

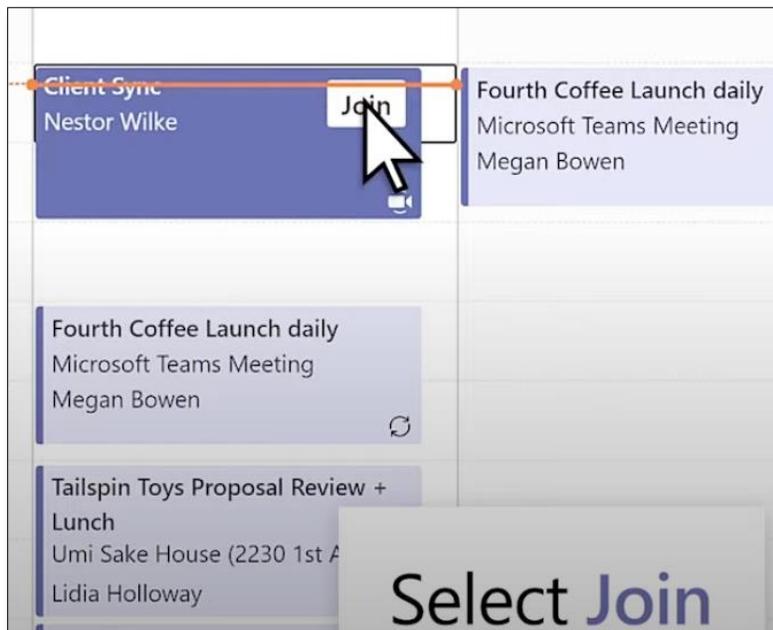
Teams Resources for Students

Joining a Meeting

This guide explains the different ways to join a Microsoft Teams meeting, whether you have the app installed or not.

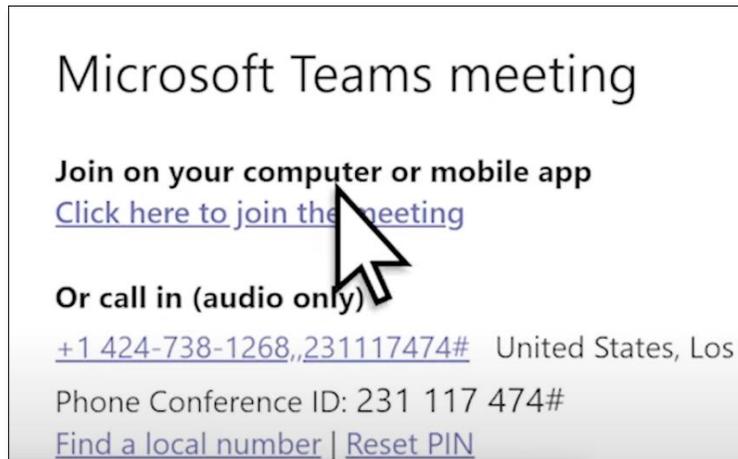
Joining from Your Calendar

1. Open your calendar and find the meeting
2. Select "Join" on the meeting (either before it starts or while in progress)
3. Before entering:
 - a. Turn on your video to preview how you'll appear
 - b. Choose audio settings
 - c. Customize your background:
 - i. Select a custom background
 - ii. Or blur your background
4. Select "Join now" to enter the meeting



Joining Without the Teams App

1. Open your email invitation
2. Select "Click here to join the meeting"



3. Choose how to join:
 - a. If you have the Teams app, select to open it
 - b. If you don't have the app:
 - i. Download the desktop app if desired
 - ii. OR select "Join on the web" to use the browser version
4. Type your name
5. Choose your audio and video settings
6. Select "Join now"

Note: Depending on the meeting settings, you may enter immediately or be placed in a lobby where someone in the meeting must admit you.