

Getting started

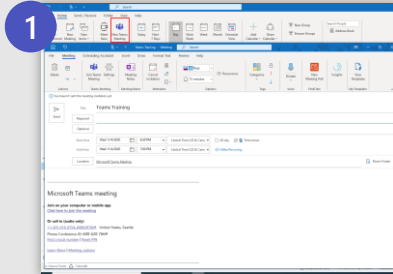
Understand the different types of meetings and optimize your connection for the best meetings



Types of Team Meetings

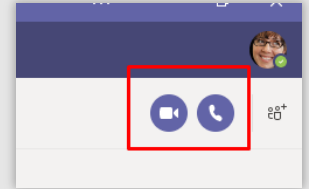
1 Traditional private meetings

You can schedule a private meeting with anyone (even external guests), even if they don't use Teams.



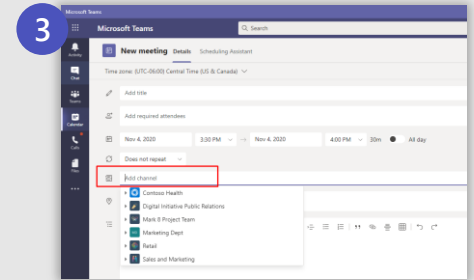
2 Meeting in a chat

Meetings within chat are great for working with a smaller group or for a quick touch base.



3 Channel meetings

These meetings are associated with a channel, so all team members can choose whether to join the meeting, view the agenda and conversation, and share files—all from within that channel. Add all Teams members are invited not just channel in Add Required Attendees so it will reflect in Outlook.



Maximizing your Internet Bandwidth

1 Use your best connection

A wired network connection is best. When using a wireless connection, consider your distance from the router and obstacles in between that can affect your connection quality. **Recommendation to not be on VPN.

2 Test your current Internet connection speed

If you are experiencing connectivity or bandwidth issues, you can run an Internet Speed Test ([Speed Test](#)) to determine if the issue is your local home network.

- **BEST:** Connect via wired Ethernet to your home router
- **GOOD:** 5GHz Wi-Fi provides internet at faster speeds, but to smaller areas of your house
- **OK:** 2.4GHz Wi-Fi provides internet to a larger area, but sacrifices speed

3 Verify/Test Connectivity to Office 365 Services

This site gives you clear feedback for connectivity to Office 365 and provides suggestions on things you can do to improve the connectivity. [Network Performance for O365](#)

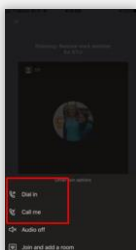
4 Consider your bandwidth usage

Limit usage of other services (e.g. Netflix, YouTube and XboxLive)

If your home network is experiencing issues, try:

- Joining a Teams meeting through your mobile phone. [Teams App](#)
- If Audio Conferencing numbers are available dial into the Teams meeting
- Dial into the meeting with a single touch. Join from Teams or Outlook Calendar via "Dial In" or "Call Me" if available. (screenshot to the right)

NOTE: "Call Me" may incur charges for your company so it is recommended to "Dial In".



Joining a meeting

Maximize productivity by starting your meeting off on the right foot



Joining a Teams meeting from Outlook

A Option A:

Click **Join Online Now** link in the meeting request.*

A Join online now

Video conferencing, screen sharing, and more.

Or join by phone (audio only)

+1 425-616-0754,,210318751# United States, Seattle

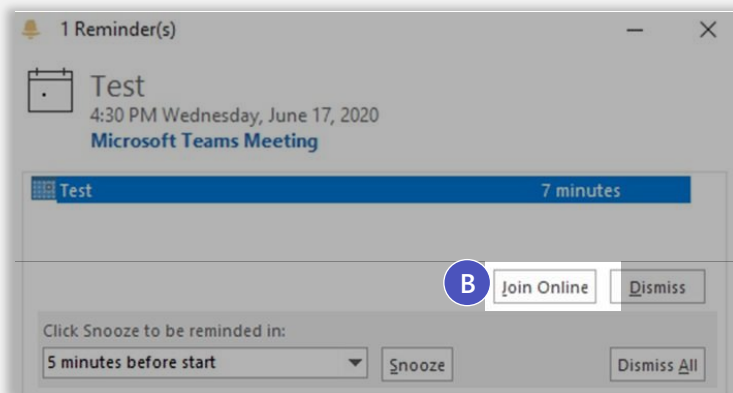
Phone Conference ID: 210 318 751#

[Find a local number](#) | [Reset PIN](#)


[Help](#) | [Meeting options](#)

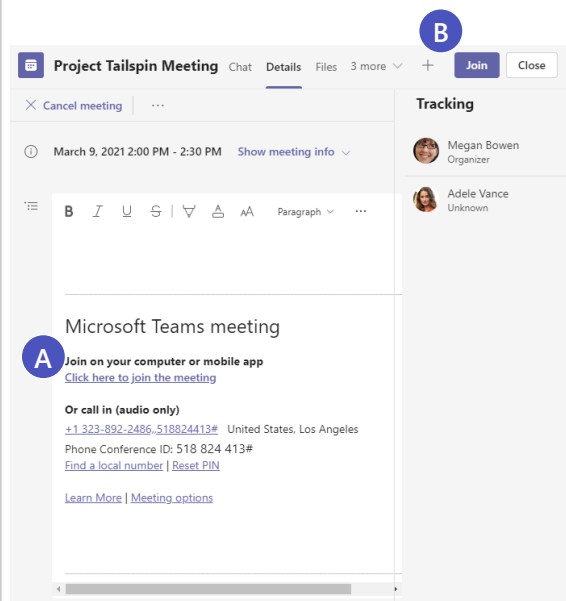
B Option B:

In the meeting reminder click **Join Online**.



Joining a Teams meeting from Teams

Open the **Teams** client, select the Calendar  icon located on the left side in the navigational side bar. Select the meeting invite in the calendar. You have two options to join the meeting:



A Option A:

Select the **Join Microsoft Teams Meeting** link in the meeting invite.

B Option B:

Select the **Join** button located on the top right side of the screen.

*If a conference number appears in the invite, you should only be leveraging the number and ID if you are unable to access the Teams app or Teams through the web.

Screen prior to joining a Teams meeting

Next you will see the following screen, in which you will have the following selections prior to joining the meeting.

1 Camera

If you turn on your camera you may notice the icon below. This is to enable background effects.

2 Background filters

If you want to change what appears behind you in your video, you can either [blur your background](#) or replace it entirely with any image you want.

3 Device settings

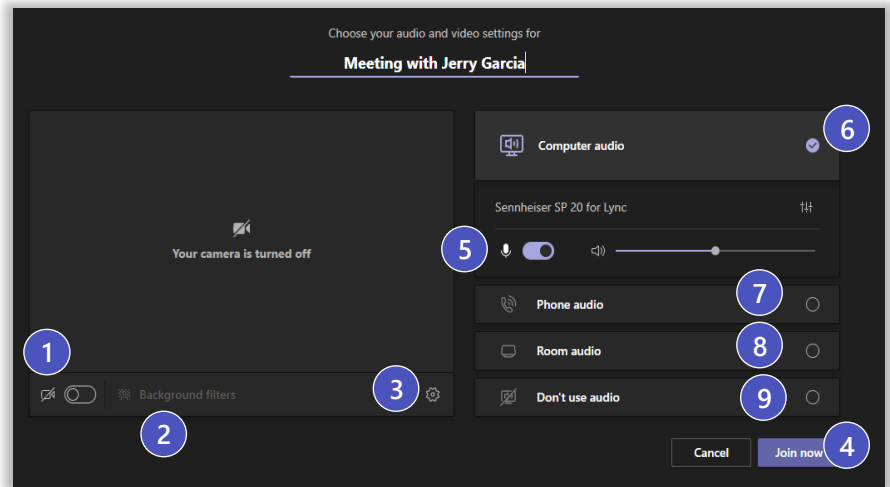
Select audio device and camera settings to make adjustments to your audio or camera source.

4 Join now

Join and connect to audio using your computer speaker and microphone or a headset connected to your computer (wired/Bluetooth).

5 Microphone

If 3 or more people have already joined the meeting, you will be joining the meeting on mute. Select the slider to activate your microphone.



**Settings will default based on last Teams meeting.

Other Join Options

6 Audio off

Select this option when there's already an active mic and speaker in the same room as you. This will ensure there is no echo.

7 Phone audio

Join and connect to audio using your desk phone or mobile phone. Video will only be displayed on screen. This includes:

- "Call me" option if available
- Information to dial in manually

8 Room Audio

Join and connect audio to a conference room. Your device will connect without audio to prevent echoing.

9 Don't Use Audio

Join muted to avoid causing audio disruption.

External users joining a Teams meeting

The following slides are to provide examples on what an external user will experience when joining a Teams meeting. Anyone can join a Teams meeting as long as they have an email address. Teams can be accessed through Mac, iOS, Android and Windows devices.

As Teams evolves, please continue to refer to the following links below for new feature updates to the application

[➔ Microsoft 365 Roadmap](#)

[➔ Join a Teams Meeting \(Desktop and Mobile\)](#)

Joining from desktop as an external user

Teams lets you invite people outside your organization, including those who don't have a Teams license. The only thing that is needed to join a Teams meeting is an email address. **Teams can be accessed through Mac, iOS, Android and Windows devices.**

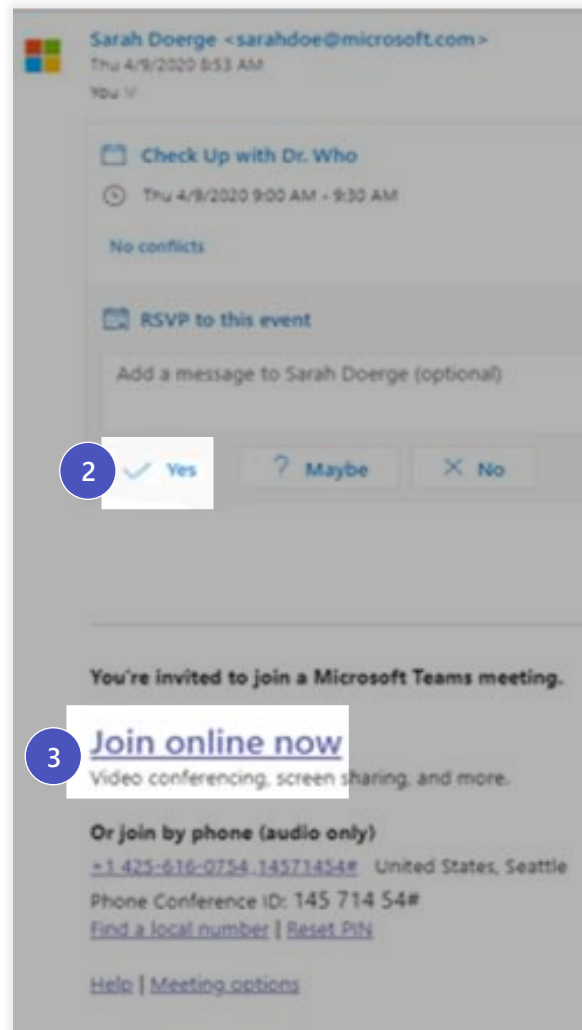
To the right is a snapshot of what an end user will see in their inbox once a Teams meeting invite has been sent out.

- 2 To accept the meeting invite, the participant will need to select Yes.
- 3 If the participant selects the **Join Online Now** link, they will see the screen to the right if they don't have the Teams app installed.

As Teams evolves, please continue to refer to the following links below for new feature updates to the application.

[Microsoft 365 Roadmap](#)

[Join a Teams Meeting \(Desktop and Mobile\)](#)



- 4 The user will have **two options** if they don't have the Teams app: Download the Teams App | or Join on the Web Instead. **A**
[Supported Web Browsers](#) **B**

Or Open your Teams App if you have it already installed **C**

- 5 If the participant selects **Join on the Web** Instead, The participant will then see the following screen below. This is requesting access to the microphone and the camera.

- 6 Select **Allow**.

- 7 Next the participant will see the following screen. They will need to input their **Name** and select the **Join Now** button.
 - They will also have the option to turn off the camera and/or mute themselves prior to joining the meeting.

- 8 To leave the meeting, select the **Red Phone** icon listed in the user bar.

