



Join a Meeting on Microsoft Teams

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 359 852 553 61

Passcode: fHrT8B

[Download Teams](#) | [Join on the web](#)

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



To join a meeting on Teams, first, find the **invitation** that you have been sent.

If you have Teams installed, choose the first link, which says '**Click here to join the meeting**'

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If you **do not** have Teams installed already, you can join with the second option '**Download Teams**' which will install the app and then put you in the meeting.

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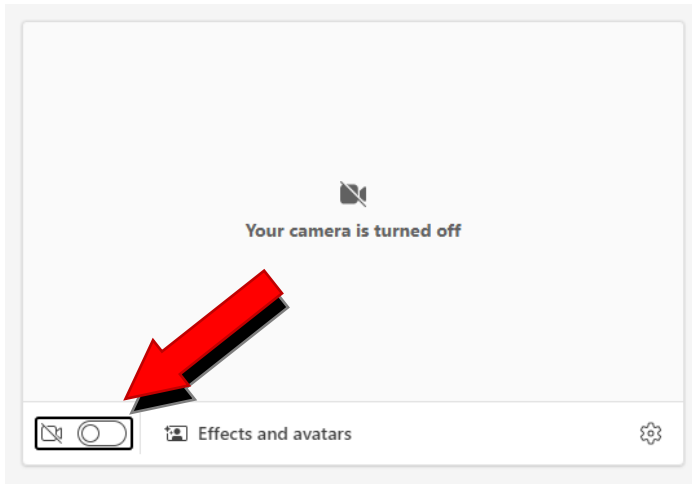
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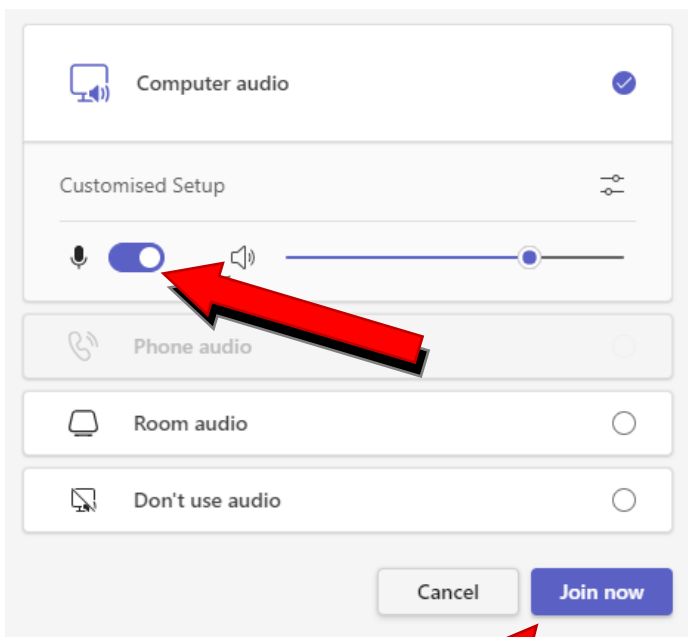
If you do not wish to download Teams, but still want to join the meeting, then you can choose the third option '**Join on the web**'

Without a Microsoft account, you will be prompted to enter your name for any option.



On a **computer or laptop**, you will be given 2 menus, one will manage your camera.

You can turn the camera **on and off** using the button in the bottom left.

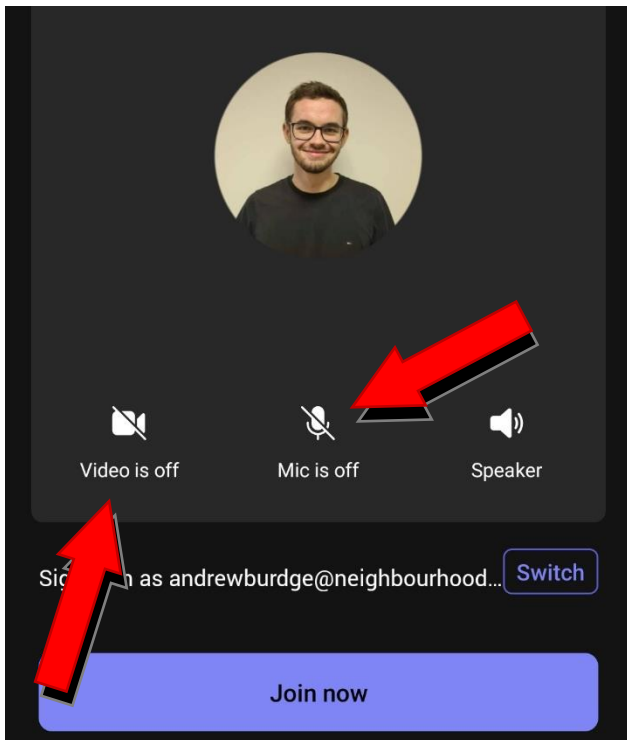


The other menu will manage your **microphone and audio**.

You default microphone and speaker will be used, so you should not have to change that.

Use the **microphone icon** to toggle your mic **on and off**.

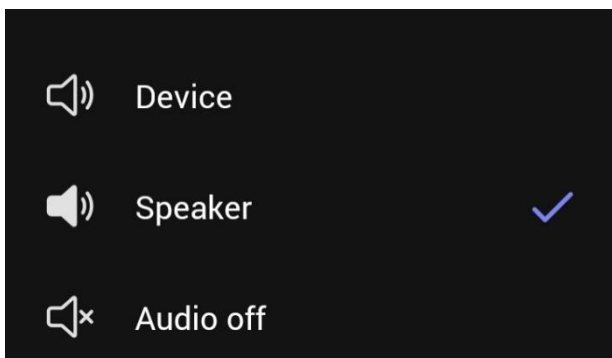
When you are happy with your settings, click the '**Join now**' button in the bottom right of the menu.



When joining through a mobile device or tablet, you will get a simple menu with just three icons.

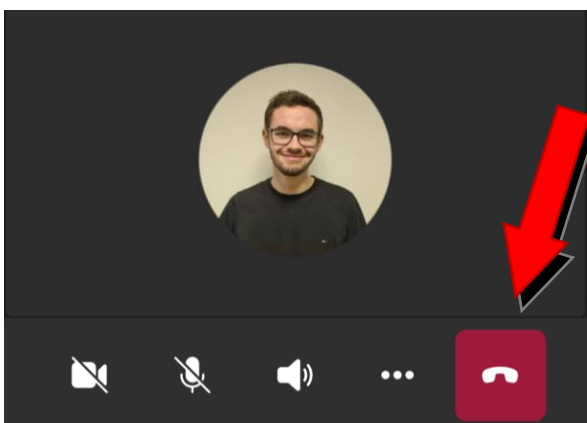
The video and mic icons will be indicated with a **white line through** them if they are off. Tap either of them to turn them **on or off**.

Tap **Join now** to enter the meeting.



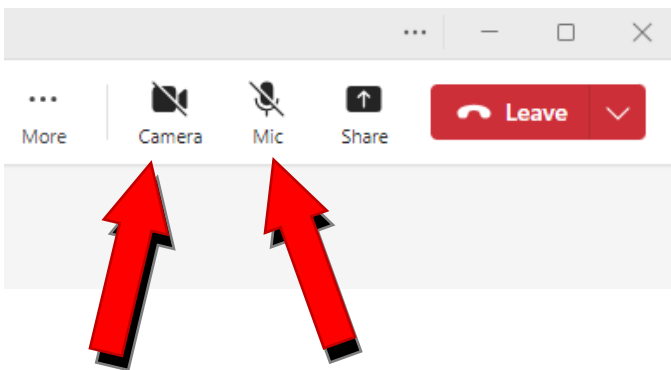
Tapping the **Speaker** icon will give you the option of using your device speaker like a phone call, **loudspeaker**, or turning audio off entirely.

Loudspeaker is chosen by default and is the best option.



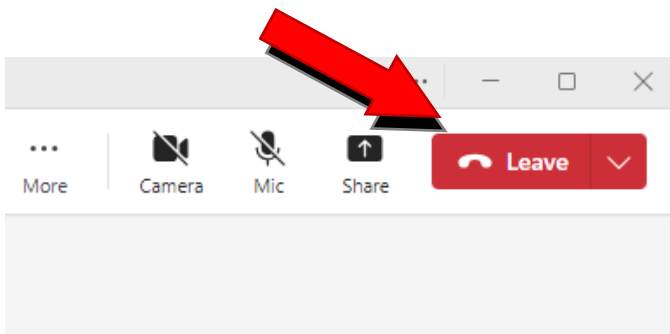
All these options are still available during the meeting.

Tap the **red phone icon** to leave the meeting.



The options will be available during the meeting as well, in the **top right**.

Click each icon to turn your mic and camera **on and off**.



Click the **red button** to leave the meeting.