

## How to Join MS Teams meeting

The following are instructions to ensure that you will have a smooth MS Teams experience.

### Prior to your scheduled meeting:

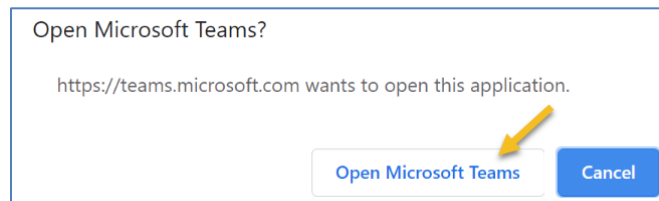
1. Accept your MS Teams Meeting Outlook invitation by clicking “Yes” at the bottom of the email invitation.
2. Set up your computer before the meeting. **Note: please give yourself ample set up time prior to the meeting.**
  - a. **Make sure that you have a computer and working computer sound or headphones / headset.** If you would like help to set up sound on your computer, please contact IT Service Desk by calling 514-398-3398.
  - b. **Download and install MS Teams app:** **Note:** if you are unable to download the **Desktop** version, please proceed with either the mobile or web version. Use your McGill Username and Password to log in to MS Teams.
    - **Desktop:** The Teams Desktop client provides the best experience and is the recommended option. The desktop app is available at [teams.microsoft.com/downloads](https://teams.microsoft.com/downloads).
    - **Mobile:** Download Teams app on your smartphone or tablet from the Apple App Store or the Google Play store.
    - **Web:** Use Chrome or Microsoft Edge browser and then log in to [Office 365 and click on the Teams icon to get started](#).
3. Join and view MS Teams features: see [instructions](#).
4. Need additional support: refer to the [Microsoft Teams How-To web page](#).



## Join MS Teams meeting

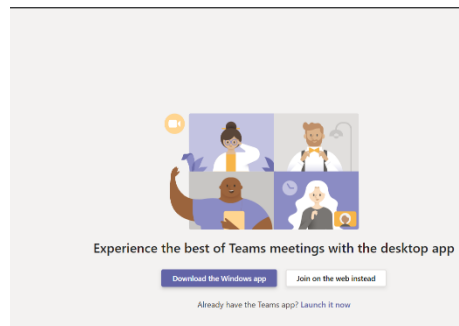
**Note:** Remote Desktop will not work with this webinar training. You must be using your local computer, not connecting remotely to your on-campus McGill computer.

1. Go to your webinar Teams Outlook invitation and click **Join Microsoft Teams Meeting** link at the bottom.
2. The next step will depend on your MS Teams computer configuration.
  - a. **MS Teams installed already:** you will see a pop up and click to **Open Microsoft Teams**.



*Note: this is the recommended way.*

- b. **MS Teams not installed:** please use Chrome or Microsoft Edge browser. You will see the following:




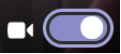



Click **Join on the web instead** to access MS Teams.

3. Depending on whether the MS Teams meeting has begun or not, you will see the following:

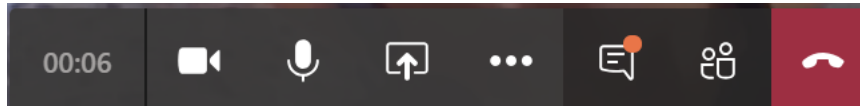
**Note:** as a participant in the meeting, it is recommended to mute your microphone. Use the Chat feature (see Conversations option below) to communicate with the presenter.







a. If the meeting has not begun, you will see the following features:




- i. Click the circle on this icon  to turn your camera on or off.
  - If the camera is on , you and others will see your video.
  - If the camera is off , you and others will see your static image or initials.
- ii. Click the circle on this icon  to blur your background, if you have your camera on.
- iii. Click the circle on this icon  to unmute or mute your microphone.

b. If the meeting has begun, you will the following features:



- i. Click  to turn your camera off/on.
- ii. Click  to mute/unmute your microphone.  
*We recommend that you mute your microphone when you are not speaking.*
- iii. Click  to share your computer screen.
- iv. Click  to see more options, such as blur my background.



- v. Click  to show/hide conversations (Chat feature). This displays on the right side.
- vi. Click  to show other participants in the Webinar.
- vii. Click  to hang up or stop participating in the Webinar.

### Need support

- Use the [MS Booking](#) to schedule an appointment with an IT expert about:
  - MS Teams: Group training (1 hour)
  - MS Teams: Best practices (30 minutes)
  - MS Teams: Q & A (30 minutes)
- Contact the IT Service Desk for quick questions by phone (514) 398-3398.
- For more information on MS-Teams, refer to the [Microsoft Teams How-To](#) web page.

