# Joining a Teams Meeting

When joining a Teams meeting, the system defaults to using your computers microphone and speakers.  To call in via phone, please follow the steps outlines 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
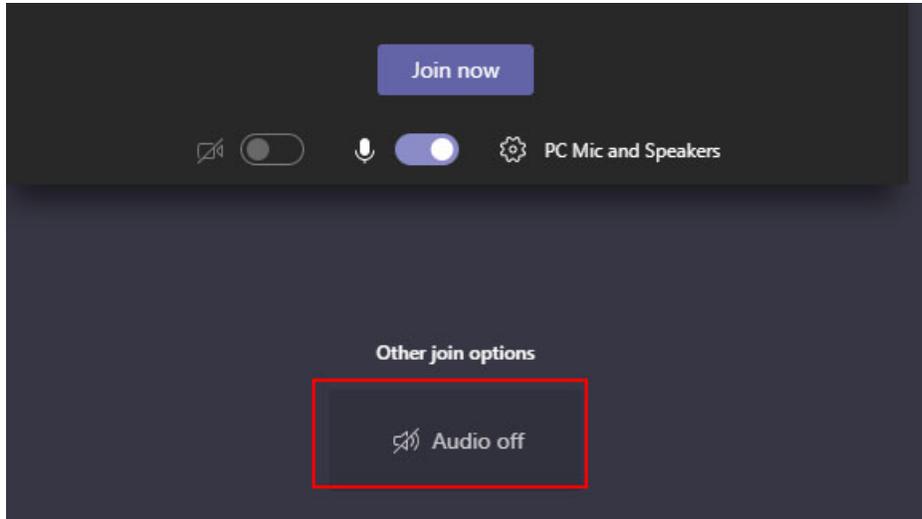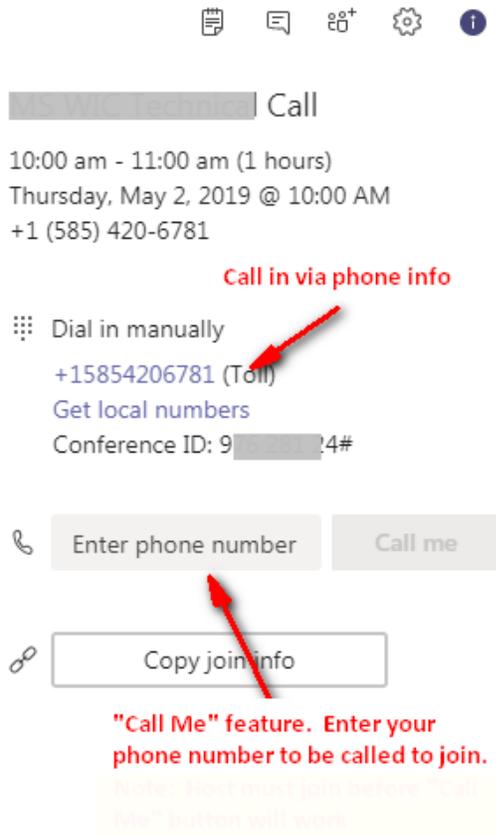


4. The call information is also available after you join the meeting by clicking on the "Call Info" button in the top right corner:
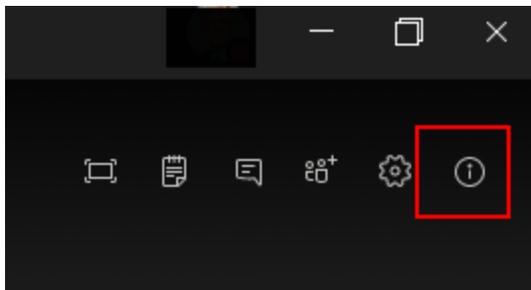
5. After the Call Info screen opens, there is also a "Call Me" feature in addition to the call info:

🗒  🗨  👥⁺  ⚙  ⓘ

MS WIC Technical 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**

⠿  Dial in manually
    +15854206781 (Toll)
    Get local numbers
    Conference ID: 9        4#

☎  Enter phone number      Call me

🔗  Copy join info

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

Note: Host must join before "Call
Me" button will work

## Join Microsoft Teams Meeting

+1 585-420-6781   United States, Rochester (Toll)

Conference ID: 97        4#

Local numbers | Reset PIN | Learn more about
Teams