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> **Best Practices for Using Microsoft Teams Meetings & MeetNow**
> - Upon joining a meeting, turn off both your video and microphone.
> - Leave your microphone muted unless you are speaking.
> - Use headphones whenever possible to minimize audio feedback.
> - Teams is not compatible with Safari. We recommend using Chrome, Edge or the Microsoft Teams app.
> - Use the chat window to ask a question.

Joining a Teams Meeting

1. Option 1: Accepting the Invitation

Meeting invites are sent via email. RSVP directly in the message to add it to your calendar.
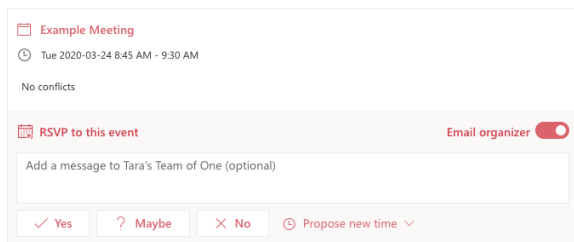

If you click *Yes* or *Maybe*, you can change your response later as the meeting will appear on your calendar (both in Teams and in Outlook). If you decline a meeting however, it will be removed from your calendar & email inbox.
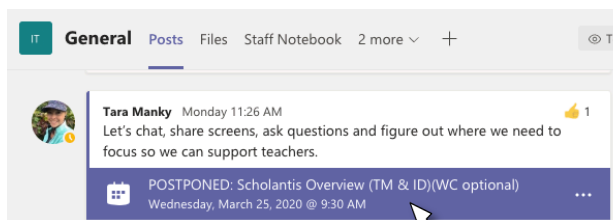
2. Option 2: Viewing an Upcoming Teams Meeting (when you are not specifically invited)

Alternatively, Team meetings can be scheduled and 'hosted' within a team channel (sub-section of the team) rather than having an attendee list. In this case, members of the Team looking to attend should self-register by adding the event to their calendar. They will receive no email invitation.

Open Microsoft *Teams* and go to the team. In my example, I go to *Teams > ICT Trainers > General* channel > *Posts* top tab. I scroll down until I see the event.
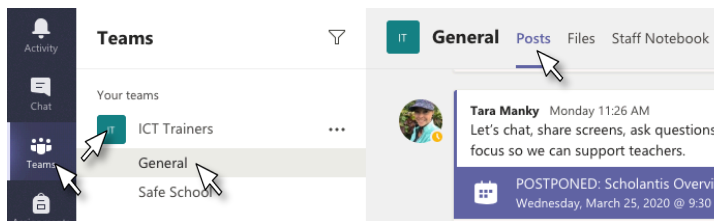

Click on the event to display the details.

With the details displayed, click *Add to calendar*. This will add you as an attendee, add it to your Outlook calendar, and provide reminders in the same way other calendar events might do.
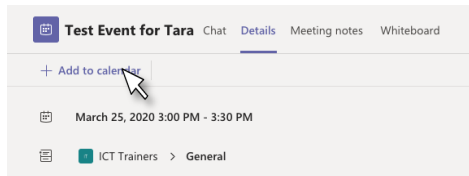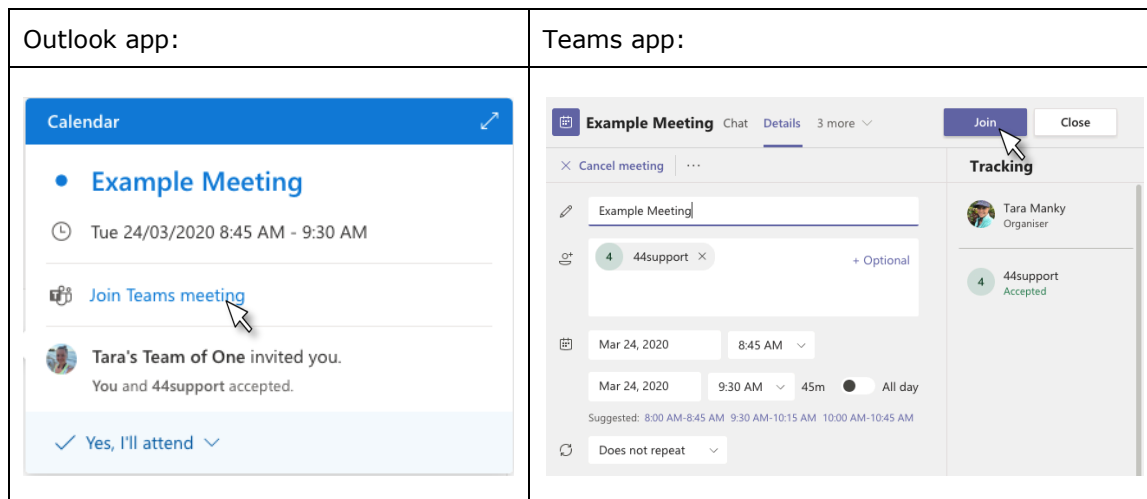

3. Viewing an Upcoming Teams Meeting (once you have accepted)

Once accepted, locate the event on your calendar & open the meeting. Options to *Join*, *Chat*, create *Meeting Notes* or contribute to a *Whiteboard* should appear.
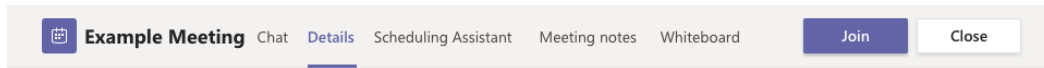
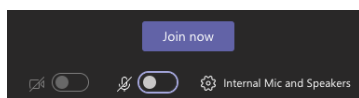### 4. How to launch the Teams meeting

To attend a meeting, find that meeting on your calendar and click *Join*.

Outlook app:	Teams app:

Clicking the join button will bring you into a call. Check your audio & visual settings and click *Join Now*. For large team meetings, we recommend starting the meeting with both video and microphone turned OFF.

While in a meeting, you can still access the other sections of Teams. When you click on a different Team section, the meeting will show up in the top left corner of the screen. To pull the meeting back into focus, click the box.
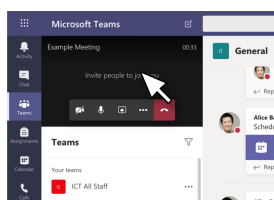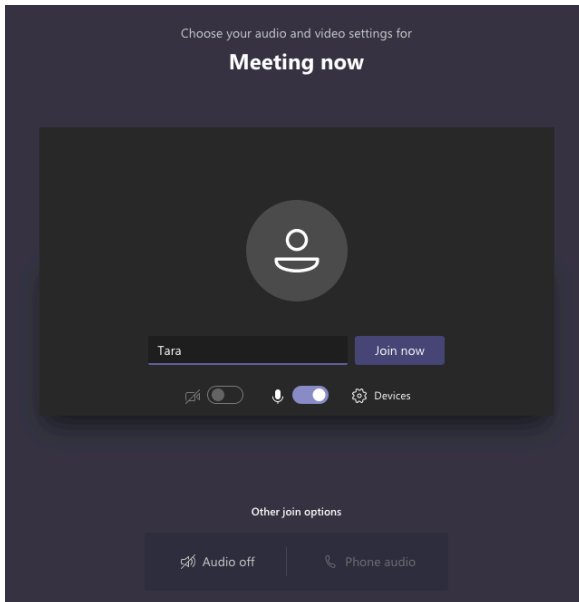
5. Joining as a Guest

For guest users (those without accounts i.e. parents or younger students), Meetings and MeetNow can still be joined via weblink.

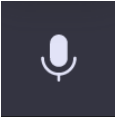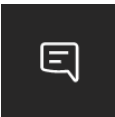Follow the direct weblink and click *Join on the web instead*.

Enter your name as you would like it displayed to other attendees, check your audio & visual settings and click *Join Now*. For large team meetings, we recommend starting the meeting with both video and microphone turned OFF.

6. Audio, video, and screen sharing

In a meeting you have a row of buttons in your video feed.

	Click the camera button to turn your video on or off.
	Click the microphone button to mute or unmute your microphone. Note that this will not mute the microphone of others & you will still be able to hear from other participants in the meeting.
	Toggle on the *Conversation* pane with this icon & open a text conversation that can continue during any video presentation. Click that icon again to go back to the full screen. Use this area to ask questions.
	Click to show a list of all participants. Participants can also be added and removed from the call in this window (if you have permission to do so).
	The red button will disconnect you from the meeting. Once the last person leaves the meeting, it will automatically end.

Additional options are available by clicking the ellipsis.
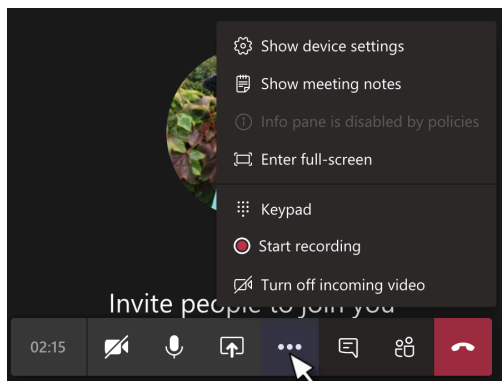
7. Troubleshooting: Update audio and video inputs

To adjust your input and output (mic, camera, or speaker), click the ellipsis > *Show device settings*.
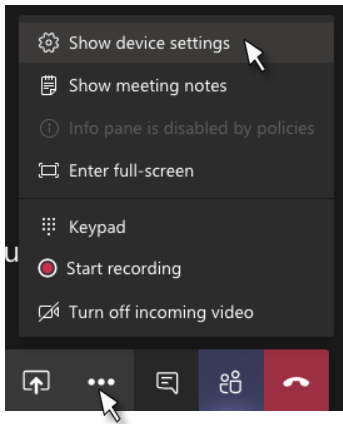
The speakers, microphones and camera options each have a drop down box to access the particular device you're using for that purpose. If your video or sound is not working this is a good place to start.