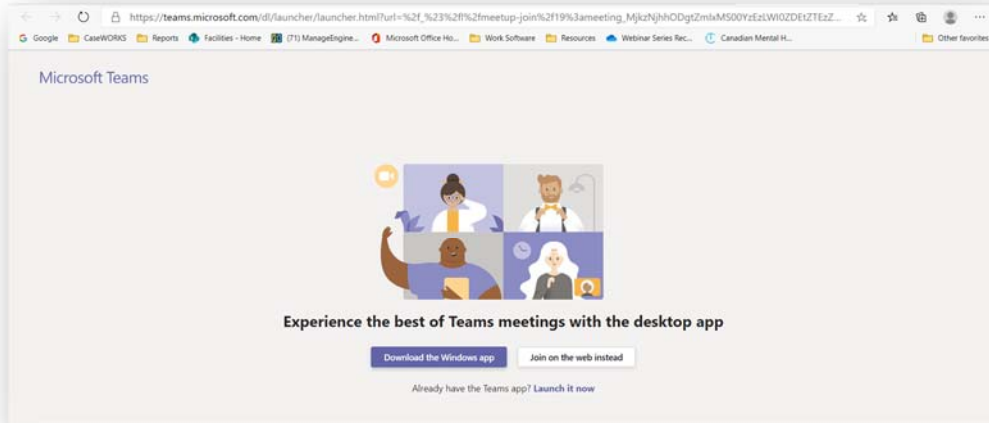
On a **Microsoft Teams Live Event**, the only difference you will notice, is a link that has been added to a group email or group calendar, rather than a link that has been emailed to you specifically. Live Events function in the same way as Meetings, allowing this document to serve as a how-to for both.

We will go through both options in this document, beginning with accessing from a personal computer with the web browser or Microsoft Teams App, and then through a mobile device, which requires the download of Microsoft Teams.

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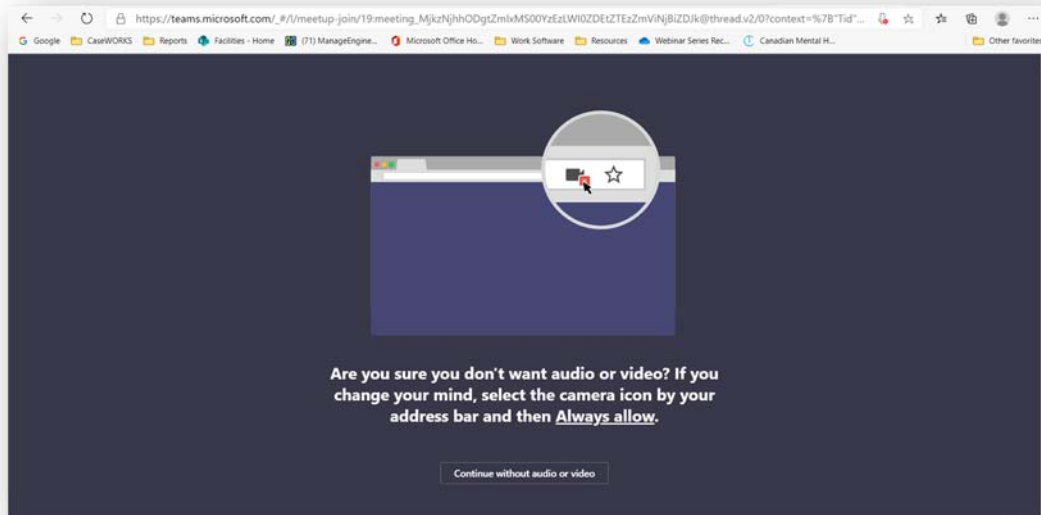
## From the Web Browser

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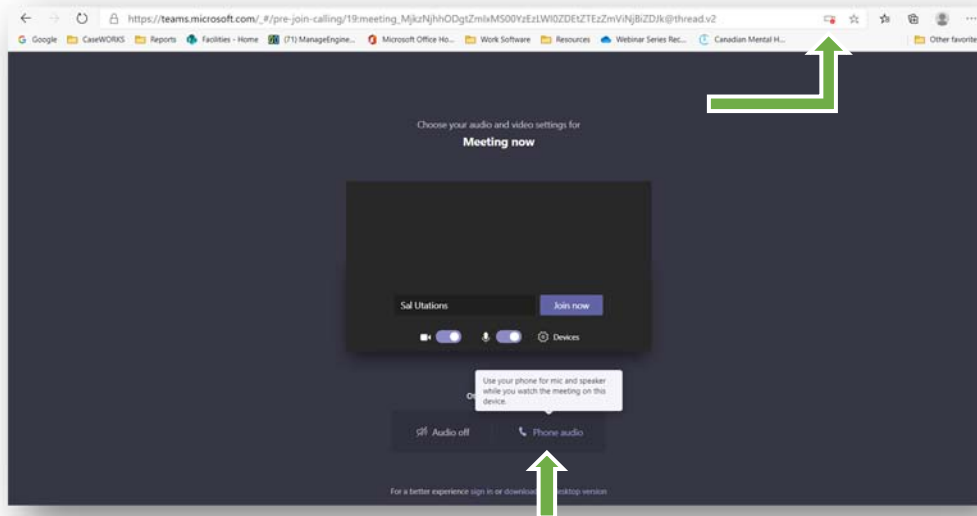


Once you have clicked on the link in your email, you will be brought to this page, allowing for you to choose between using the Web Based client, and Downloading Teams.

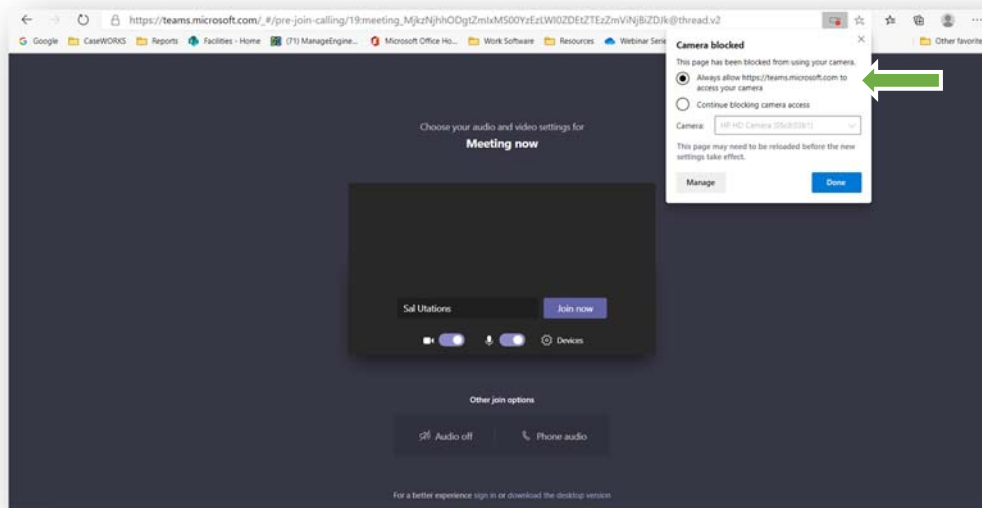
### Using the Web Based Client



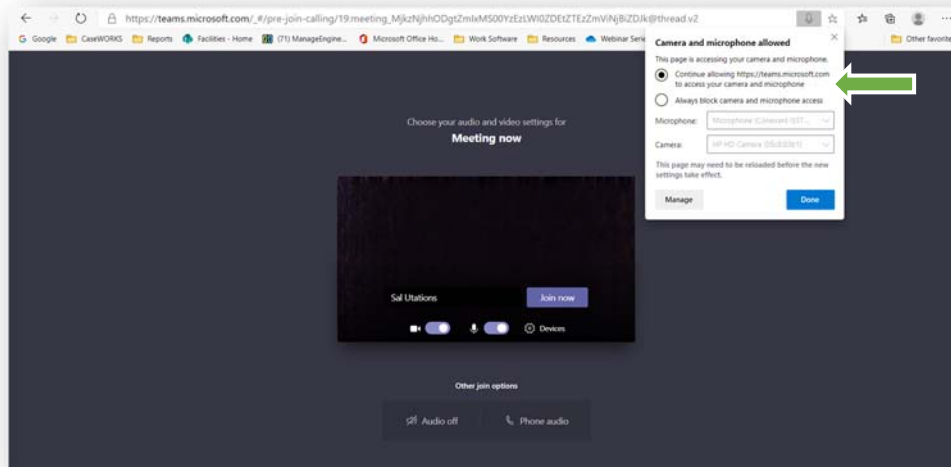
After clicking the **Join the web instead** button, we will be brought to this page. At the top of your web browser, in the address bar, you will see either the Icon of a Microphone, or a Camera. Allowing these permissions to work will allow proper use of Teams. If you deny these options, the worker will not be able to see you or hear you. If you do not see them in the address bar, click to **Continue without audio or video** and move to the next screen.



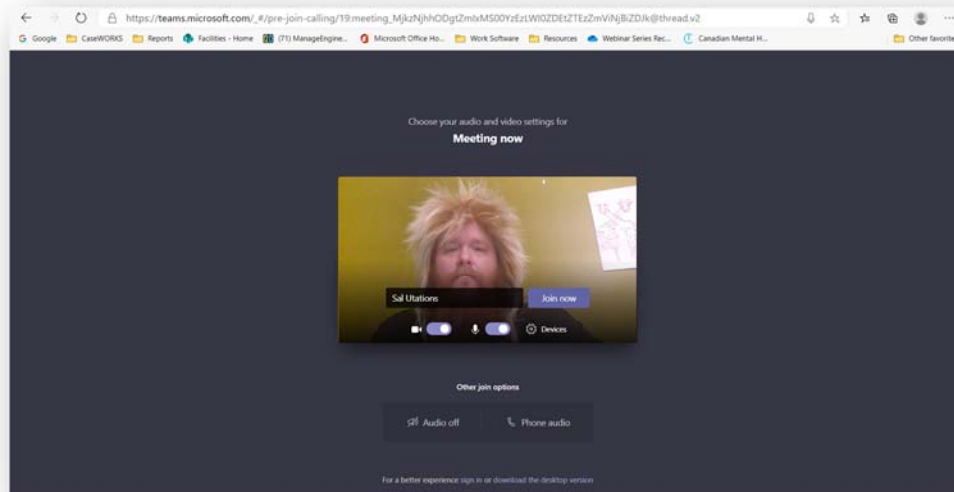
Here we can see the icon in the address bar. This icon may look different depending on what browser you are using. Follow to next image to see what happens when clicked. If your meeting is part of a Teleconference, you will also see the option to call in and use your phone's audio here. Click this to continue if that is the case.



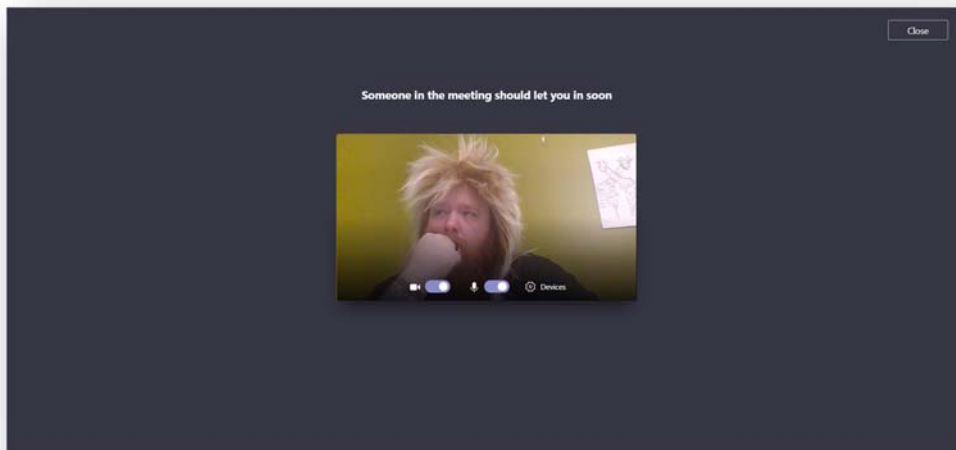
When you click on the icon in the address bar, you will see where you have to select what privilege level you want to give this application. You may be able to provide Access to Microsoft Teams to your camera and microphone separately, or it may ask you about both in one drop down, as seen in the following screen capture. Select that you wish to allow, and press **Done**.



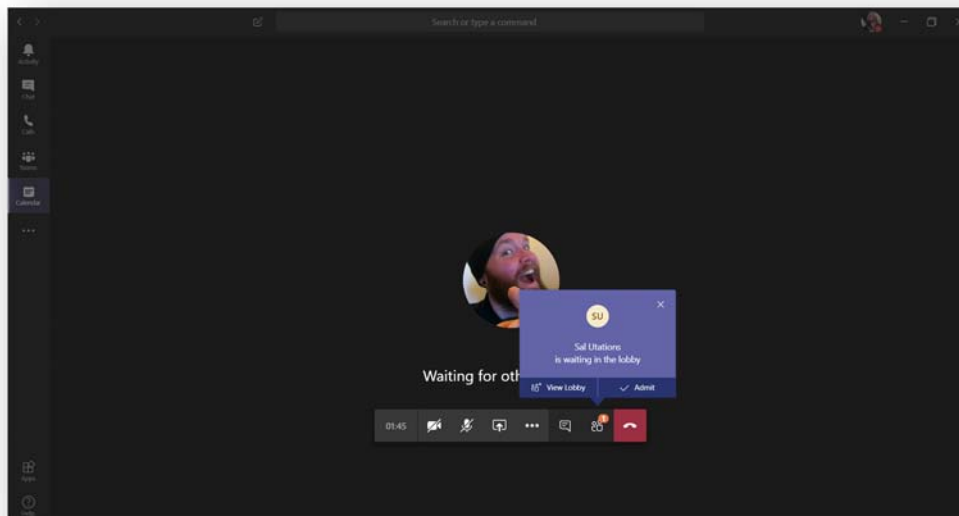
As noted above, here we can see that it is asking for you to allow both the Microphone and Camera. Again, if you wish to do so, click on that option and press **Done**.



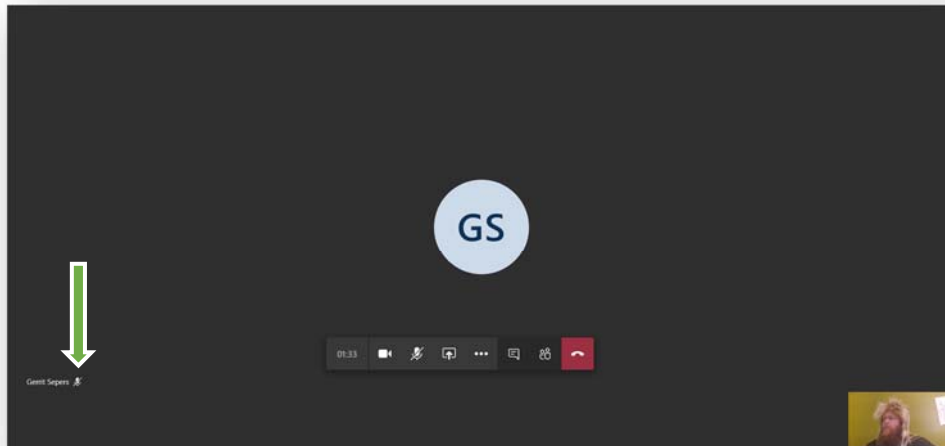
Once you have given permission for your Camera and Microphone will both show as on in the toggle switches at the bottom of the Video showing you. At this screen you can enter your name into the text bar, and press **Join Now** to enter your meeting.



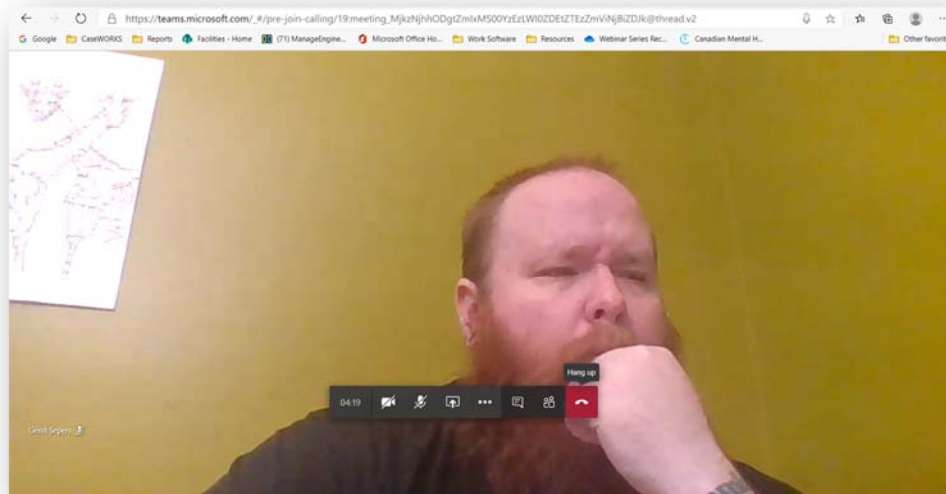
Once you have joined the meeting, you will once again see the window showing what your Camera sees, as well as a notice stating that **“Someone in the meeting should let you in soon.”** This means that the individual you are meeting with is either running late, or is setting things up prior to bringing you into the meeting.



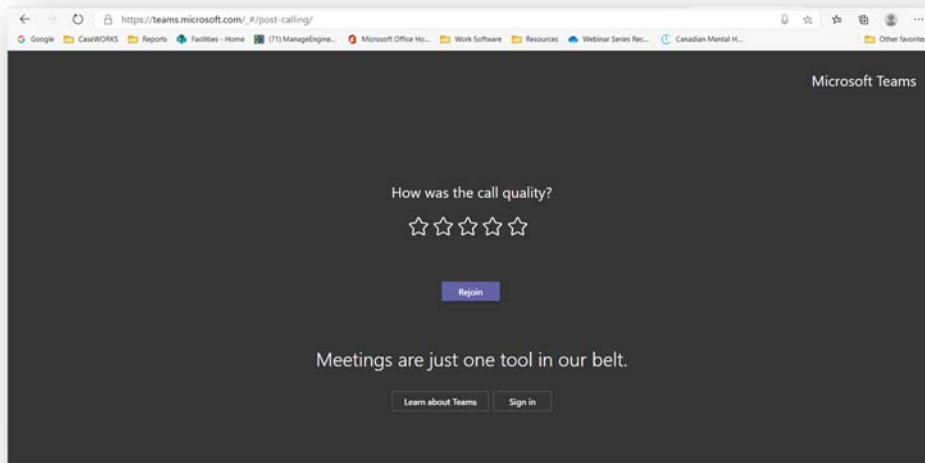
On the Worker side of this, if they are already logged in, they will receive the pop-up above, letting them know that you have joined. When they click **Admit**, you will be added to the meeting.



When you have been admitted to the room, your screen will show the Video/Initials/Picture of the worker you are meeting. At this time, your window containing what you are sharing is moved to the bottom right. It is still a live video, showing exactly what the worker will see. Here we can also see a **Mute** icon next to the name of the person you are meeting (on the left), illustrating that their microphone is currently muted.

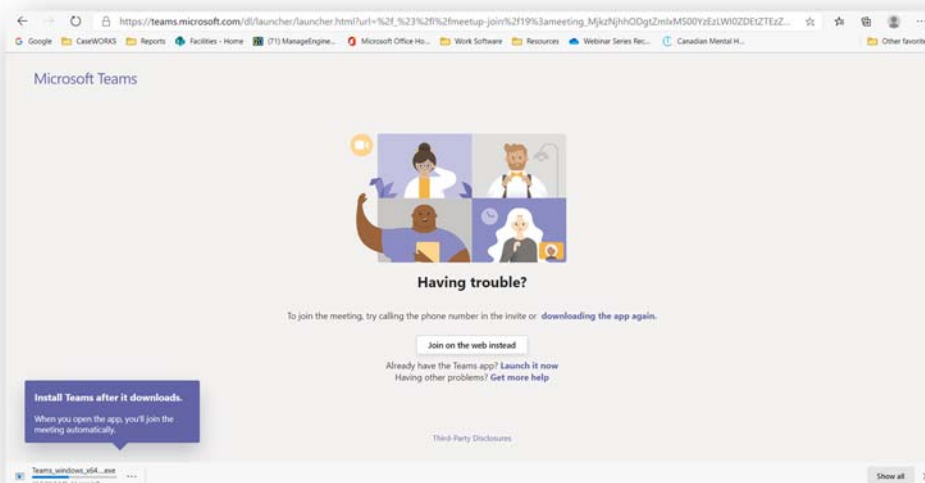


When the individual you are meeting turns on Audio and Video, you will see them appear as above. If you hover over the middle of the screen, near the bottom, you will see that your **Meeting Controls** become visible. Use this to mute/unmute your microphone, turn on or off your camera, as well as to **Hang Up** when your meeting has concluded.

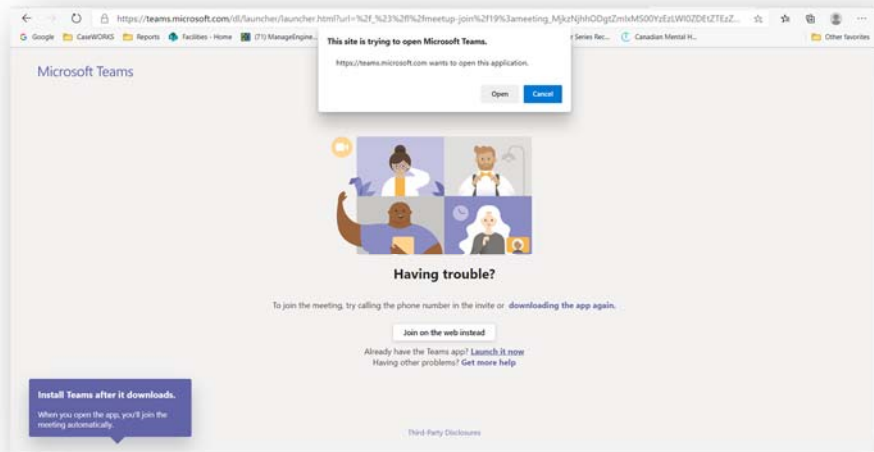


When your meeting has ended, you will be able to rate the quality of your call, or you can hit **Rejoin** if you accidentally hung up on the conversation. If you do not wish to rejoin, you may close your browser.

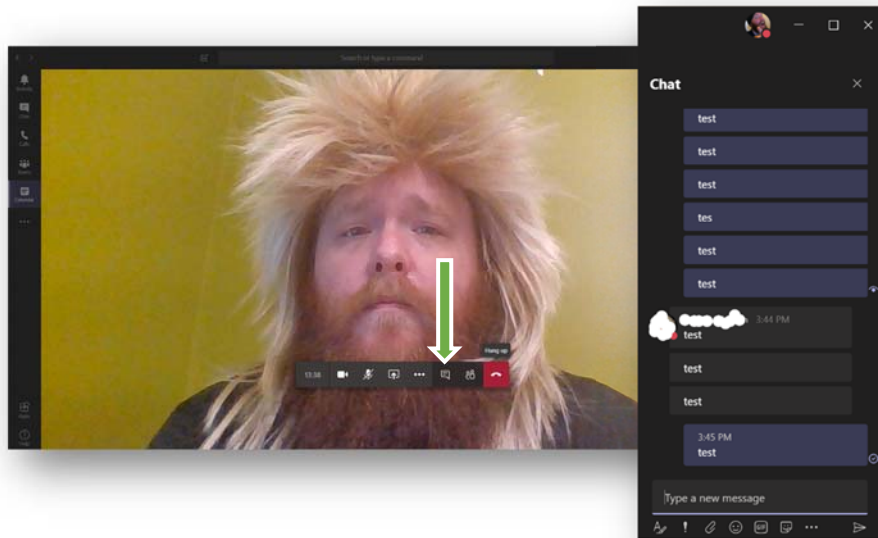
## Downloading Teams



If you have clicked to **Download The Teams App**, you will see that it has started in your download bar/menu. When it completes, you can install the software, and then refresh this you're the page in your web browser.



To allow the system to open Microsoft Teams for this meeting, press the **Open** button.



Much like the web-based version, you may experience being in a waiting area until the worker begins the meeting. Once you are in the meeting, you will have the same options as the web version, including the menu bar to turn on or off you camera, mute/unmute your microphone, and conversation option in the case that there is any specific information being shared there. The arrow above is point to the Conversation button which will open the chat as seen to the right of the image. Here we can see my messages in blue, and responses in grey. When the other party has viewed the message, it shows as an eye. If the party has not seen the message yet, it will appear as a check mark.

In a Live Event, instead of seeing the chat icon, you will see the Questions & Answers icon, which allows you to submit your questions to the event host (s).

Again, when this conversation has completed, you may hit the **Hang Up** button and you will be asked about the quality of the meeting. Close the application when you have completed using it.

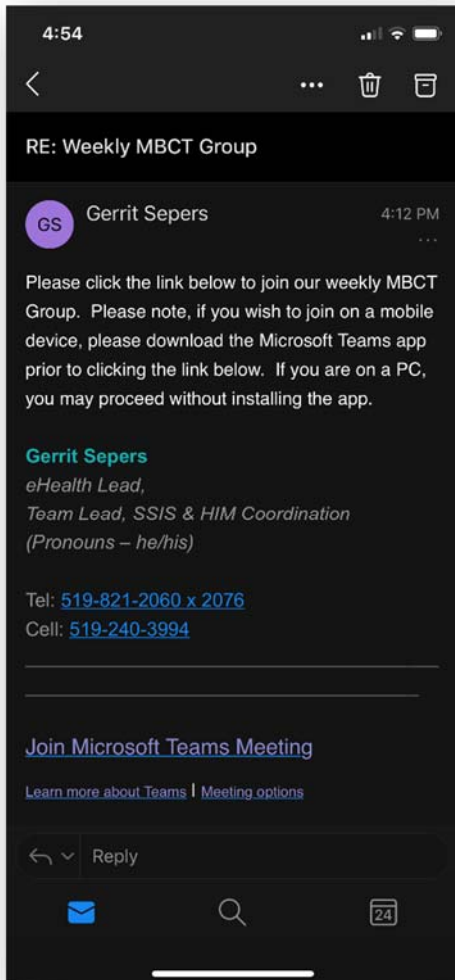


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## From Your Mobile Device

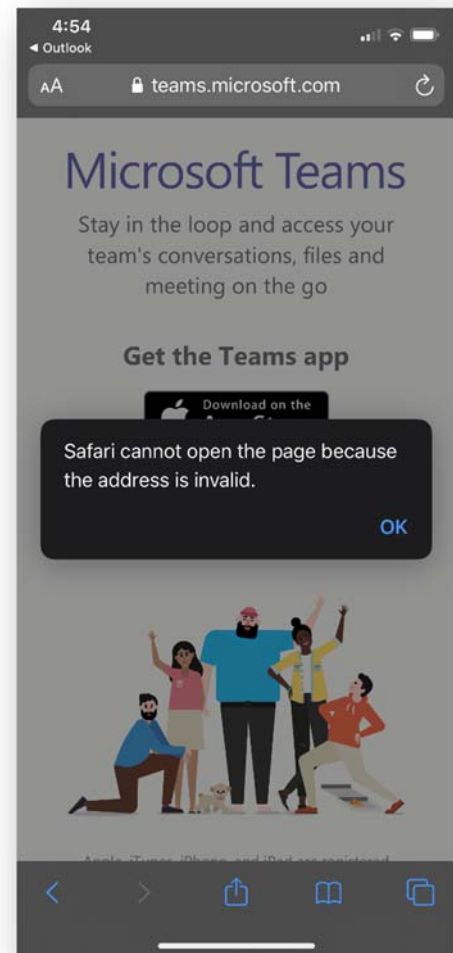
(Teams App Must Be Downloaded)

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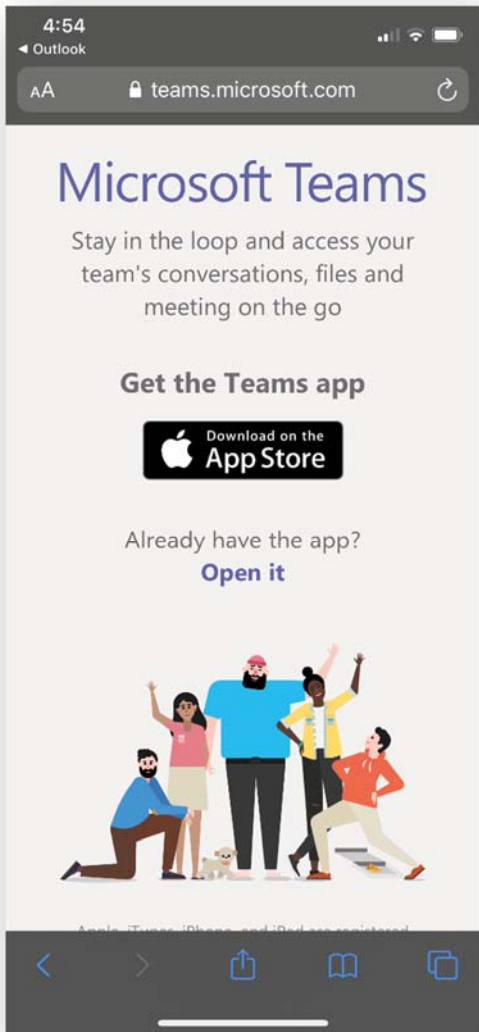
Here we see how the invite email looks from using your email app on your Mobile Device.

To use Teams on a mobile Device, you must first download the Teams app from the Apple App Store/Google Play Store.

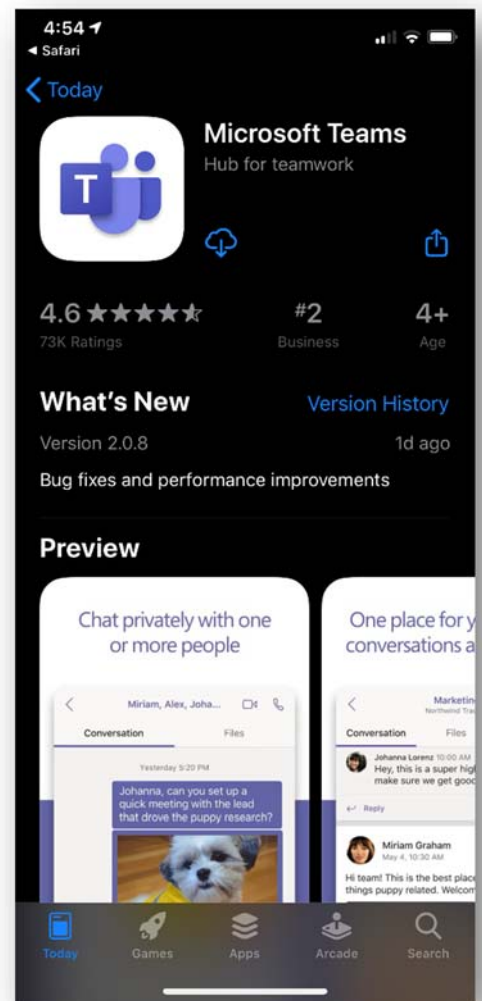


If you have not downloaded the app, when you click on the link you will get the following message (dependent on your browser, the message may not look exactly as pictured)

By pressing **OK**, you will see that there is a link to download the App for your preferred device.

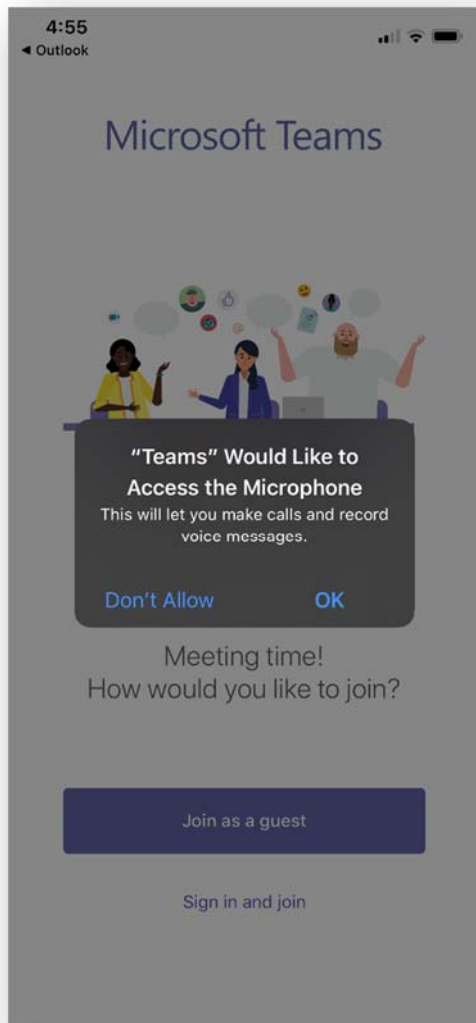


As seen in the image to the left, the link is shown to take you to the download page for your device.

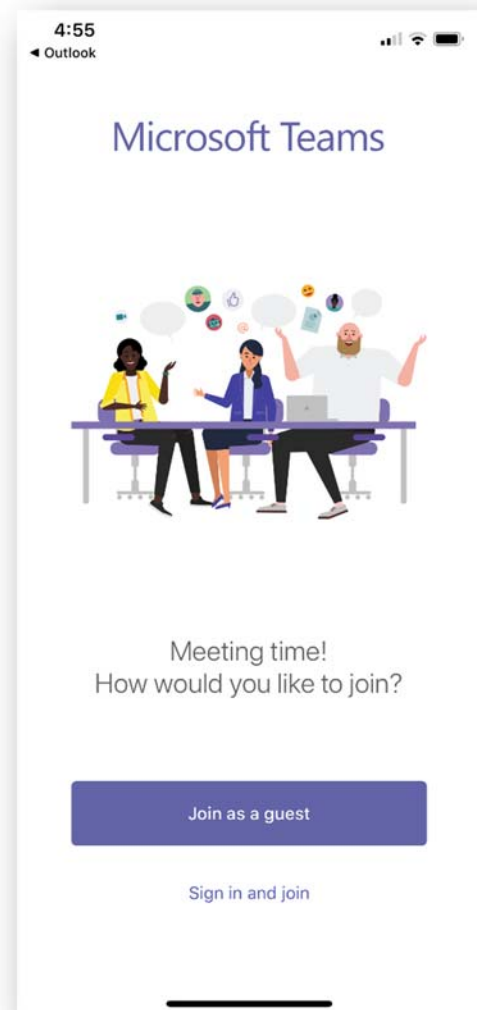


In the case of Apple, you can see information regarding the Teams app, as well as how to download.

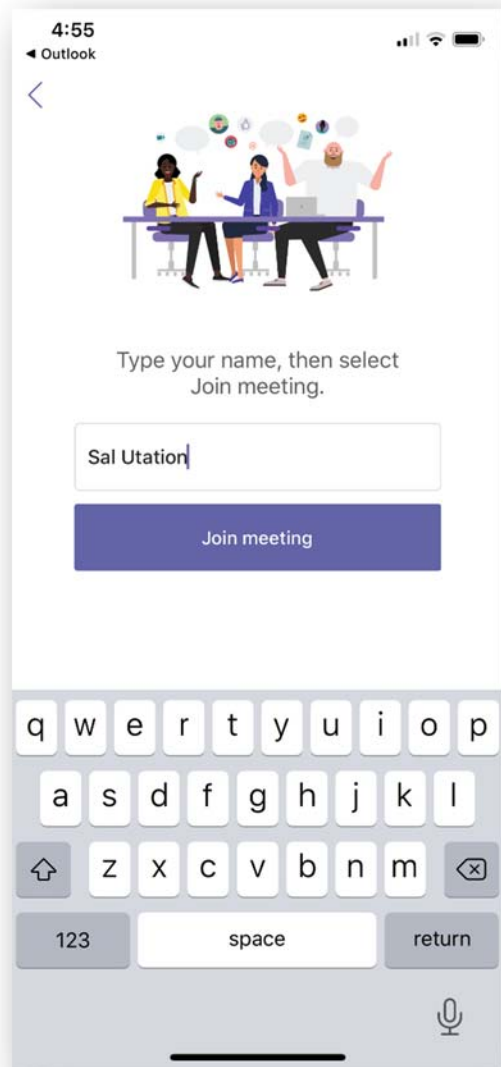
After the app has downloaded, go back to your email and click the link again.



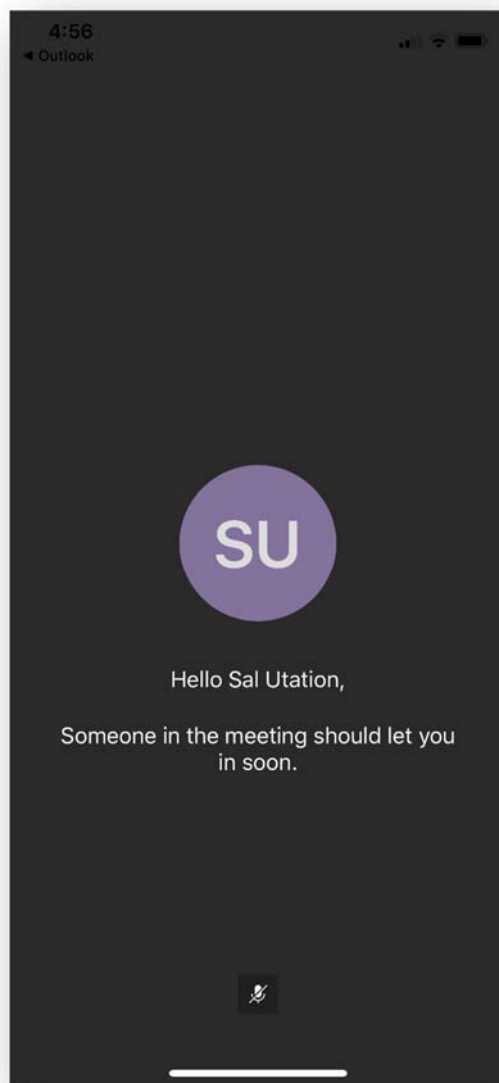
This time, when you click the link in your email, Teams will be opened. The first thing Teams will do is ask for Permission to use your Microphone, as well as your Camera. Again, you may choose how you proceed.



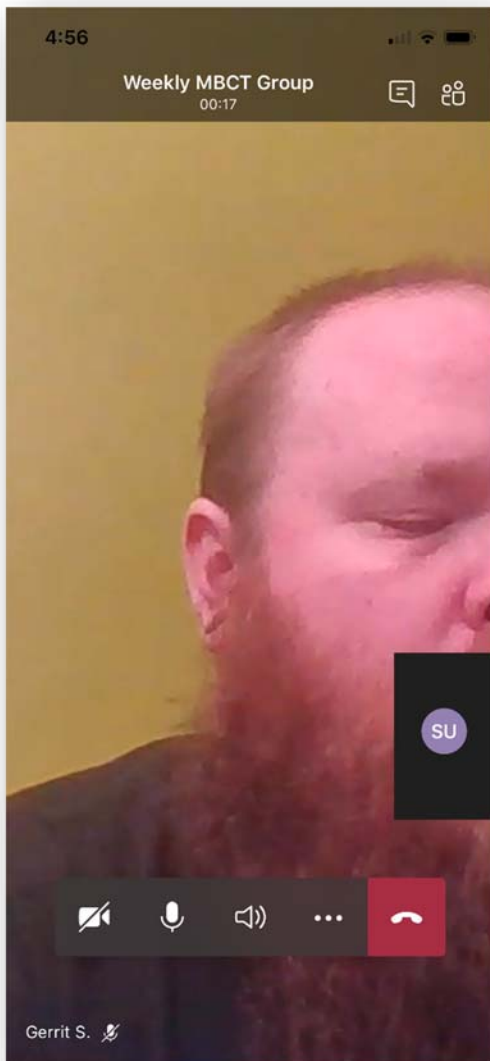
After you have dealt with your permissions, you will see two options, **Join as a guest**, or **Sign in and join**. If you already have a teams account, you may Sign in now, and join the meeting.



If you choose to sign in as a **Guest**, you will be prompted to enter your **Name**. Once you have done so, you can click the **Join meeting** button.



Once you have joined, you will see a message noting that **Someone in the meeting should let you in soon**. This means that the person you are meeting has either not joined yet, or, that they are still setting up the meeting, and that they will provide access when they are ready.



Once you have joined you will see your toolbar, as well as a small image of what you are sharing with the worker meeting with you.

From your toolbar, you can choose to turn your Camera on or off, mute/unmute your Microphone, or, mute the Sound in the case that you are interrupted.

You will also see the Conversation box in the top right of your screen. When you click this it will bring you into a text based chat. To return, you must hit back (in the top left).

To end the call, press the **Hang Up** button (red).

Once you have hung up, you will be presented with a ratings screen to note the quality of the phone call. On this screen you will also be able to hit the **Rejoin** button if you hung up by mistake. Otherwise, you may now close the app.

