

How to Join a Teams Meeting as a Microsoft 365 Account User

If you are a Microsoft 365 account user, you can join a meeting through your Teams app.

Start by opening your calendar invite. Scroll down to where it says, '**Click here to join meeting**' (see below). Then click this link.

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

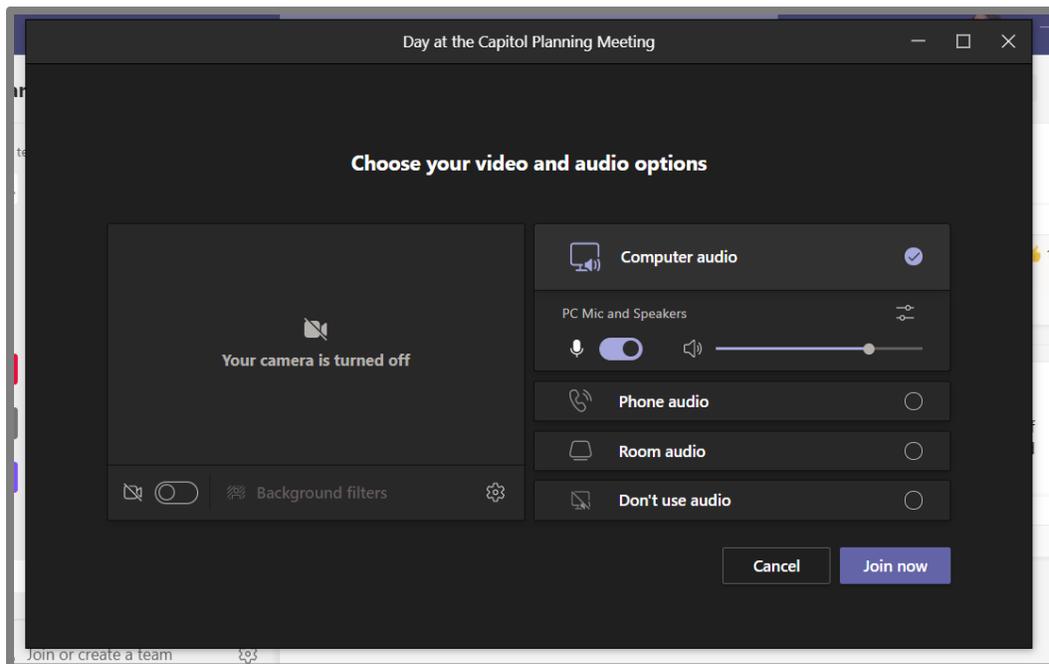
Microsoft Teams meeting

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](#)

Next, Microsoft Teams will open a **'video and audio options'** window.



Video On/Off

Select to have your video turned on/off. Your video is off when a slash is through the video camera icon and you do not see yourself on this screen. Turn your video **'on'** if you feel that others will have their video turned on as well. If you select turn **'on'** your video, you will be able to see yourself before others will be able to see you on the screen. Adjust your screen accordingly.

Suggestions: to improve your screenshot move your computer or chair back or forward and have your screen the same height as your profile.

Turn your video **'off'** if you are aware that no one, except possibly the speakers, will have their video turned on.

Background Filters:

When you turn your video **'on,'** you will have the option to change your **'background'** view. Press the save/disk button before **'Background Filters,'** then select background filter and then choose your show background effects. Search for your preferred background location. You can preview several backgrounds before making a final decision by hitting **'apply.'**

How To Change a 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'**

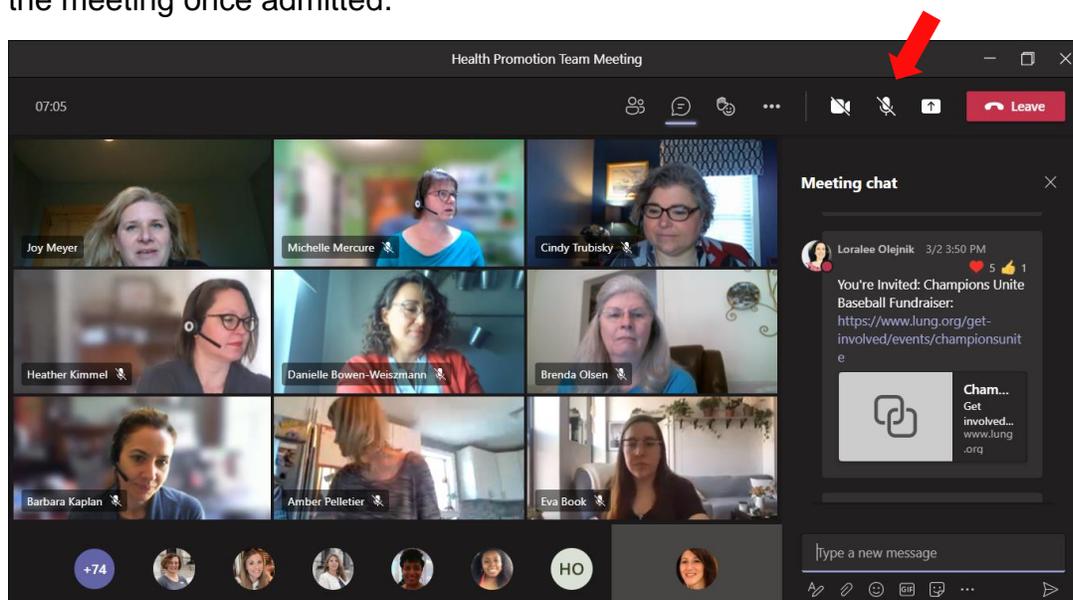
new' and then select one image to upload. Image should be a .JPG, .PNG, or .BMP file.
Step 4- Select apply

Volume:

Adjust your volume. Make sure computer audio is checked 'on.' Select **PC mic and speaker**, which is on in the above picture. Move the slider up towards the right (facing) to increase your volume. This will help to hear presenters who selected a lower volume.

Join:

Select '**Join Now**' to attend a meeting. You may have to wait in the 'lobby' before the host admits you. The hosts will admit you when they are ready. You will see others in the meeting once admitted.



Viewing Options:

Once in the Teams meeting, you will have a variety of viewing options. Explore the icon buttons on top of the page.

Top of the Screen Icons:

In order, the **people icon** provides you with different viewing options.

The **chat bubble** is to view and provide comments. Use this feature to write in a question or to make a comment (view where it says 'Type a new message' on bottom).

The **face with hand** is for one-time emotional responses such as a thumbs up, and clapping. If you hit the '**raise your hand**' feature, after the host responds to you, make sure you **turn off** this feature by hitting the '**raise your hand**' icon again.

For more advanced window options and tools, click on the **three dots**.

Mute:

Make sure you are on mute when you are not speaking. The microphone icon has a **slash through it** when you are **on mute** (see red arrow above). Throughout the meeting, check to make sure you are on mute.

When you would like to speak, hit the **microphone icon**, which will remove the slash taking you **off mute**, then you can speak. Shortly after you are finished speaking, click the microphone icon again to put yourself back on mute. Be sure to look for a slash through the microphone to indicate that you are on mute.

Video Off:

You can check to make sure your video is off by observing a slash through the video icon.

End:

To exit the meeting, simply hit the 'Leave' button at top of the page or 'x' out. If you decide to 'x' out, your Microsoft Teams app will completely close.