

Accessing MS Teams to Join a Meeting

DIR



**State of California
Gavin Newsom
Governor**

This document presents instructions for 2 different ways of accessing the Microsoft Teams meeting.

- Option #1: Access over the Internet using the free web browser interface. *Application download not required.*
- Option #2: Access through the Microsoft Teams application (for those who have a Microsoft Teams account). *Application download required.*
- Learn how to turn on your video on/off
- Learn how to use computer audio or telephone to listen to the meeting
- Learn how to send a message/submit a comment via the chat function

Option #1: “Continue on this Browser”

- Begin by clicking the meeting link previously provided to you.
- Click **“Continue on this browser”**

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

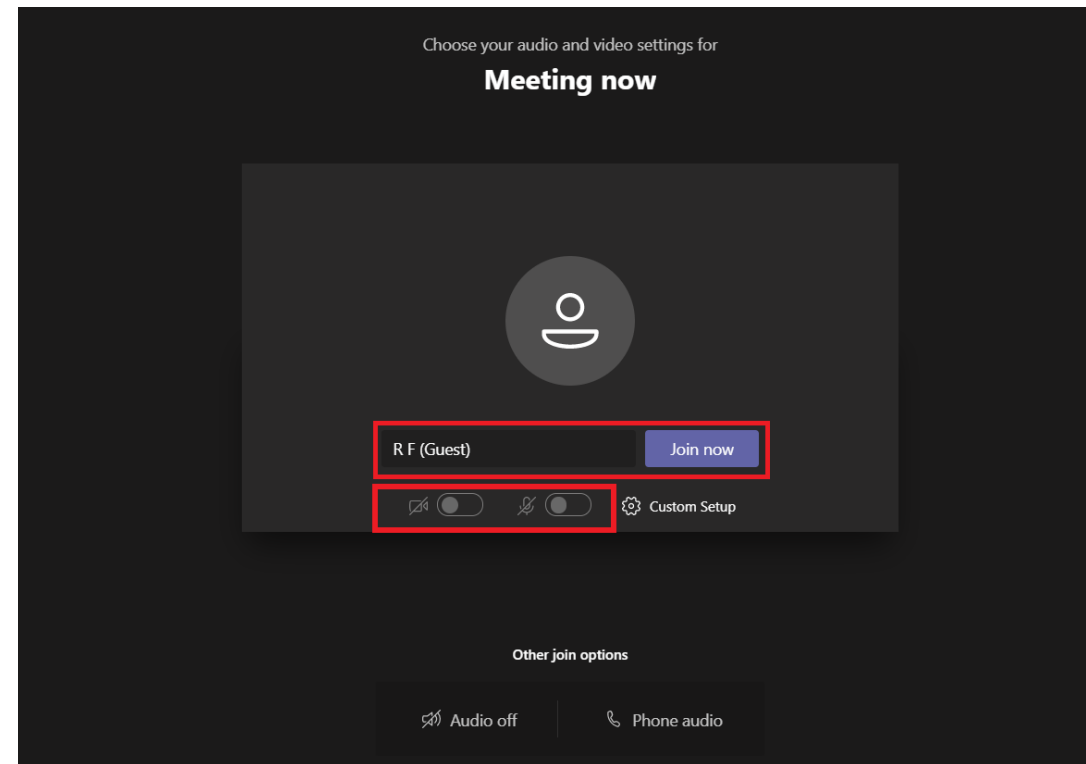
No download or installation required.



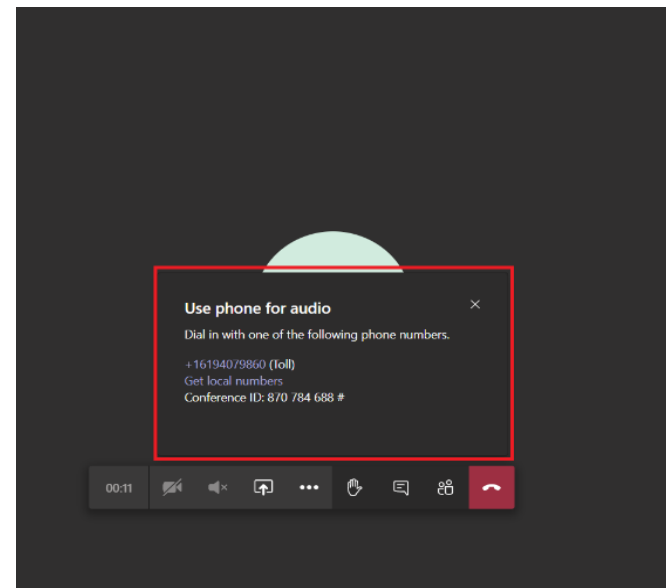
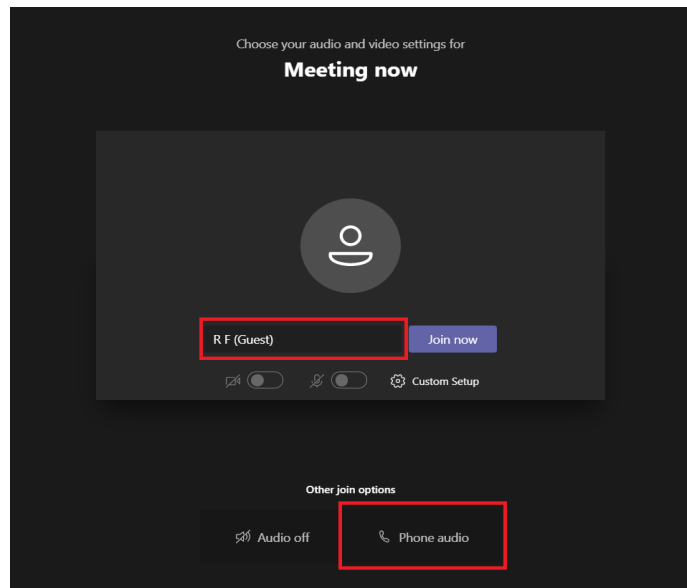
Open your Teams app

Already have it? Go right to your meeting.

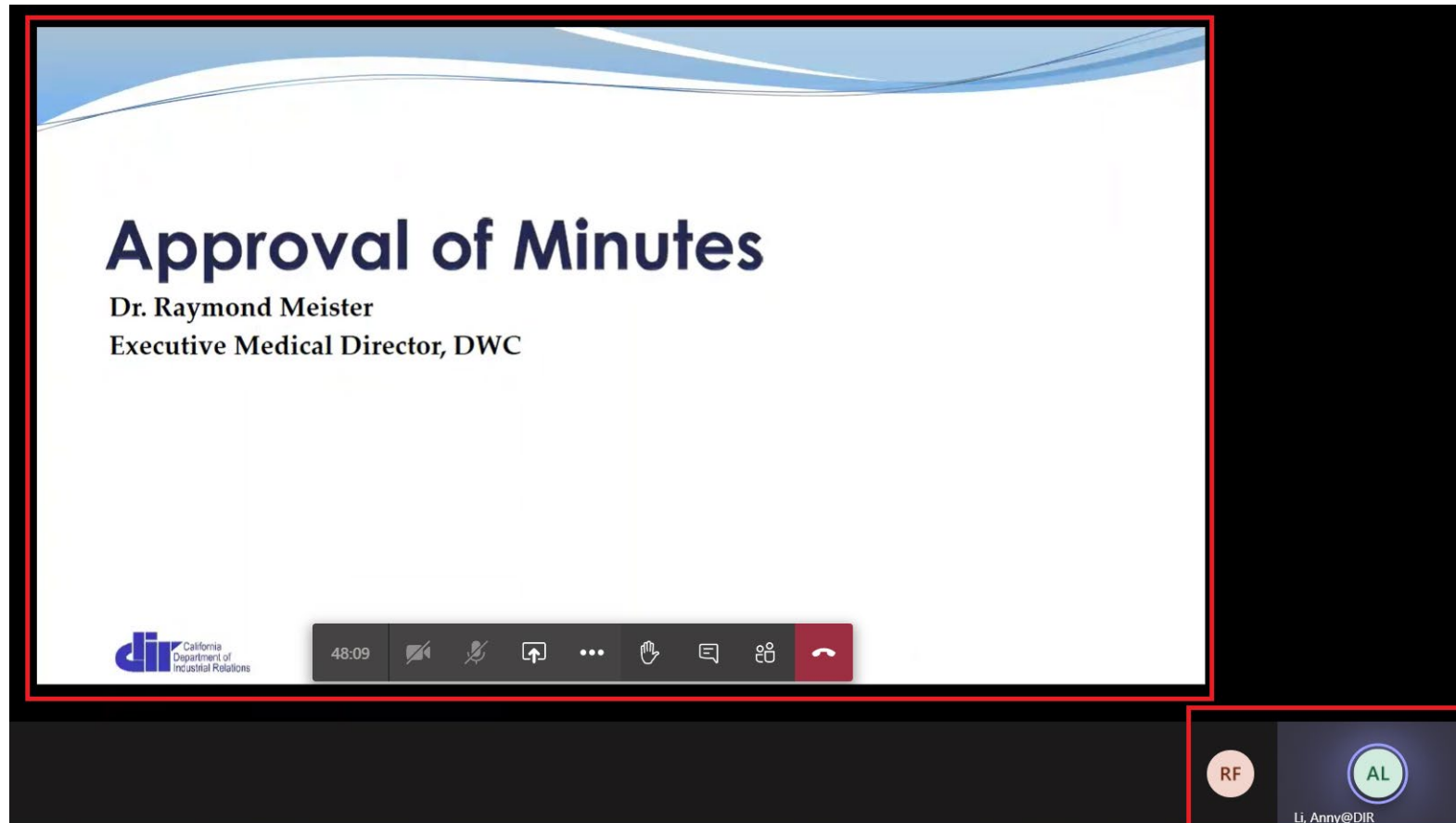
- If you do not have a Teams account requiring a username and password, you can join the meeting as a Guest.
- Type your name in the text box to the left of the “Join now” button.
- If your computer is equipped with a webcam and mic, you can toggle the video/audio buttons to on/off.
- Click “**Join now**”



- If you are joining the meeting as a Guest, you can also dial in by phone for audio.
- Type in your name in the text box to the left of the “Join now” button, and click “**Phone audio**” located at the bottom-center of the screen.
- Follow the instructions in the “**Use phone for audio**” box to join the meeting. Your phone will serve as your speaker and mic.



- Once you've joined the meeting, the presentation will be displayed in the center of the screen. Participants will be located at the bottom of the screen.



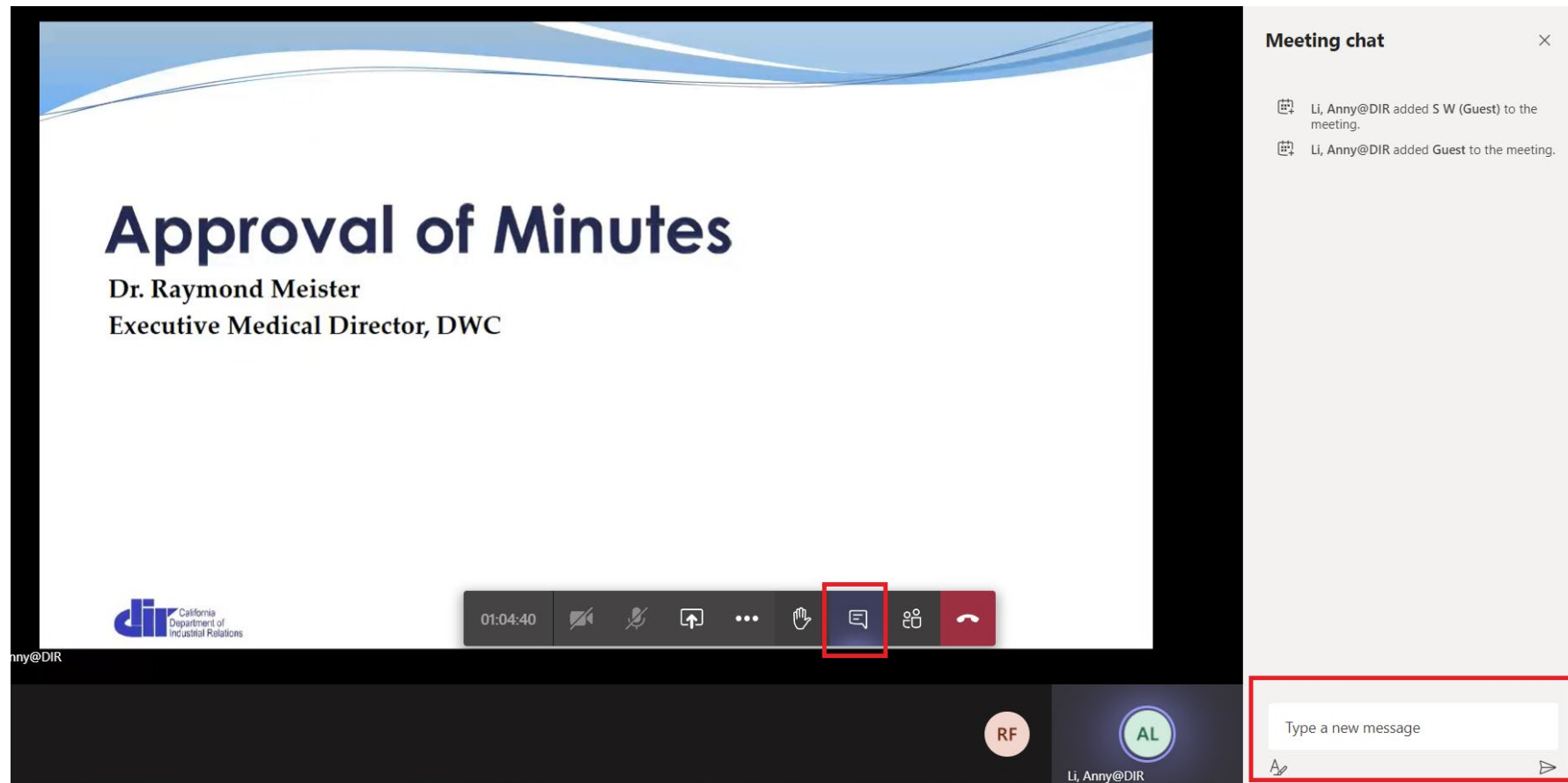
Approval of Minutes
Dr. Raymond Meister
Executive Medical Director, DWC

48:09

California Department of Industrial Relations

RF AL
Li, Anny@DIR

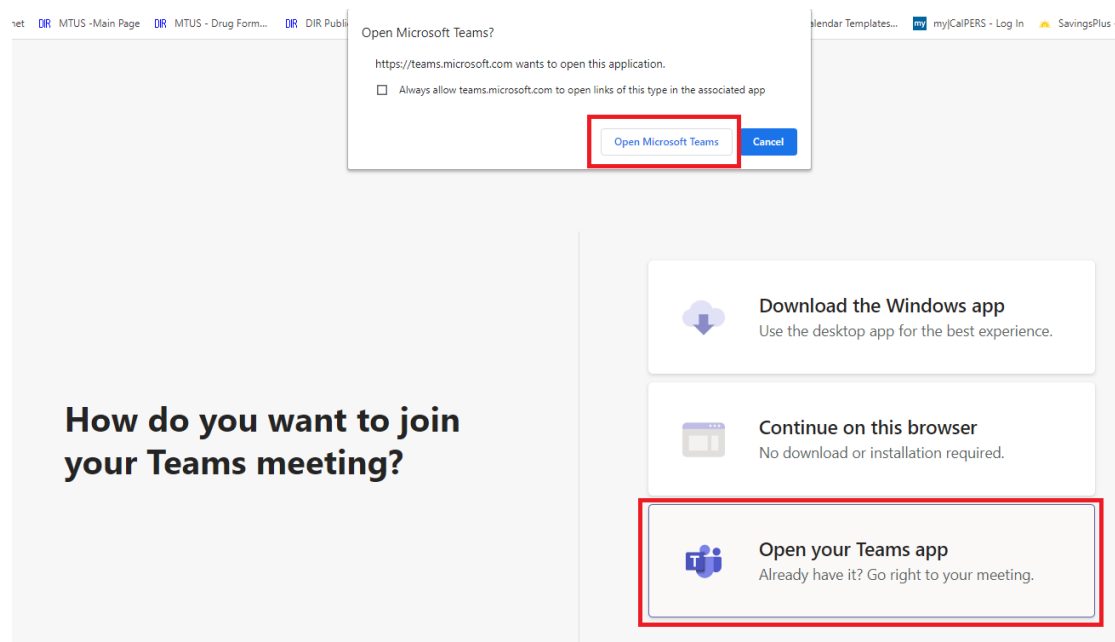
- **Sending a message via chat.** Select the chat icon located at the bottom-middle of the screen. Chat panel will appear to the right.
- Enter message in the box labeled **“Type a new message”**



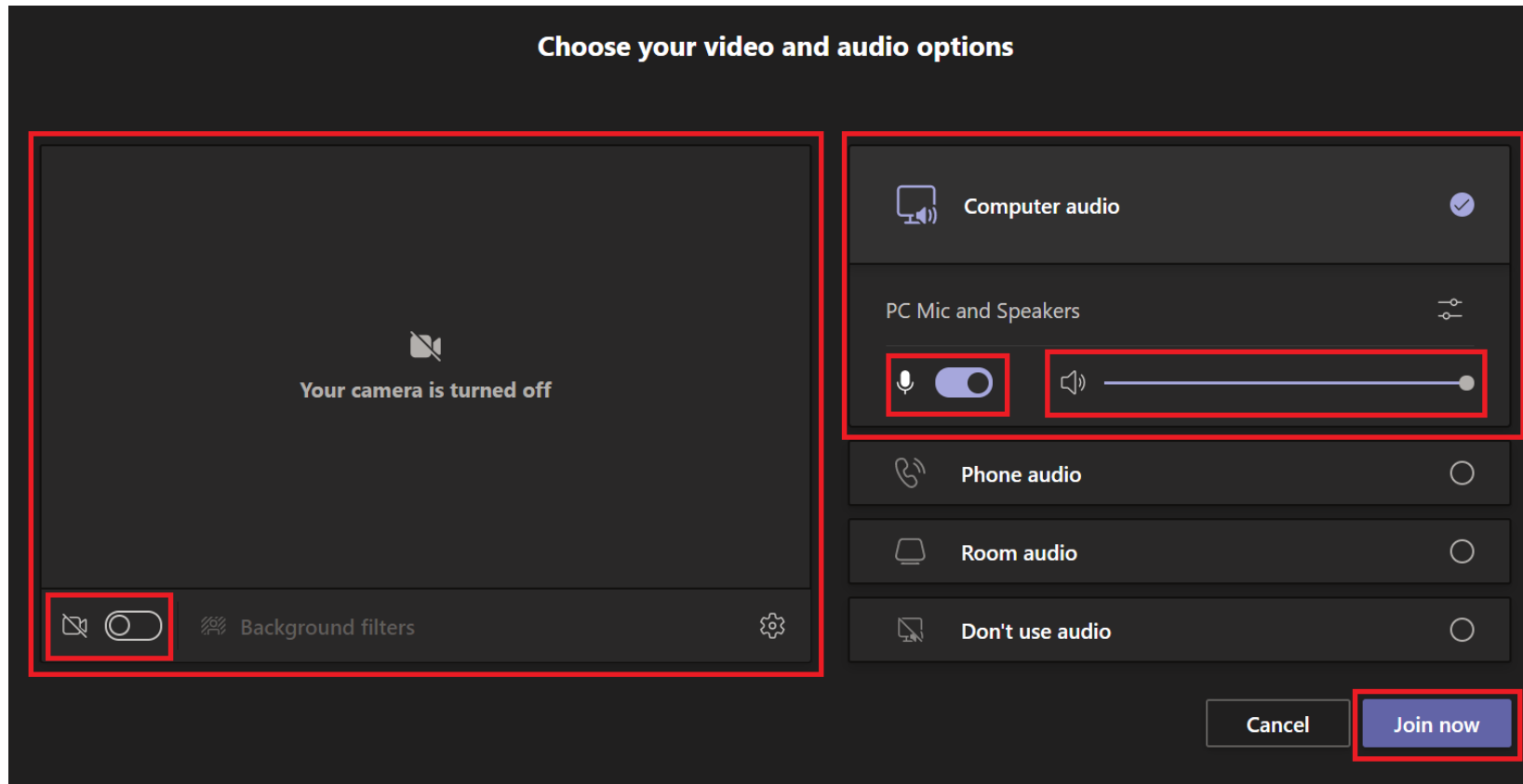
Option #2: Teams App

If you have a MS Teams account with your organization, you can download the Teams app to access the meeting prior to joining.

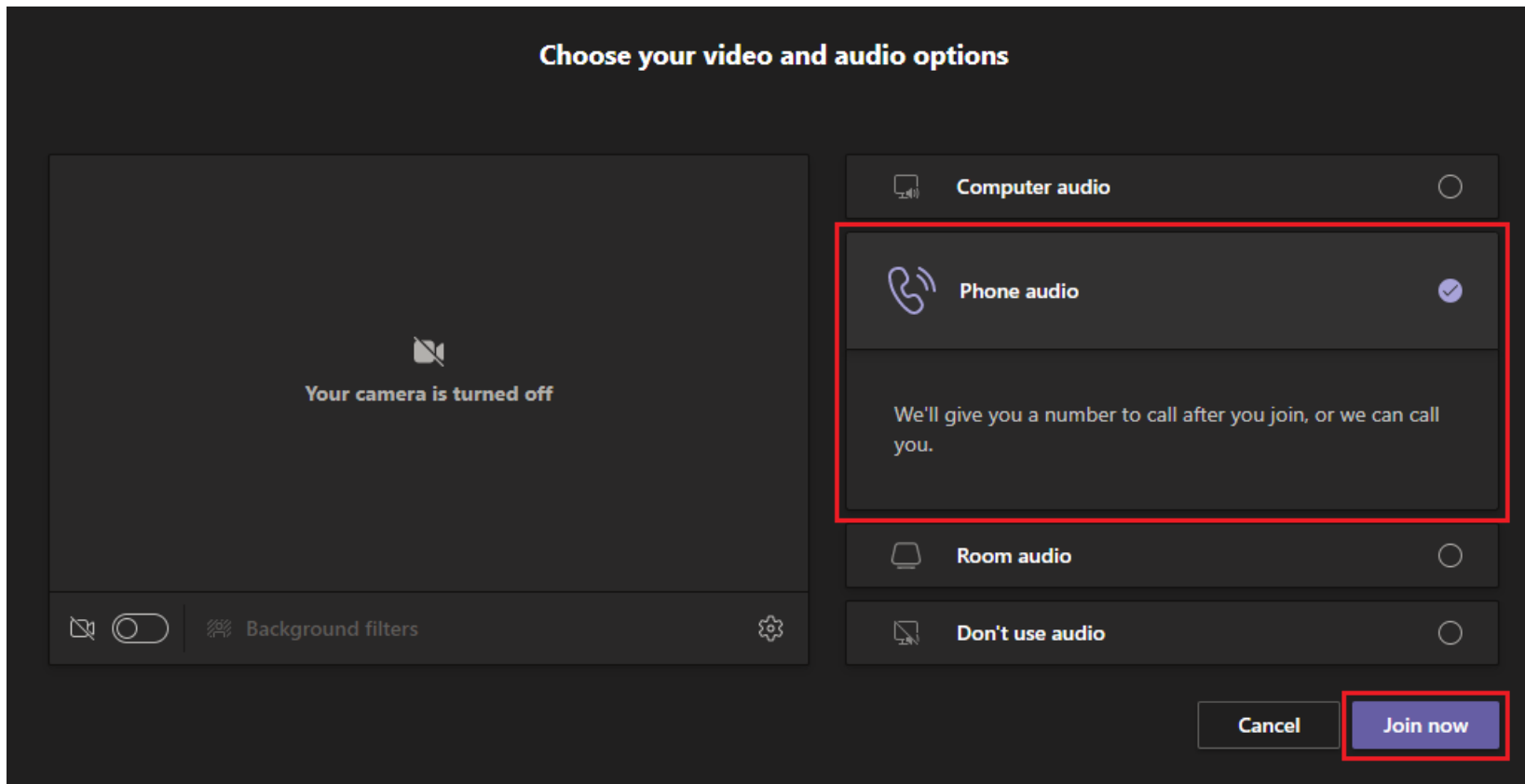
- Begin by clicking the meeting link previously provided to you.
- Click **“Open your Teams app”**
- Click **“Open Microsoft Teams”** in the box that appears.



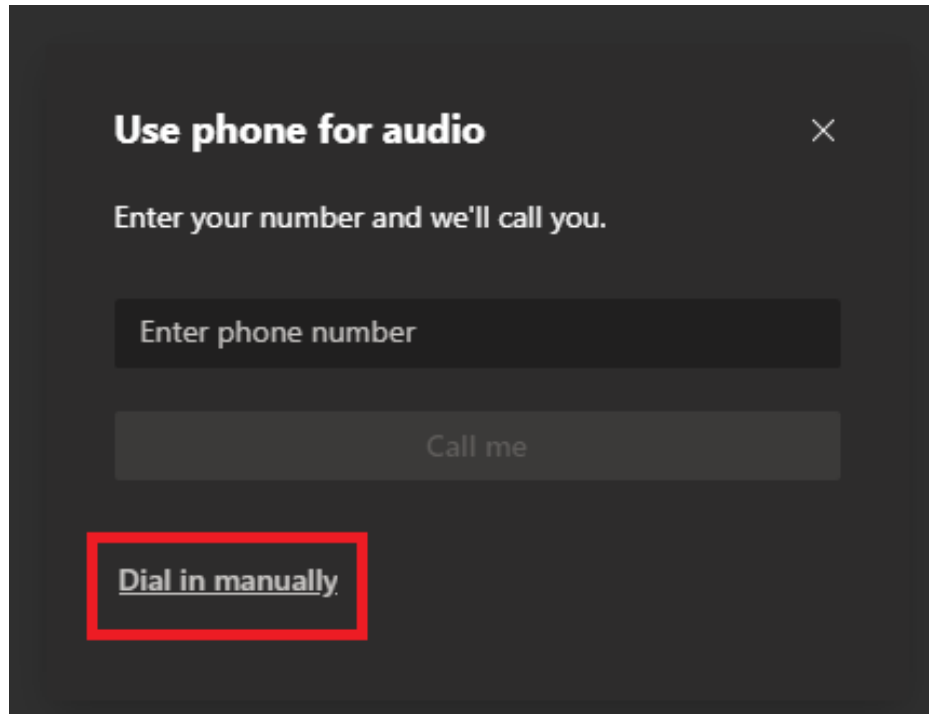
- If your computer is equipped with a webcam and mic, you can toggle the computer video/audio to on/off.
- Click **“Join now”**



- To dial in by phone, click **“Phone audio”** in the audio options menu.
- Click **“Join now”**



- Click **“Dial in manually”**
- Dial in with the number provided in the meeting window, and enter the Conference ID when prompted to do so.



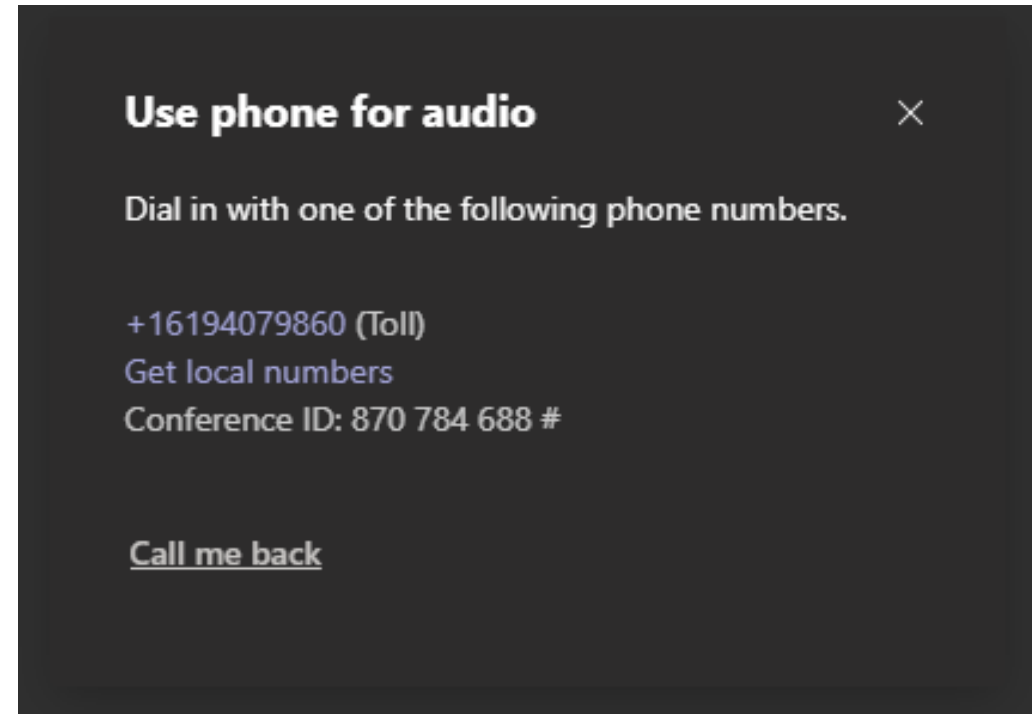
Use phone for audio ×

Enter your number and we'll call you.

Enter phone number

Call me

Dial in manually



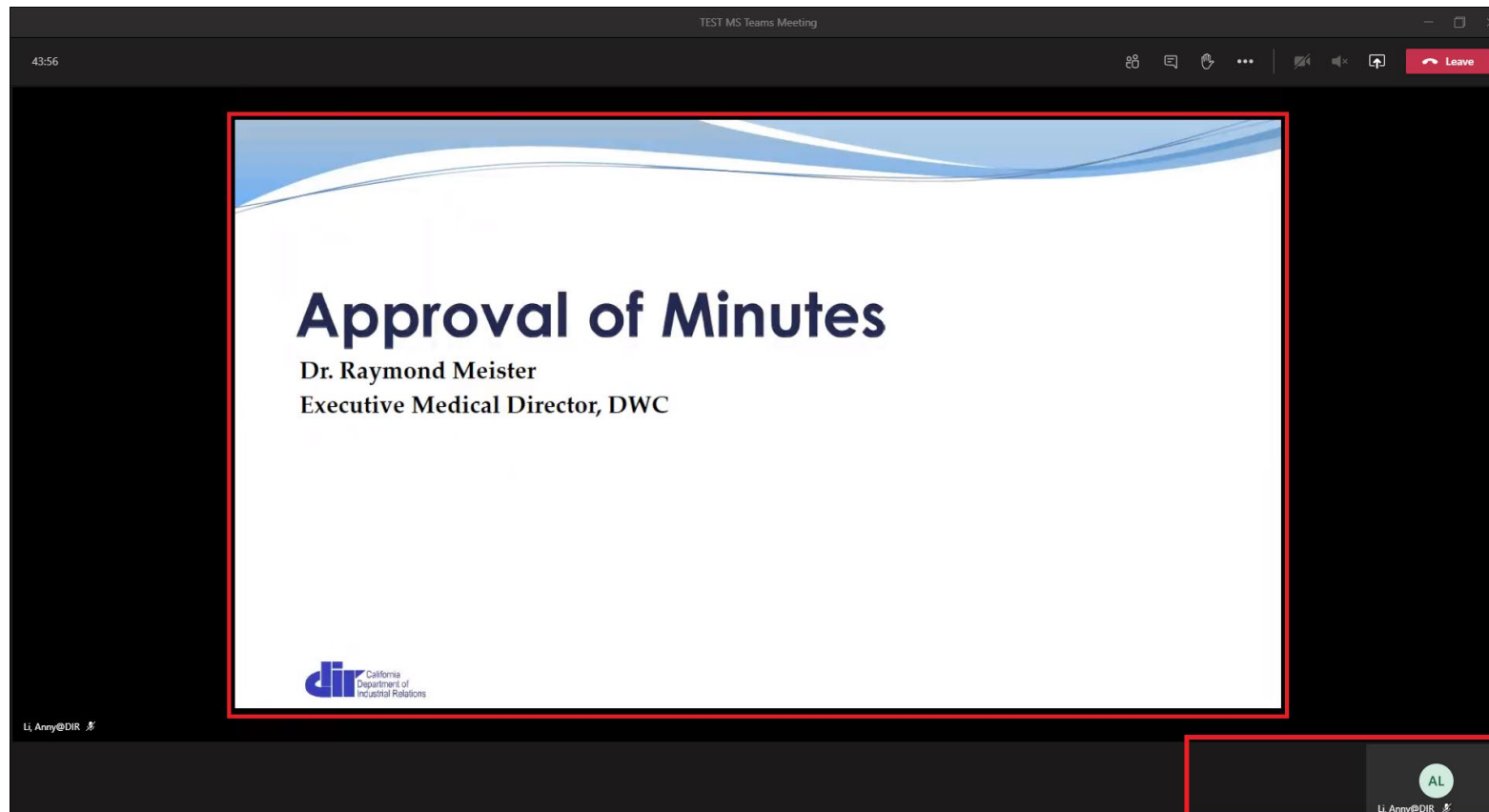
Use phone for audio ×

Dial in with one of the following phone numbers.

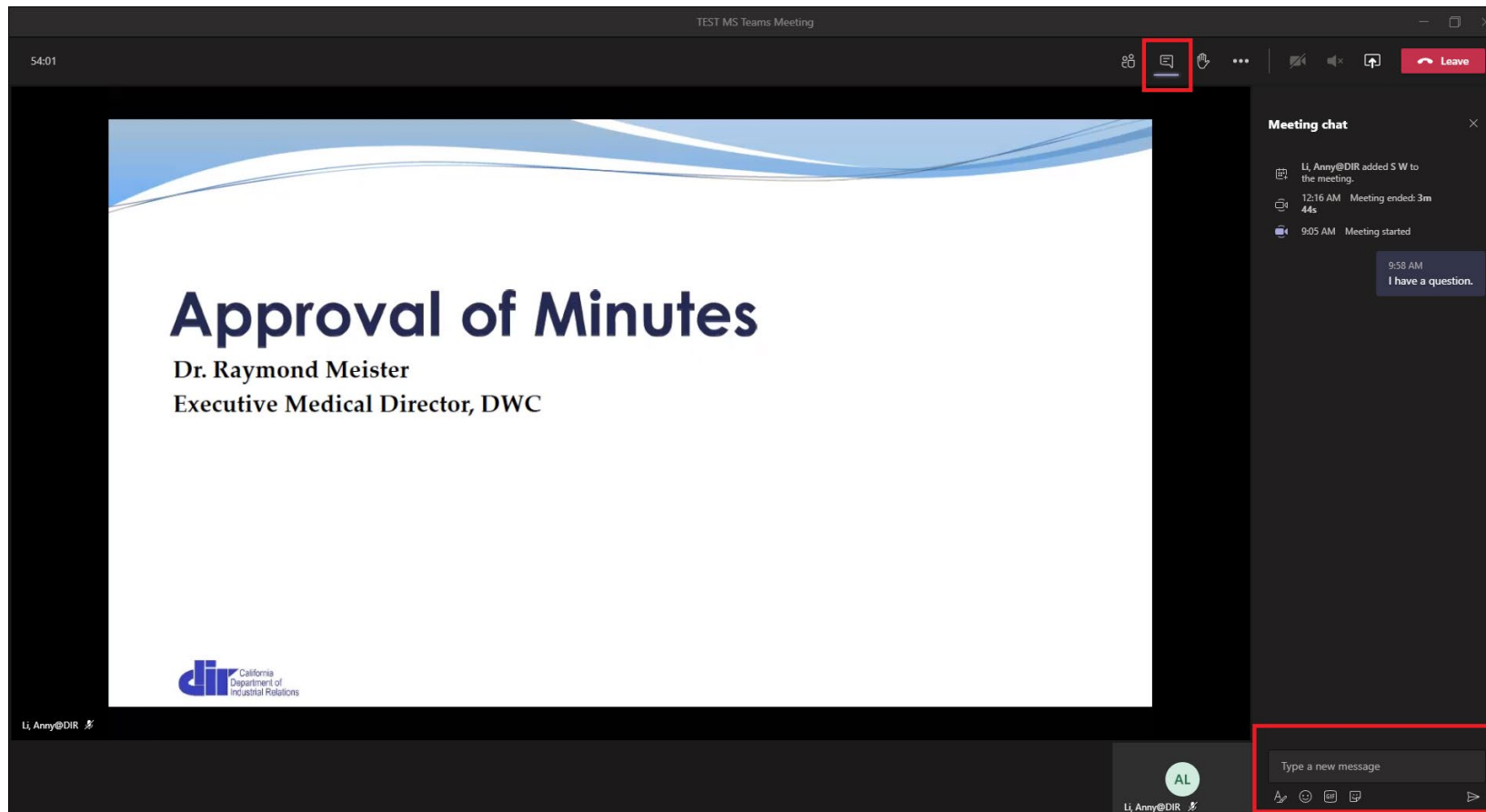
+16194079860 (Toll)
Get local numbers
Conference ID: 870 784 688 #

Call me back

- Once you are logged in to the meeting, the presentation will be displayed in the center of the screen. Participants will be located at the bottom of the screen.



- To send a message in the chat, click the chat icon located at the top-right of the meeting window. Chat panel will appear on the right.
- Enter message in the box labeled **“Type a new message”**



- To access other meeting options, click the ellipsis (“...”) located at the top-right of your meeting window.

