

An Introduction to Teams Meetings

This guide provides a brief overview of Microsoft Teams meetings for new users. It covers the fundamentals of Teams meetings, such as:

- Tips for running successful Teams meetings
- How to join a Teams meeting
- What to do once you're in a Teams meeting

Tips for Teams Meetings

- Use headsets that have microphones or verify that your laptop/computer set-up has a functioning microphone.
- If joining a Teams meeting from the app or on the web, use a wired internet connection or ensure that your wi-fi signal is strong.
- VPN and RDP: These may introduce challenges and can degrade the experience. It is recommended that you **not run** Teams meetings through VPN and RDP.
- Choose your audio and video settings before joining the meeting when using the app or on the web:



- Turn camera on or off
 - Off is preferred for instructor-led training meetings in order to preserve bandwidth).
- Have your background be visible or blurred-out.
- Bluetooth headphones can negatively impact the sound quality. We recommend using wired headsets or using the speakers from your connecting device.
- Microphone on or off
 - It is recommended that when not speaking, have your microphone turned off to prevent background noise from disrupting the meeting. When you need to speak during conversations, then turn your microphone on to contribute.

How to join a meeting

To join a Teams meeting, the link or call-in details can be found in your meeting invite in Outlook. When you open the meeting invite, you will see the meeting details in the body of the meeting invite. For example:

Join Microsoft Teams Meeting

+1 647-794-1609 Canada, Toronto (Toll)

Conference ID: 419 638 144#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

There are three ways to join, but please note that Teams meetings work best (functionality-wise) when you join using the link provided through the Teams app or Teams on the web (and not by phone).

1. Join a Teams meeting from the app

Select/click the purple words '**Join Microsoft Teams Meeting**' in your Outlook meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically or ask if you would like to open the app. Once in the app:

- a. Choose the audio and video settings you want (see above).
- b. Select **Join now**.

2. Join a Teams meeting on the web

Select/click the purple words '**Join Microsoft Teams Meeting**' in your Outlook meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you do not have the Teams app, you can still join a Teams meeting.

- a. In your email invite, select **Join Microsoft Teams Meeting**.
- b. You have two choices:
 - **Download the Windows app:** Download the Teams app.
 - **Join on the web instead:** Join a Teams meeting on the web.
- c. If you select to join via web, type in your name and select **Join now**.
- d. Choose the audio and video settings you want.

3. Join a Teams meeting using dial-in number and conference ID

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

The phone number and conference ID are also found in the meeting invite, just dial the number and use the conference ID to join the meeting:

Join Microsoft Teams Meeting

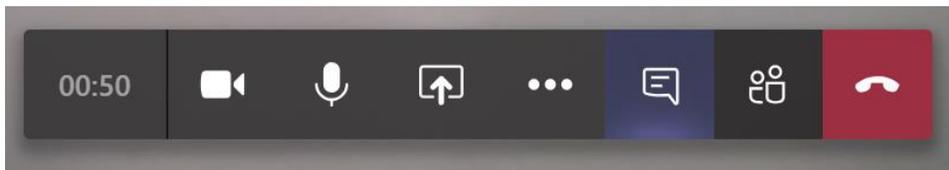
+1 647-794-1609 Canada, Toronto (Toll)

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Once you're in a Teams meeting

Once you have joined the Teams meeting, if using the web or desktop app, you will see the following icon bar on your screen.



The icon represented by a chat window/thought cloud is the 'conversation' icon (shown in purple above). It allows you to chat with other meeting participants and share links during a meeting.

The icon immediately to the right of the conversation icon, adjacent to the red telephone, is the 'participants' icon. Once clicked, it shows you the individuals taking part in the meeting (so there is no need for roll call).

Resources

For a short tutorial on 'How to Join a Teams Meeting', please watch:

<https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>.