Teams meetings for external users
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by IT Operations

## How to join a Teams meeting as an external user *

1. Open the email containing the invitation to the Teams meeting
2. Click on the link **Join Microsoft Teams Meeting**
3. Choose between joining in a browser or on the desktop app

    A. Join with your browser

       1. Click **Join on the web instead** *

    B. Join with the desktop app

       1. Click **Download the app**

       2. Open the installer after it finishes downloading

       3. Follow the prompts to install
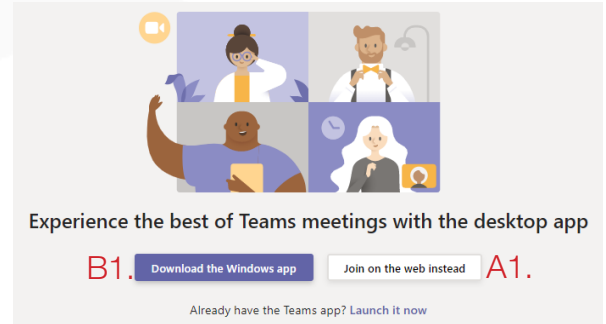
4. Enter your name in this box:
5. Choose to enable or disable your webcam upon joining by clicking the 🎥 icon
6. Choose to enable or disable your microphone upon joining by clicking the 🎤 icon
7. If you need to configure your devices click the ⚙ icon
8. Click **Join now**

Experience the best of Teams meetings with the desktop app

B1. Download the Windows app   Join on the web instead A1.

Already have the Teams app? Launch it now

* For the best experience use Chrome or Edge browsers; or download the Teams app

Considerations prior to your meeting

- It is recommended to verify you can connect to the meeting in advance and to test your microphone and camera
- If a dial-in number has been provided, you can find a local number via the **Local numbers** link

Navigation of the meeting control bar

1. Duration of your meeting
2. Click to enable or disable your webcam
3. Click to enable or disable your microphone
4. Click to share your screen **
5. Click for device settings, to blur your background (desktop app only) and to turn off incoming video **
6. Click to chat with other participants **
7. Click to show the participants in the meeting
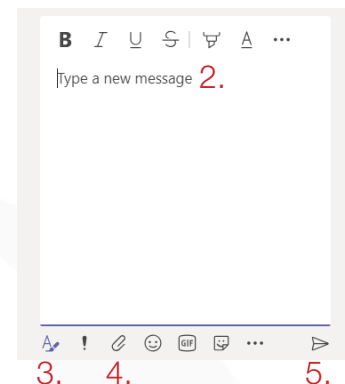8. Click to leave the call
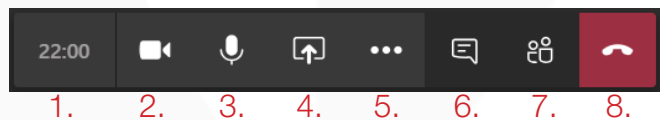
** See the next page for more information

How to send messages in a Teams meeting

1. Click the 💬 button
2. Type a new message
3. Click A✎ to open the rich text editor
4. Click the 📎 to attach files
5. Click the ➤ icon to send your message

> **B** _I_ U S̶ | ⌇ A ...
> Type a new message   2.
>
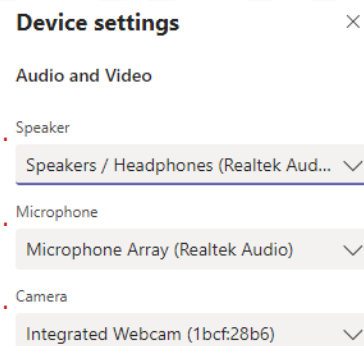> A✎ ! 📎 ☺ GIF 🗒 ...   ➤
> 3.   4.   5.

How to share your screen in a Teams meeting

1. Click the ⬆ icon
2. Select a screen, window or application to share
3. To stop sharing click the stop sharing button

How to change your device settings in a teams meeting

1. Click •••
2. Click ⚙ Show device settings
3. Select the audio device you wish to use under **Speaker**
   (We recommend always using an echo cancelling device)
4. Select the microphone you wish to use under **Microphone**
5. Select the webcam you wish to use under **Camera**

> **Device settings**   ×
>
> Audio and Video
>
> 3. Speaker
> Speakers / Headphones (Realtek Aud... ⌄
>
> 4. Microphone
> Microphone Array (Realtek Audio)   ⌄
>
> 5. Camera
> Integrated Webcam (1bcf:28b6)   ⌄

How to dial into a Teams meeting (audio only)

1. If you don't have access to Teams, you can call the meeting using any phone
2. Open the invitation you received **by email**
3. Find the displayed **phone number**
4. **Call the meeting** using any phone
5. Click on **Local numbers** to have access to phone numbers **in other countries and cities**

> **Join Microsoft Teams Meeting**
>
> 3. +16477491553 (Toll)
>
> Conference ID: ▮▮▮▮▮
>
> 5. Local numbers | Reset PIN | Learn more about Teams | Meeting options