Joining a Teams Meeting

When joining a Teams meeting, the system defaults to using your computer's microphone and speakers. To call in via phone, please follow the steps outlined below:

1. Calendar Invite
   a. Use the call in number and Conference ID listed in the invite to call in via phone.
   b. Use the “Join Microsoft Team Meeting” link to view screens and/or join the audio via computer.

2. The link will open a website (if you do not have Teams installed). If you do not have the Windows Teams app installed (and do not wish to install it), click on the “Join on the web instead” link.
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3. When the Teams screen opens, if you are not joining the audio via computer, then select the “Audio Off” link
   a. Note: If you are calling in via phone and accidently select the ‘Join now” then when the session opens mute your computer speaks to prevent an echo.

4. The call information is also available after you join the meeting by clicking on the “Call Info” button in the top right corner:
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5. After the Call Info screen opens, there is also a “Call Me” feature in addition to the call info:

**Call**

10:00 am - 11:00 am (1 hours)
Thursday, May 2, 2019 @ 10:00 AM
+1 (585) 420-6781

**Call in via phone info**

드리게: Dial in manually
+15854206781 (Toll)
Get local numbers
Conference ID: 9724#

**Enter phone number**  **Call me**

**Copy join info**

"Call Me" feature. Enter your phone number to be called to join.

**Join Microsoft Teams Meeting**

+1 585-420-6781 United States, Rochester (Toll)
Conference ID: 9724#

Local numbers | Reset PIN | Learn more about Teams