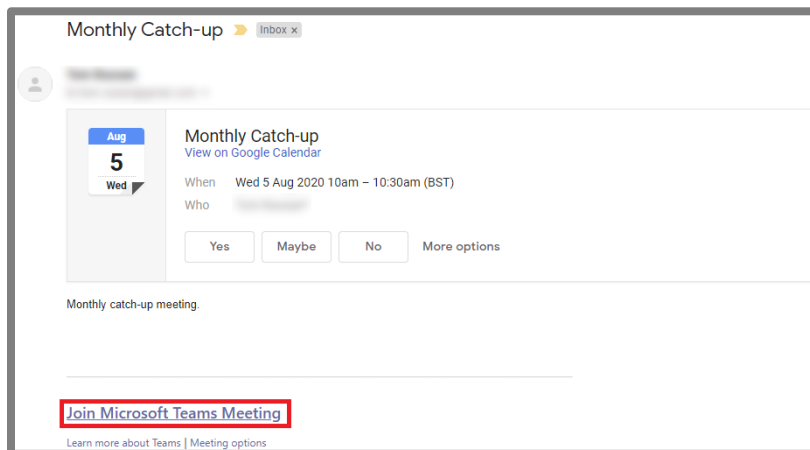
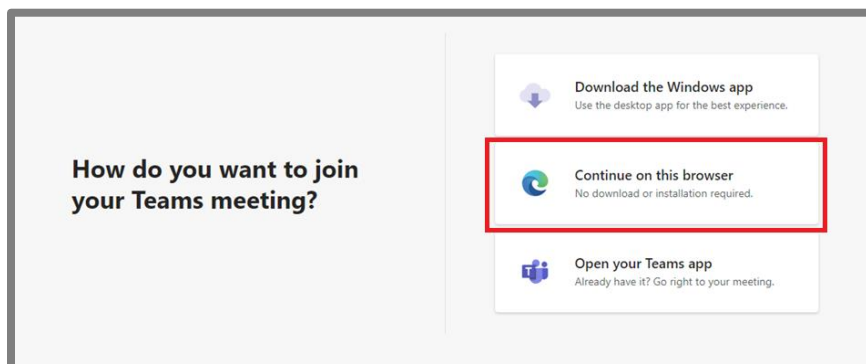


How to Join a Teams Meeting as an External User

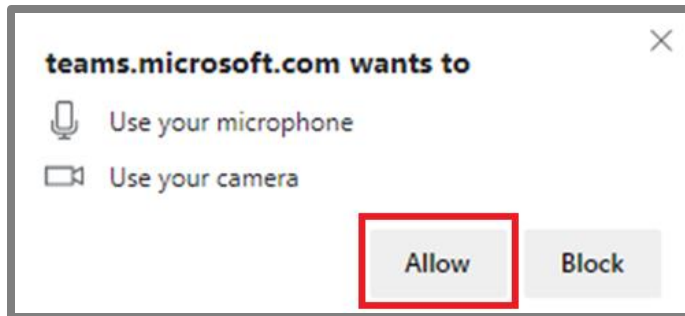
This information is for users who do **not** have a Microsoft 365 app. Shortly before your meeting is due to start, open your invitation email and click the 'Join Microsoft Teams Meeting' link at the bottom.



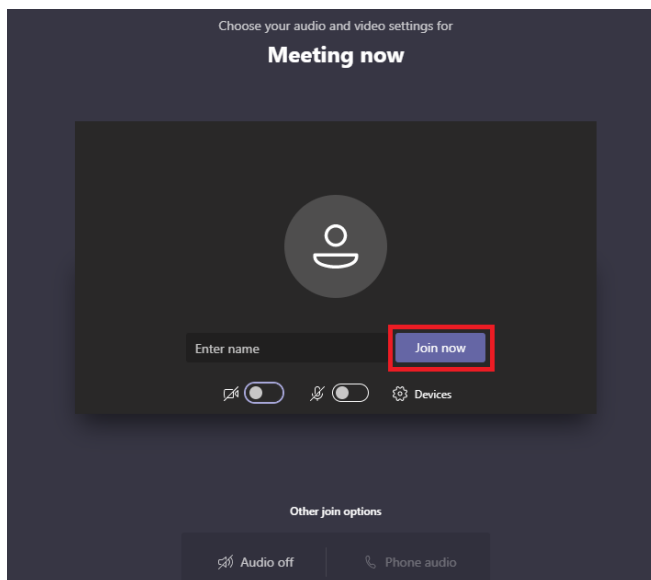
The link will open a Teams page in your web browser. Select 'Continue on this browser.'



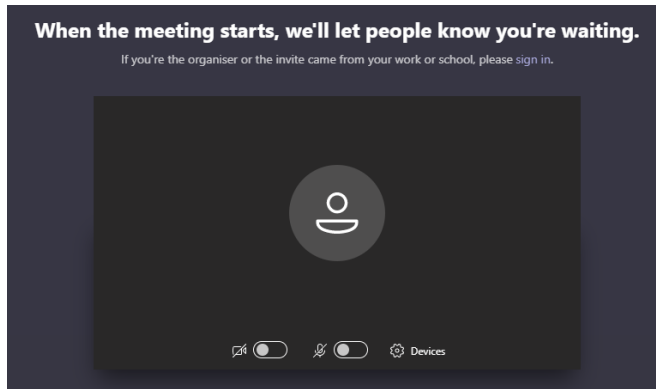
If prompted, **allow access** to your microphone and/or webcam. **If you do not do this**, other users in the meeting will not be able to see or hear you.



You will now join the pre-meeting lobby. Here you can **choose to turn your microphone and webcam on or off** and enter the name that you would like other users to see. When you are content with your settings and ready to join the meeting, click 'Join Now.'




If the organizer has not yet started the meeting, you will see the screen below. Otherwise, you will be taken straight into the meeting.



Joining a Microsoft Teams Meeting by Phone


This information is for users who would be calling in to a Microsoft Teams Meeting.


Day at the Capitol Planning Meeting

Organizer  Molly Pisciotto

Time Tuesday, April 20, 2021 10:00 AM-11:00 AM

Location [Microsoft Teams Meeting](#)

Response  Accepted [Change Response](#)

 2021 DATC Save the Date Flyer_Final.pdf
997 KB


Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Or call in (audio only)
[+1 312-583-7698,115538139#](#) United States, Chicago
Phone Conference ID: 115 538 139#
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

If you're not a member of Teams, you can still join a Teams meeting from the invitation you received in Outlook or by another email application. Use the phone number provided to dial in to the meeting. Then, dial the Conference ID # (see red arrow).

In Microsoft Teams, you can call in to a meeting by going to the **Calendar**  icon on the left side of the Teams app. Select the meeting you want to join, and then simply dial the phone number provided in the meeting details.

Phone Mute Options:

When dialed into a meeting, users can press ***6 to mute or unmute** your call. Press *6 to unmute yourself. After speaking, remember to press *6 to mute yourself once again.

Changing a Video Background in Teams in Mobile App Before a Meeting Starts

Step 1- Before joining the meeting, select background effects.

Step 2- You can replace the background with any of the pictures provided.

Step 3- You can select one of your own images as a background. To do so, click 'add new' and then select one image to upload. Image should be a .JPG, .PNG, or .BMP file.

Step 4- Select apply.

*Please note: If you press *1, it will announce all the descriptions of dial-pad commands that are available to the phone user.*