

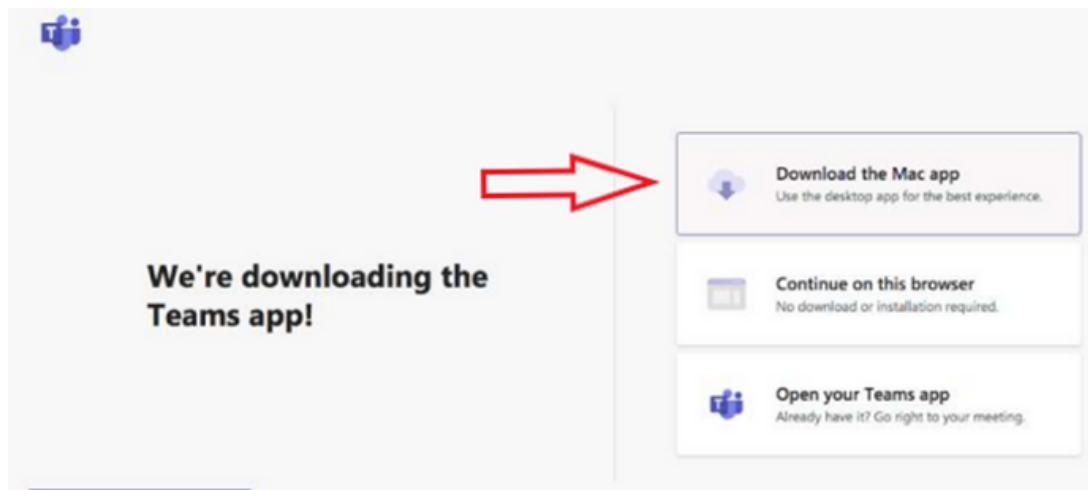


MS Teams Get Started Guide

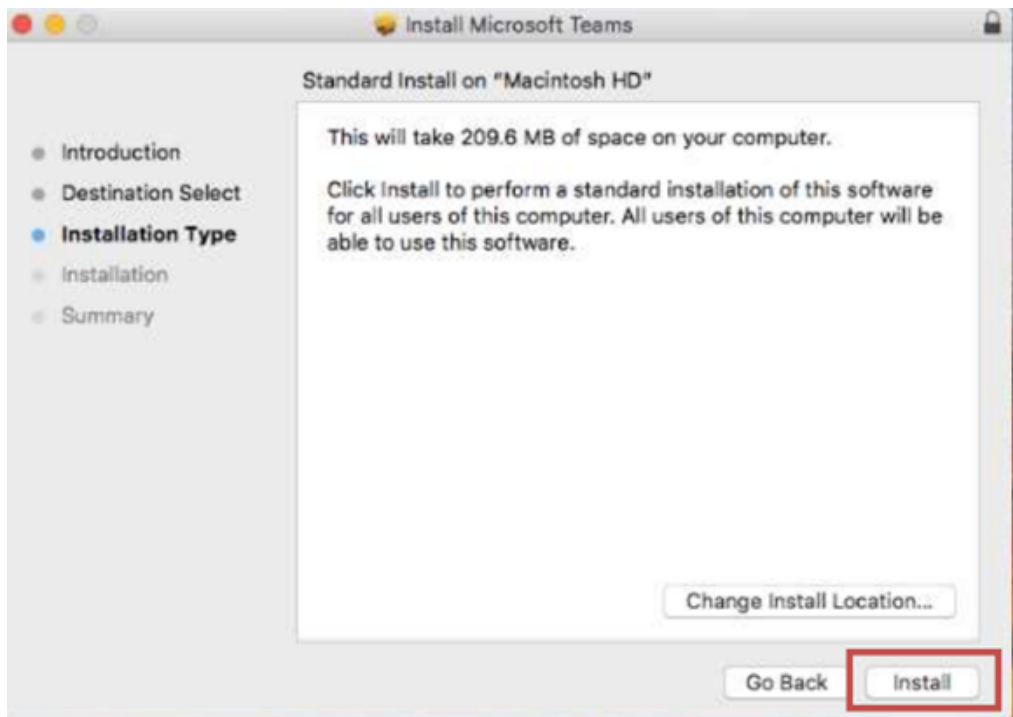
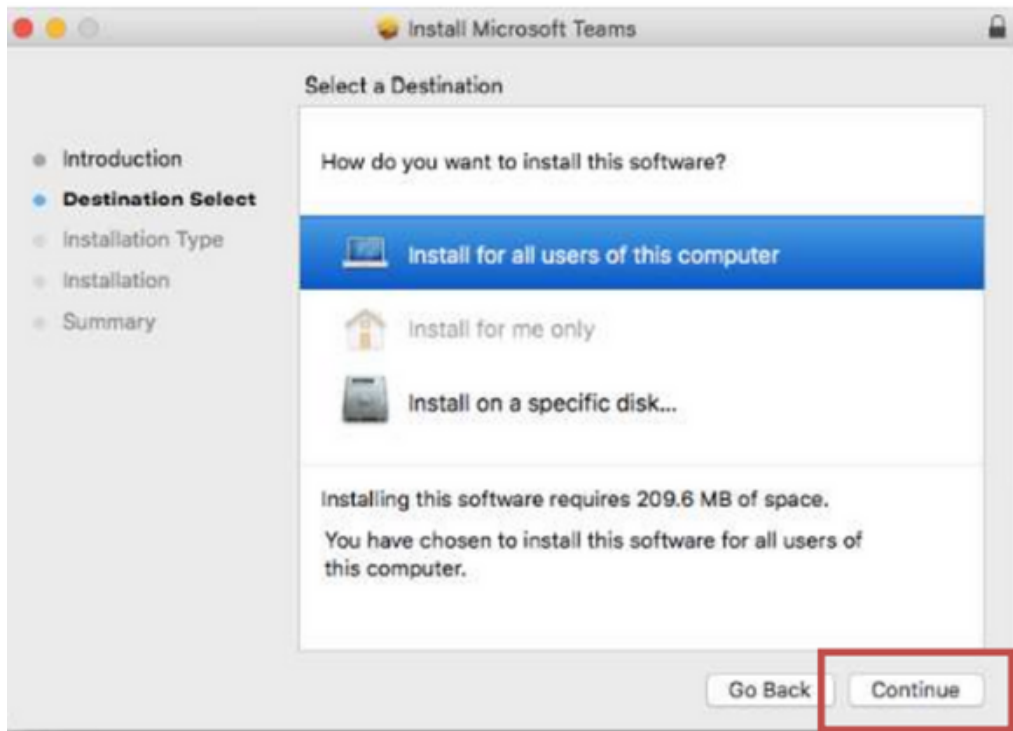
Joining Teams meeting from Desktop/Laptop

Joining from Mac

1. Open the Teams meeting invitation.
2. If you want the meeting to open in the browser, choose "Continue in this browser". If you already have a Teams app, click "Open your Teams app" to open the meeting in the app.
3. If you don't already have a Teams app installed on your device, click "Download the Mac app" and follow the next steps.



- a) When presented with the option to choose where to install the software, select "Install for all users of this computer" and continue.

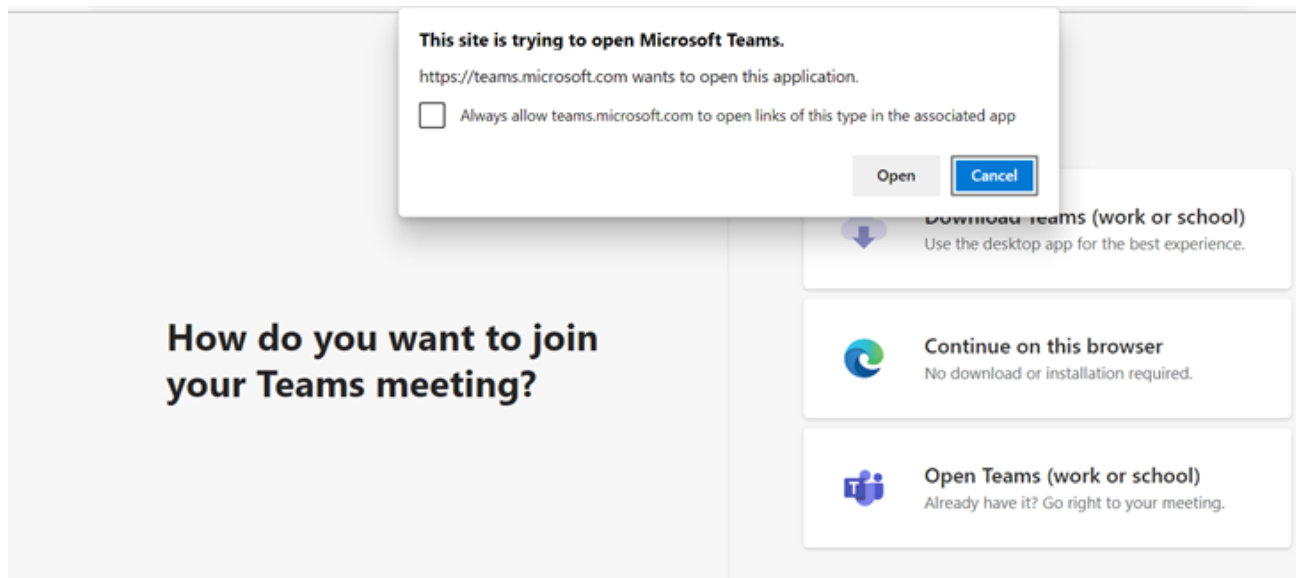


b) If required, enter your system password to allow Teams to proceed with the installation.

Note: Joining through the Teams app is always recommended to utilize all the capabilities of Teams. (See Differences in Joining from Teams browser Vs Desktop App for details)

Joining from Windows

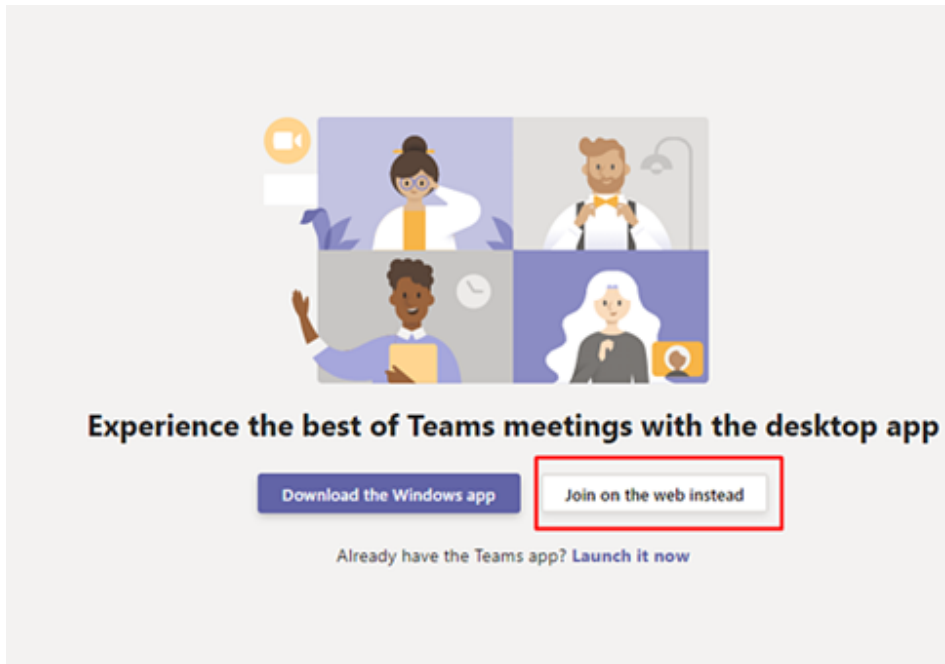
- Open the Teams meeting invitation.



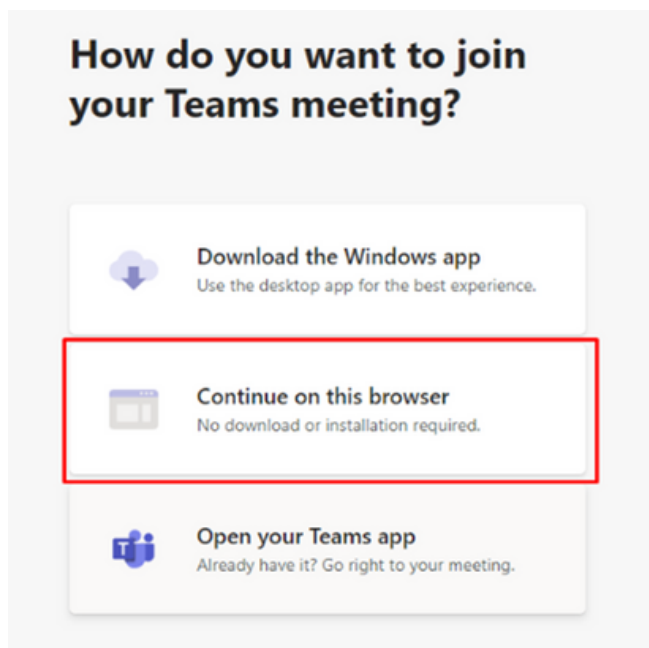
- If you already have a Teams app installed on your device, select "Open your Teams app". You may be prompted to sign in with your Teams account if you haven't previously.
- If you don't already have a Teams app installed, click "Download the Windows app" and follow the instructions.
- You can also choose to "Continue in this browser". You'll have to enter a name to appear on the screen and select camera and mic preferences and select "Join now".

Join Teams meeting for the first time using a web browser

1. Click on the invitation link to the Teams meeting
2. Ignore Download Teams and click on Use the web app instead.



3. If asked, how do you want to join your Teams meeting, select Continue on this browser.



4. Adjust your mic and camera settings and click "Join now" to join the meeting.

Differences in joining from Teams browser Vs Desktop App

	Desktop App	Browser
Share screen	Select "Share content" on top of the screen and choose window/screen to be shared	Select "Open share tray" on the bottom of screen and choose the Window/screen to be shared
Reactions	Select "Reactions" on top of the screen to open the gallery	The only reaction available is "Raise hand"
Breakout rooms	Create and join	Join only
Chat	Select "Chat" to access the meeting chat.	Select "Show conversation" from the bottom menu to open specific meeting chat. Choosing "Chat" from the left side menu will open your last opened chat in Teams.

Joining Teams meeting from Mobile

Joining from iPhone/Android

Download the Teams app from iOS App Store or Google Play Store.

- You must have the Teams mobile app downloaded on your device even if you choose to open from browser.
- Select “Download Teams” to download the app or select “Join from web” where you will be prompted to enter Meeting ID and Passcode. You are still required to download the app even if you join from browser.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: [REDACTED]

Passcode: [REDACTED]

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

Or call in (audio only)

[REDACTED] United States, Huntsville

Phone Conference ID: [REDACTED]

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

- Users don't need to have a Microsoft account to join the meeting, however if you have an account, you can login

Joining Teams meeting from Tablet

- You will be prompted to download the app (Apple store or Play store) if you haven't already had it on your device.
- Open the Teams meeting invite.
- You can join as a guest or sign in if you have a Microsoft account.
- If you join as a guest, you may need to enter your name upon entering the meeting.
- Chat icon can be found on the bottom of the screen.
- You will only have access to the “Raise hand” feature if you join from a tablet.