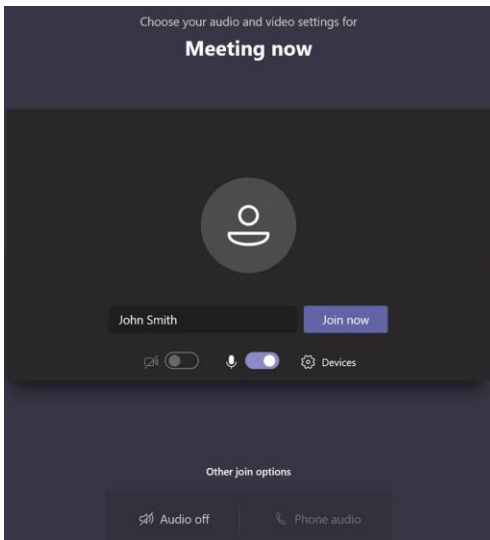
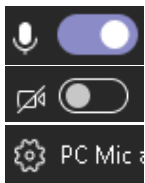


Connecting to a Meeting

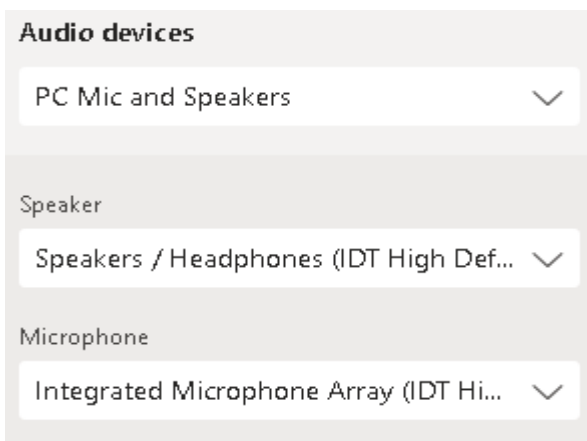


If you are joining the meeting via a browser **enter your name** and click **Join now**. Your browser must have permission to access your microphone and camera so people can hear and see you.



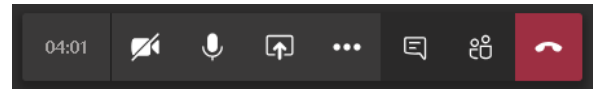
Toggle your microphone on or off. This image shows the microphone is on.
 Toggle your camera on or off. This image shows the camera is off.
 If you are experiencing issues with the microphone or camera the settings button will allow you to select the proper device.

To change settings, you must be the administrator of your computer. Contact your IT support if you are having issues.



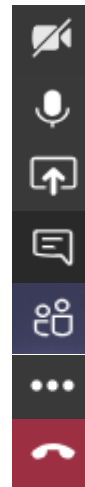
During the Meeting

Wait in the lobby until the meeting host lets you in.



Once you are admitted to the meeting you will see the Actions toolbar.

Actions Toolbar Options



Toggle your camera on or off. This image shows the camera is off.
 Toggle your microphone on or off. Note that the meeting host can mute your mic.
 Share your desktop or a document, should you need to.
 If you want to type a message to the group, use the chat feature.
 View meeting participants. Some meetings may not allow guests to view participants.
 The Other Actions button provides a menu of several features.
 When you are ready to leave the meeting, hang up or just close your browser.

Tips

- Mute your microphone when you are not talking.
- Loud volume on speakers may cause an echo.
- Home network quality may affect the quality of your sound and video. To test your connection go to <https://www.speedtest.net>. Connections with upload/download of less than 30 Mbps may experience issues. Contact your ISP to resolve.
- Other programs running on your device may interfere with quality.
- If a meeting allows you to dial in with a phone number and access code, pressing *6 will mute and unmute your phone (or use your phones default mute button).

For other details on what you can do in Teams see the quick reference chart at <https://www.customguide.com/cheat-sheet/microsoft-teams-quick-reference.pdf>