

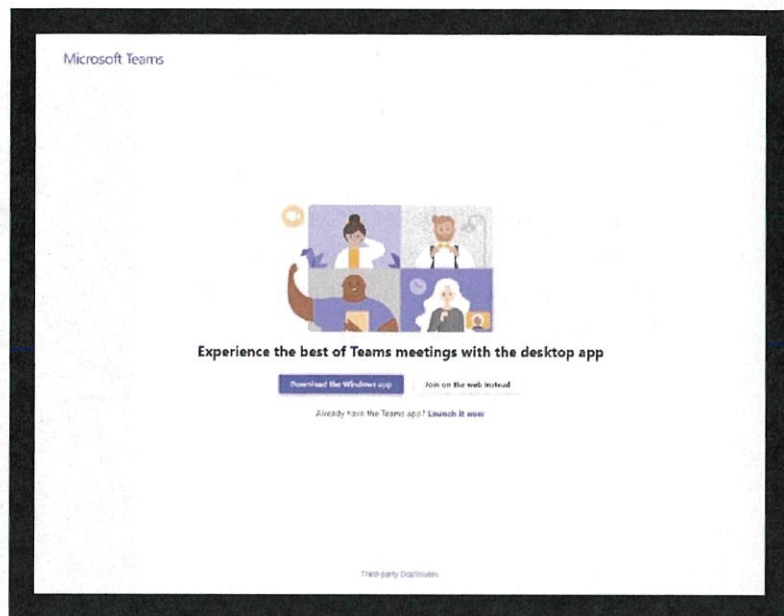
Teams Meetings

Joining the Meeting

When clicking the link sent to you from a meeting request or if invited to a meeting you will be presented with this page.

If you have Teams installed, it will automatically redirect to the Teams Application.

If this is your first time using teams or you are unable to install the desktop app **we recommend clicking Join on the web instead.**



The lobby

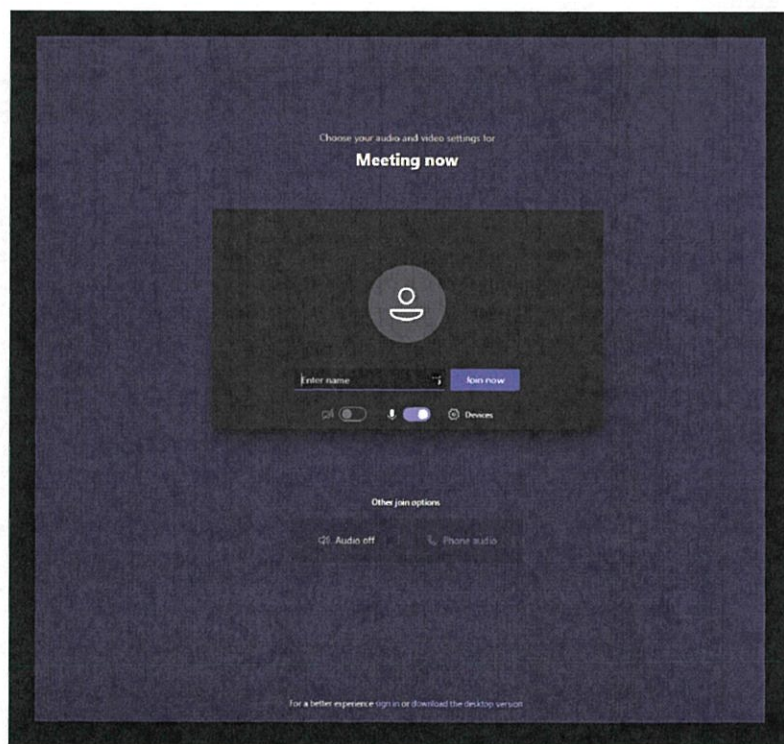
Once the Teams App or web browser Teams session launches you will be invited to the lobby. In the lobby you provide the below information

1. Name
2. Camera On/Off
3. Voice On/Off
4. Join Now (*Request to Join the Meeting*)

Note: *The Voice and Camera on/off sliders can be seen under the enter name section.*

Note: *If using a work computer your name will already be prefilled.*

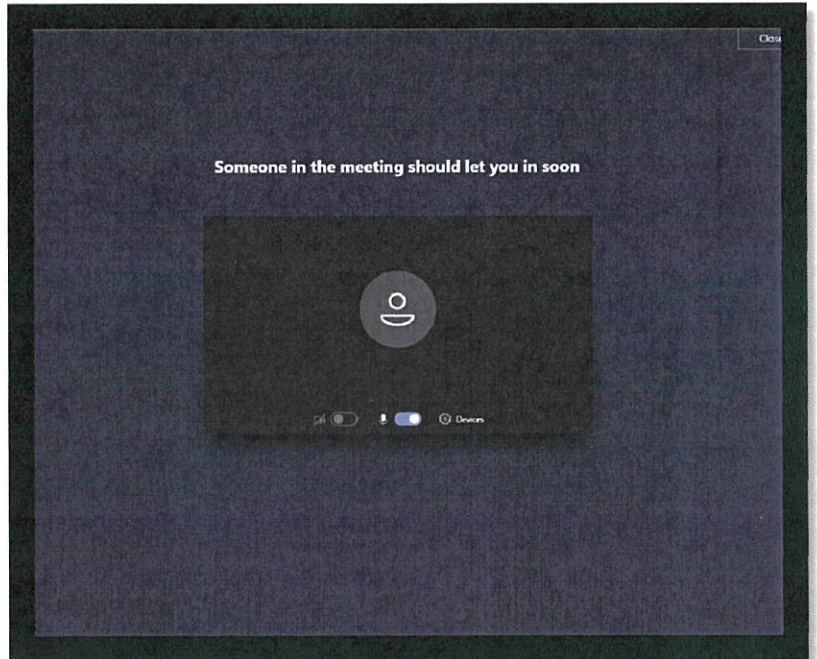
Note: *You will be prompted to allow Audio/Video through your browser. Please allow this.*



Teams Meetings

Waiting to be accepted into the meeting

As a guest you will be let into the Teams meeting once the Organiser(s) accept you into the meeting. When waiting you will be presented with this screen.



In the meeting

When Accepted to the meeting you will be able to talk and present video.

Audio and Video

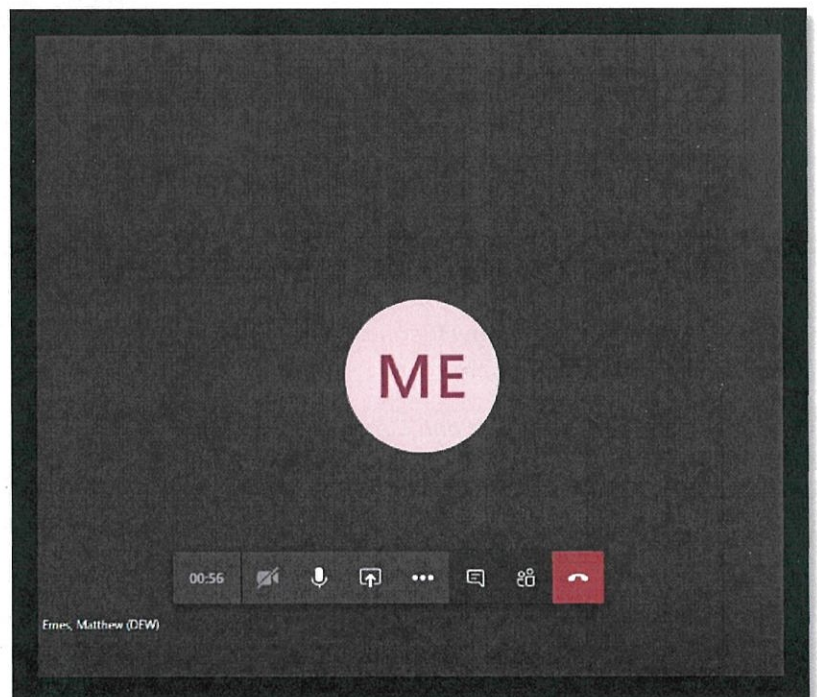
If required you can mute and turn on and off video and audio at will using the below buttons



Note: The meeting Organiser(s) will have the ability to disable your audio.

Sharing a screen

You will be able to share a screen such as a internet page to participants in the meeting by clicking on the share screen button.



Teams Meetings

Chat

When the chat button is selected you can share files and chat in text with the participants of the meeting.



Show Participants

To see who is in the meeting you can select the show participants button, in this view you can also see if participants are muted or waiting in the lobby.



Hanging Up

To hang up from the meeting select the hangup button.

