



## DID YOU RECEIVE A LINK TO JOIN A BJC TEAMS MEETING?

Anyone can join a Teams Meeting – you don't need Office 365 or Microsoft Teams to join.

It's easy to join, you just need an internet connection. You can use your PC's speaker/microphone or your phone to hear audio or call in using the conference line listed below the link if you don't need to see the shared screen.

### How to Join a Microsoft Teams Meeting on your PC:

1. Open the **Meeting appointment** and click the Teams Meeting link.
2. Teams gives you three options to join the meeting. **Continue on this Browser** is the best and doesn't require a download or Microsoft account creation. **Note: Chrome is the recommended browser. The quality of the meeting's audio/video relies on an updated browser.**
3. First time? Teams will ask to use your camera and microphone (if available). Click **Yes**.

Use the conference line if you only want to join with audio and not see a screen

**Join Microsoft Teams Meeting** 1

+1 314-626-3842 United States, St. Louis (Toll)

Conference ID: 118 716 308#

How do you want to join your Teams meeting? 2

- 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.

Let teams.microsoft.com use your webcam and microphone? 3

Yes No X

4. Enter your **Name** and decide if you want to use your PC's audio or call in using your phone.
  - If you want to use your PC's audio continue by clicking **Join Now**.
  - If you want to use your phone for audio, first click **Phone Audio**.

Enter name [ ] [Join now] 4

Other join options

Audio off [Phone audio]

5. If you chose **Phone Audio** then dial the number displayed and when prompted, enter the **Conference ID #**.

Use phone for audio 5

Dial in with one of the following phone numbers.

+13146263842 (Toll)

Get local numbers

Conference ID: 454 796 704 #



**NOTE:** Not all Team Meetings link invites contain a conference line. If the link you receive doesn't have a conference line you will need to use your PC's audio instead of the phone.

### Understanding the Microsoft Teams Meeting Control Bar

The Meeting Control bar appears in the bottom center of the meeting window.

Notice that the controls will disappear if you haven't used your mouse in a few minutes. Touch your mouse to display them again.

Microphone On/Off

More Actions

Raise your Hand

Hang Up

Camera On/Off

Share Tray

Show/Hide Conversations

Show/Hide Participants

Meeting chat

Kristen Jorstad joined the meeting.

12:34 PM  
Welcome to the Teams Update Meeting!

This Side Panel can display **Participant info** or **Show Conversations** during the meeting.

Type a new message