



How to join online meeting in Microsoft Teams



Microsoft Teams is a program that allows you to work with other people online.

Online is when everyone can be in a different place and work or talk about the same thing at the same time.

At Inclusion Europe we use Microsoft Teams to organise online meetings.

This is an explanation how to join an online meeting in Microsoft Teams.

What you need to be able to join an online meeting

You need a computer connected to the internet.



An internet browser must be installed on the computer, for example [Microsoft Edge](#), [Google Chrome](#) or [Firefox](#).



You also need a microphone and speakers.

Not every computer has a microphone or speakers.



Some meetings, you can also join by calling a phone number.

You don't need a computer or the internet for that.

Invitation

The person organising the online meeting must send an invitation you can use to join.

You receive the invitation in an email or another digital message.

The invitation can look something like this:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Sometimes the invitation can be just a link.

It should look something like this:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_

Be careful to click only on links from people you know and trust.

If you do not have the invitation, you can ask the organiser to invite you.

Preparing for the online meeting

It is a good idea to try and connect to the meeting before the time it starts.

That allows you to see if everything is working well. Sometimes there are things that need to be set-up with the microphone or speakers.

It is good to have someone beside you who can help with the technical set-up, if you are not familiar with it yourself.

Joining the online meeting

At the time of the online meeting, follow these steps to join:

Click on the link in the invitation:



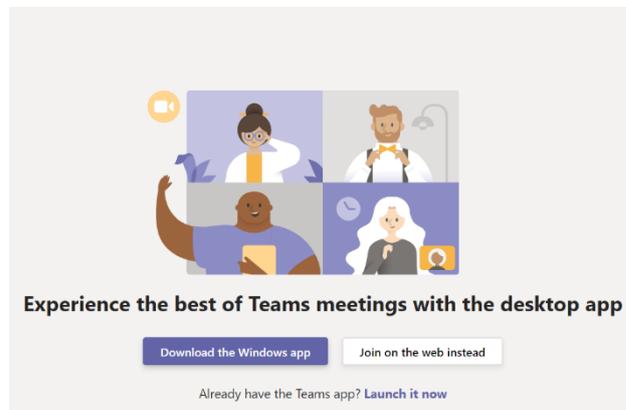
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Or call the phone number you received.

If you are calling the number on your phone, the next steps do not apply to you.

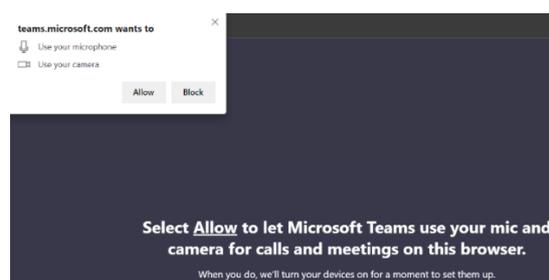
When you click on the invitation link,
you will see this message
on your computer screen:



If you choose “Download the Windows app”,
a new software will be installed on your computer.
This is a good option if this is your computer
and you will attend more Microsoft Teams meetings.

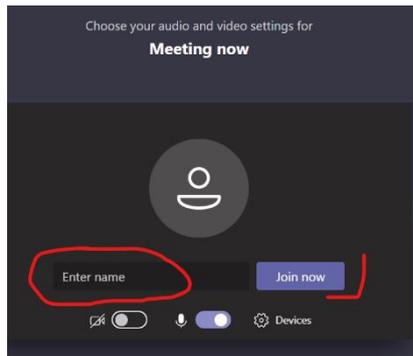
Or you can choose to “Join on the web instead”.
“Join on the web” works with Microsoft Edge, Google
Chrome or Firefox internet browsers.

The computer will ask you to use the microphone
and camera.

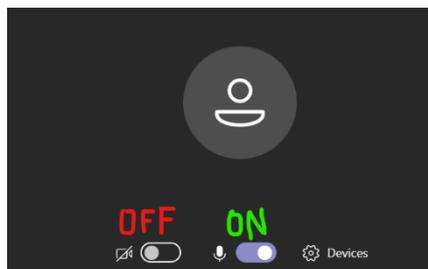


Click "Allow" to proceed to the online meeting.
Next you need to write down your name,
so others in the online meeting know who you are.

After you write the name, click "Join now":



When you join the online meeting,
you can turn your camera and microphone on or off.
Use the toggles at the bottom of the screen to do that.



In the meeting, you can listen to others in the meeting.
You can also see them if they have their camera On.

The people in the online meeting can hear you,
when you have your microphone On.

They can also see you when you have your camera On.