



## User Guide for Microsoft Teams - Participant



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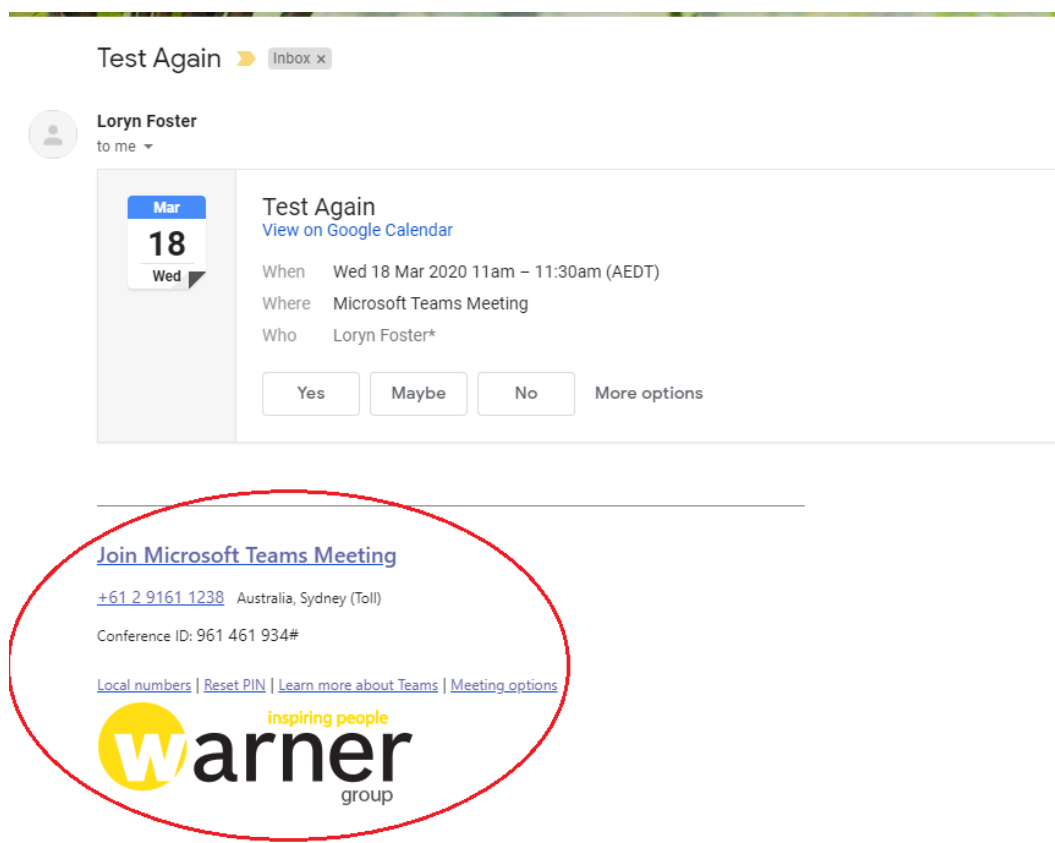
## Joining a Microsoft Teams Meeting

### Join by email link

Your Program Manager will send you an email that contains a link to a Microsoft Teams Meeting. Select Join Microsoft Teams Meeting in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

### Step by Step Guide:

1. Open your emails and locate the email your Program Manager has sent you.
2. The email contains a link to join the Microsoft Teams Meeting. It also has the phone number and conference ID of the meeting which can be used to dial in if you don't have internet. Please see section below.



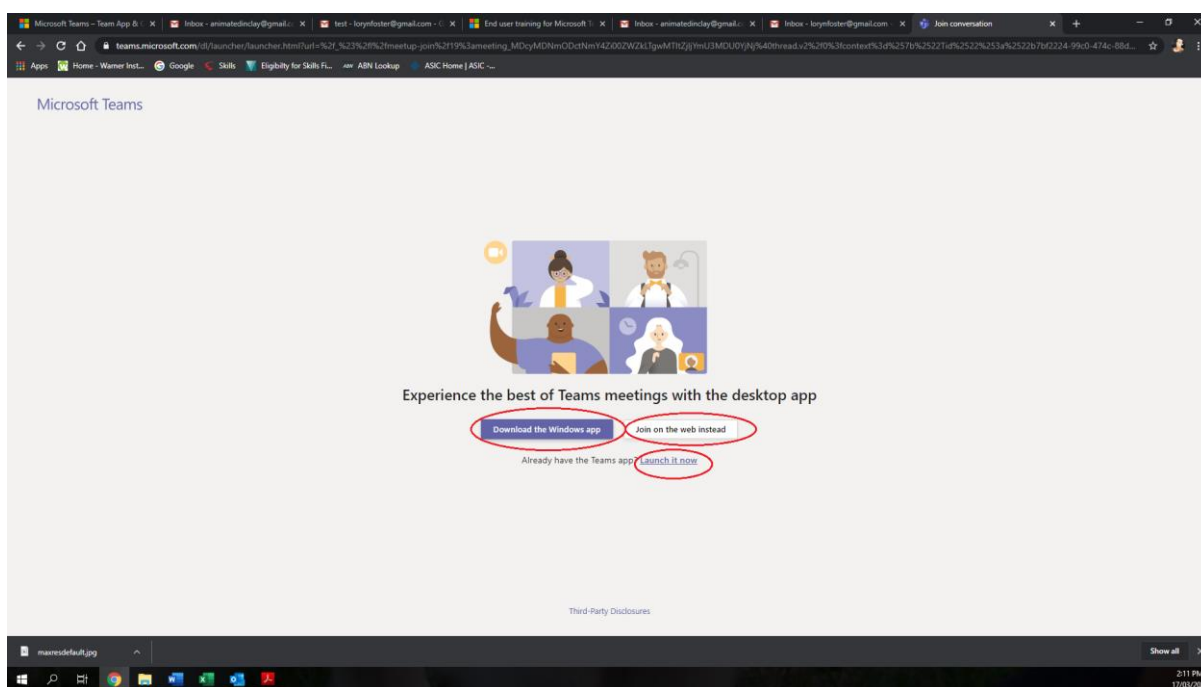


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3. Click on Join Microsoft Teams Meeting.

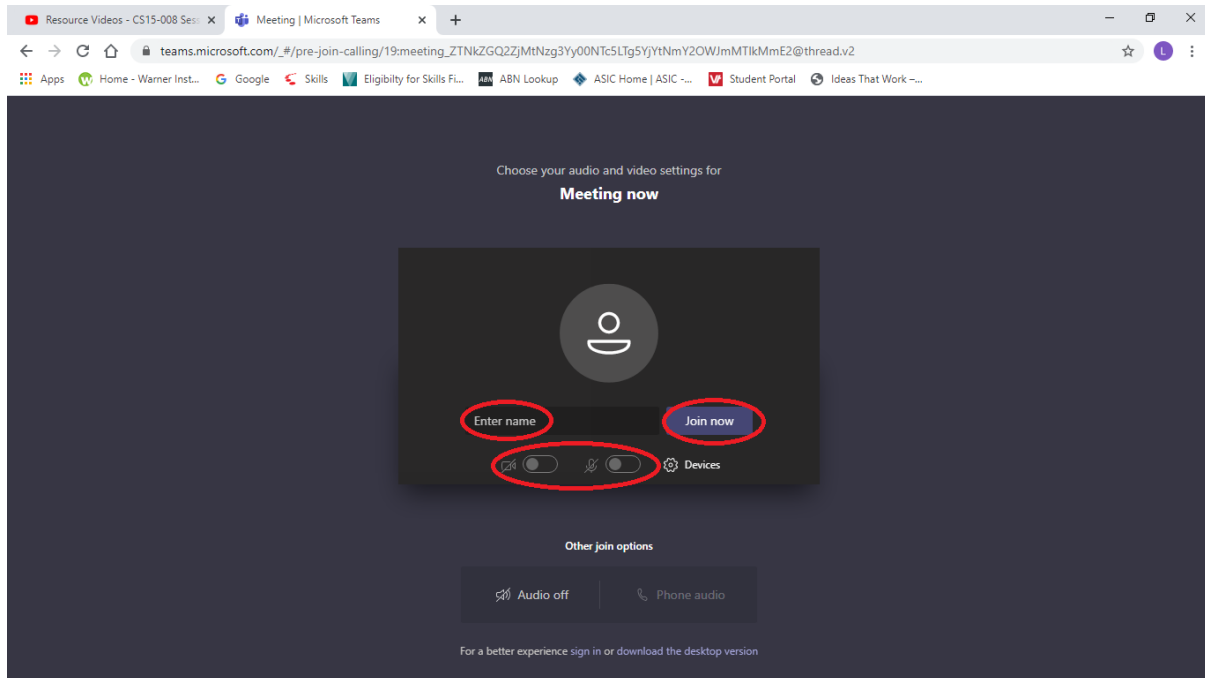
*Please note: if you are logged into your work or corporate server, your camera and microphone may be restricted. You need to contact your company's IT service and discuss with them how you can access these.*

4. A page will open that will ask you how you want to join the meeting. If you have Microsoft Teams downloaded, you can open the meeting in the Teams app. If you don't have the app, you can join the meeting through your web browser or download Teams by clicking on the purple button.

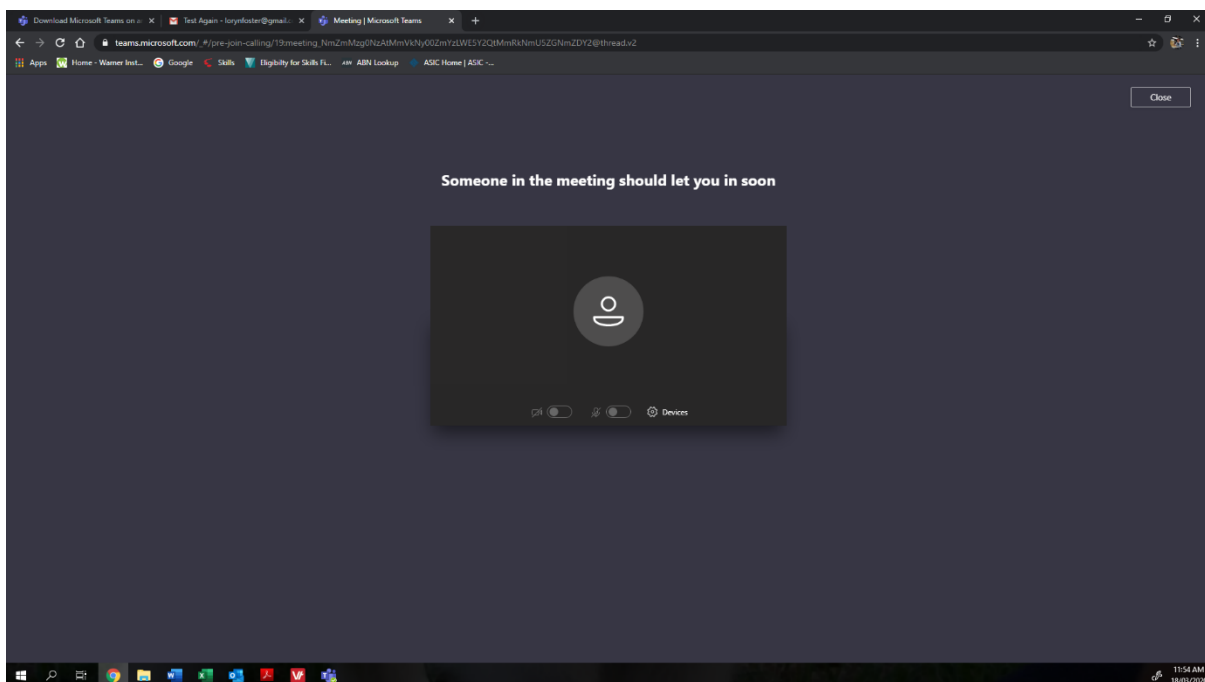


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5. Another page will appear with some camera and microphone settings and a Join Now button. Type your name in the box and click on the toggle switches to turn on your Microphone and Camera. Then press Join Now. You must ensure that these settings are turned on every time you join a Meeting.



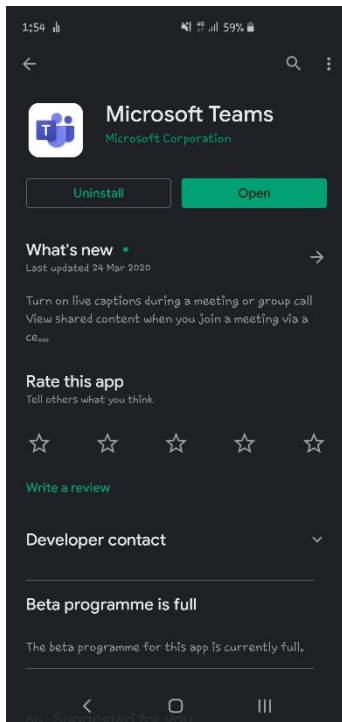
6. You might be put into a 'lobby' where you need to wait for the Program Manager to admit you into the Meeting. Otherwise, Teams will automatically connect you to the meeting and you will be able to see and hear your Program Manager and the other students in the class.



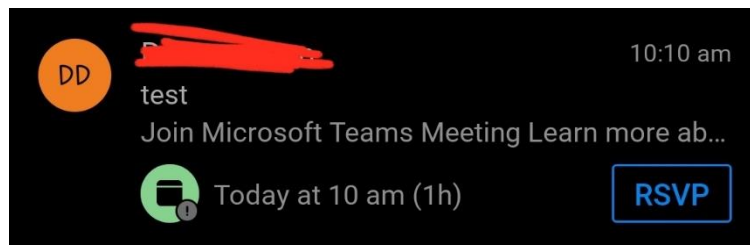
7. Once class is finished, press the red Hang up button to leave the meeting.

## On an Android/iOS device

1. You must have the Microsoft Teams app installed on your phone. You also need access to your emails and have a browser installed e.g. Chrome, Safari etc.

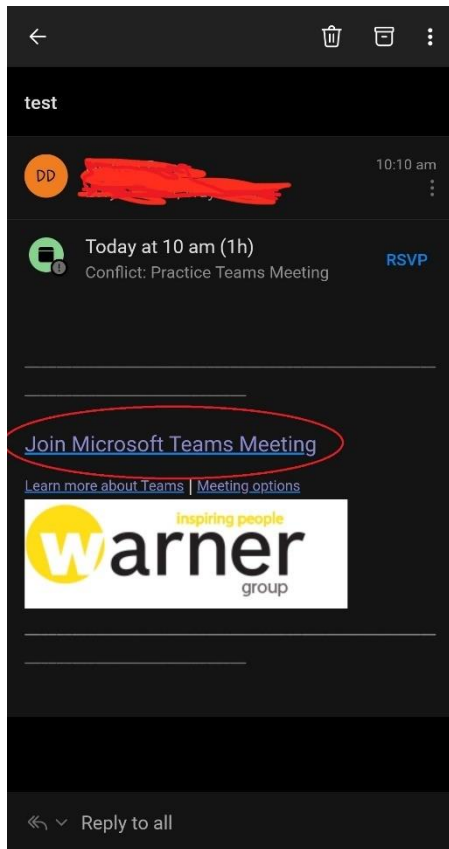


2. Sign into your email app and locate the email sent to you by your Program Manager.

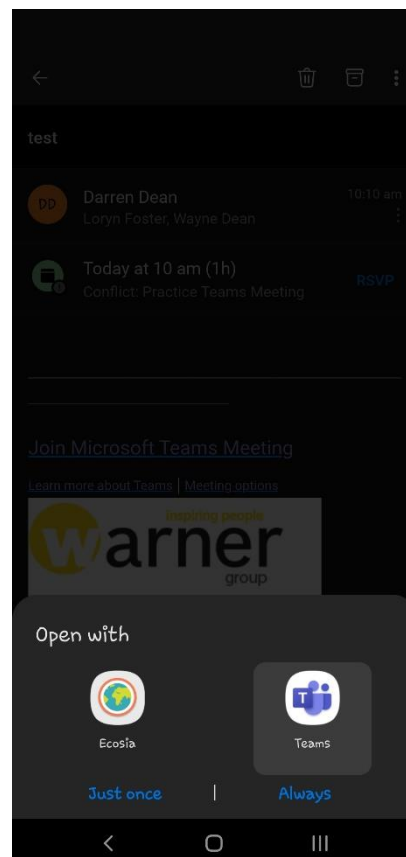




3. Tap on the Join Microsoft Teams Meeting link.

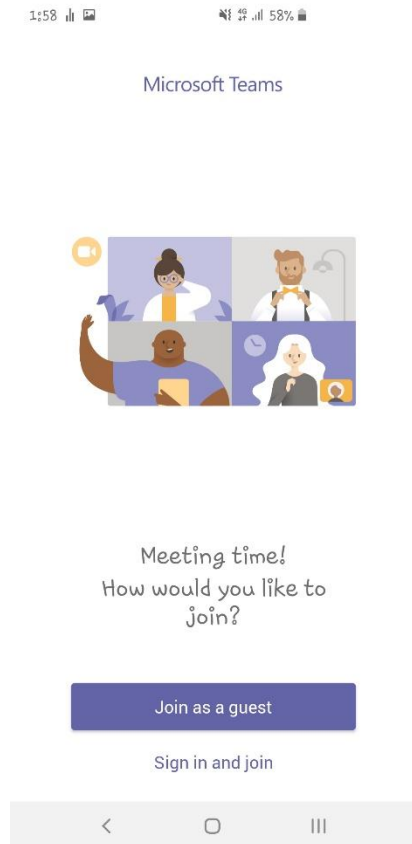


4. Open the meeting through the Teams app.

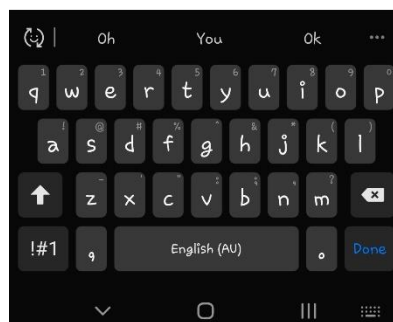
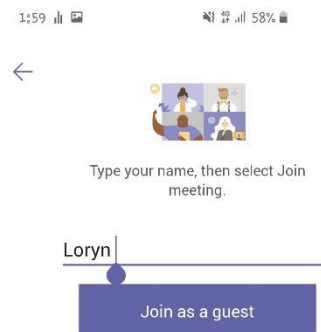




5. A page will appear asking you how you would like to join the meeting. Select Join as a guest.



6. Type your name in the box and then press Join as a guest.







7. You will be connected to the meeting and should be able to hear and see everyone else. If your camera and microphone aren't switched on, tap the screen and use the controls at the bottom to switch them on.
8. Press the red hang up button when the meeting is done.



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