

To Join a **TEAMS** Meeting from an Email Invitation

You can choose to join the meeting from a computer, mobile device, or traditional phone.

Your email invite includes the options available to you for that specific meeting.

For the best training experience, joining from a **Computer or Mobile device** will be the best option.

If you choose the **call in** or **audio only** option from the invite you will only be able to hear the meeting without the option to see the presenter's screen.

Please note: The picture examples in this guide may differ slightly from what you may get based on your device. However, the information should be the same.

The email invitation to a **TEAMS** meeting, will look something like this.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

1. Select this link to join the meeting from your computer or mobile device.

Or call in (audio only)

[+1 385-501-4805,,87493730#](#) United States, Salt Lake City

Phone Conference ID: 874 937 30#

[Find a local number](#) | [Reset PIN](#)

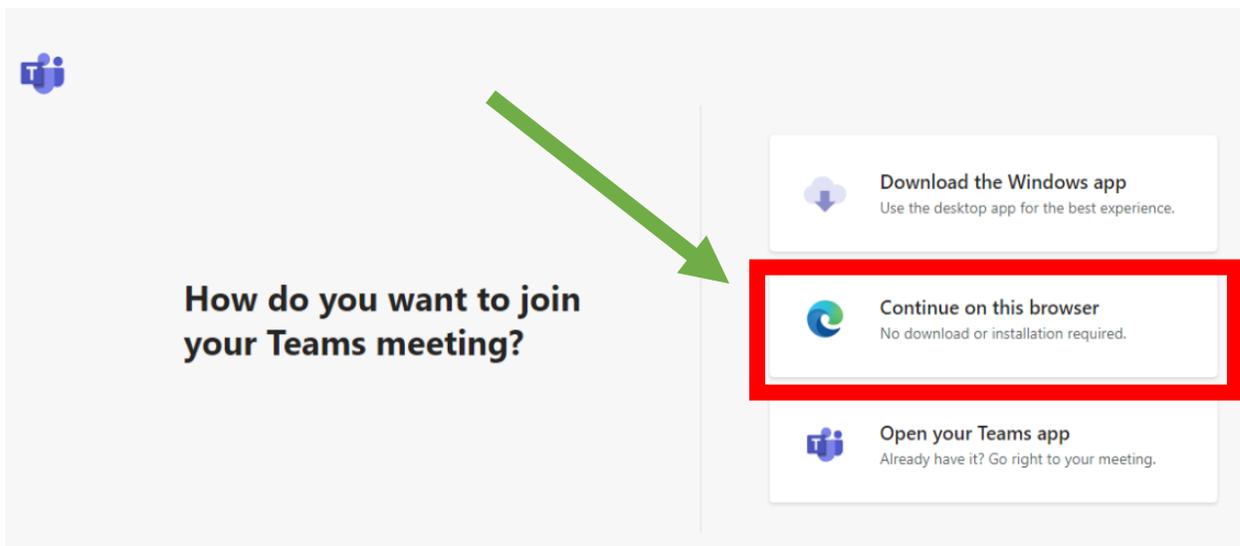
[Learn More](#) | [Meeting options](#)

Joining from a **COMPUTER**

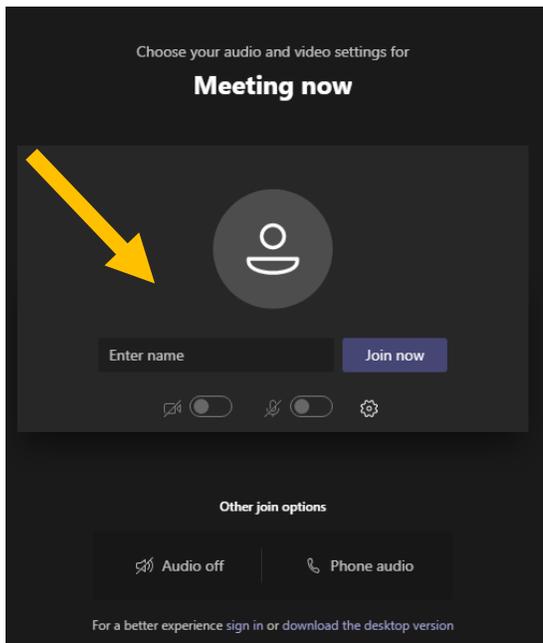
2. Depending on your device you may get a screen with **Options to join the meeting.**

SELECT *Continue on this browser*

This option uses your web browser without the need to install or download anything.



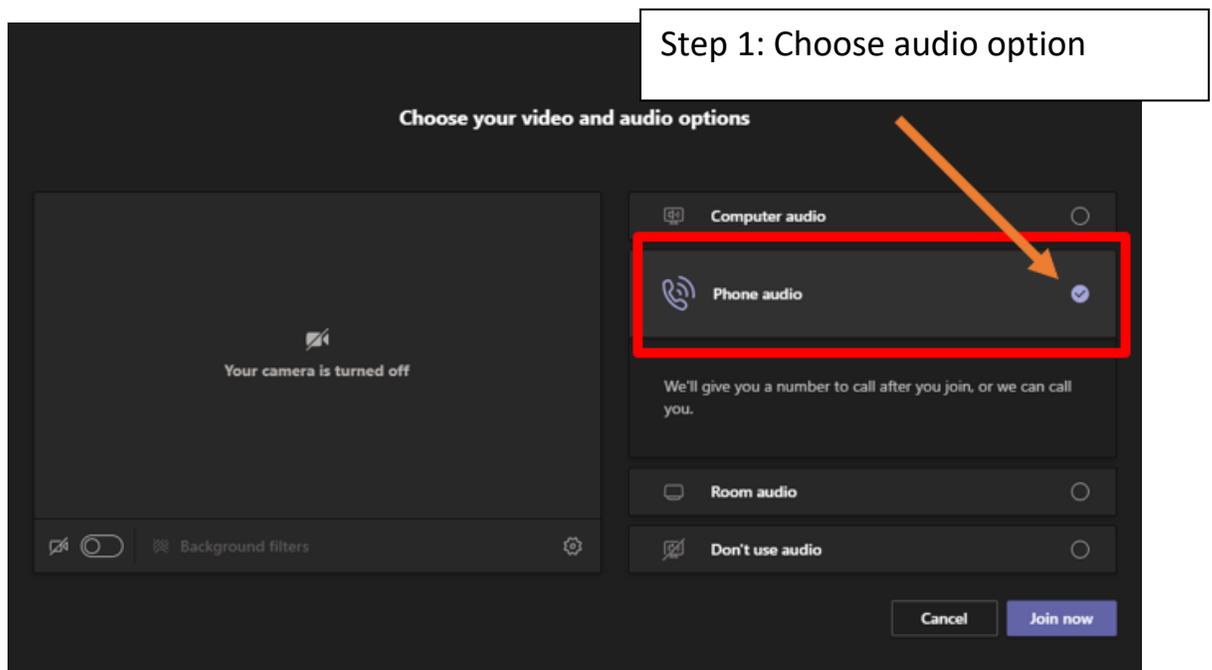
3. Provide your full **NAME**.

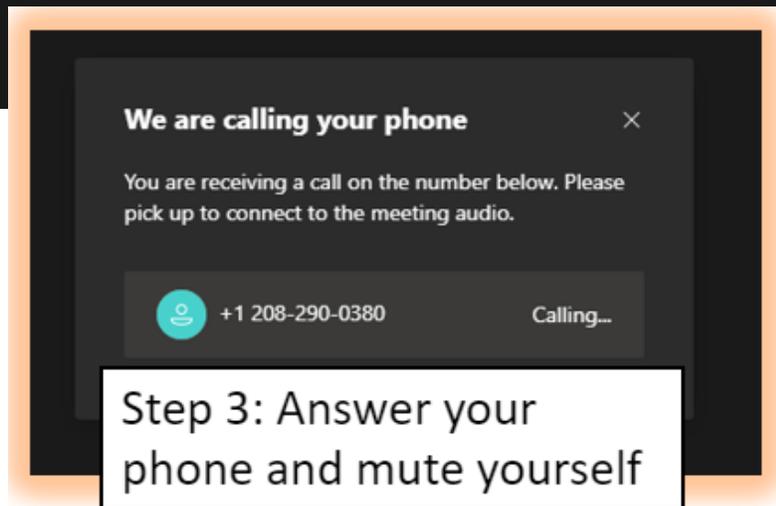
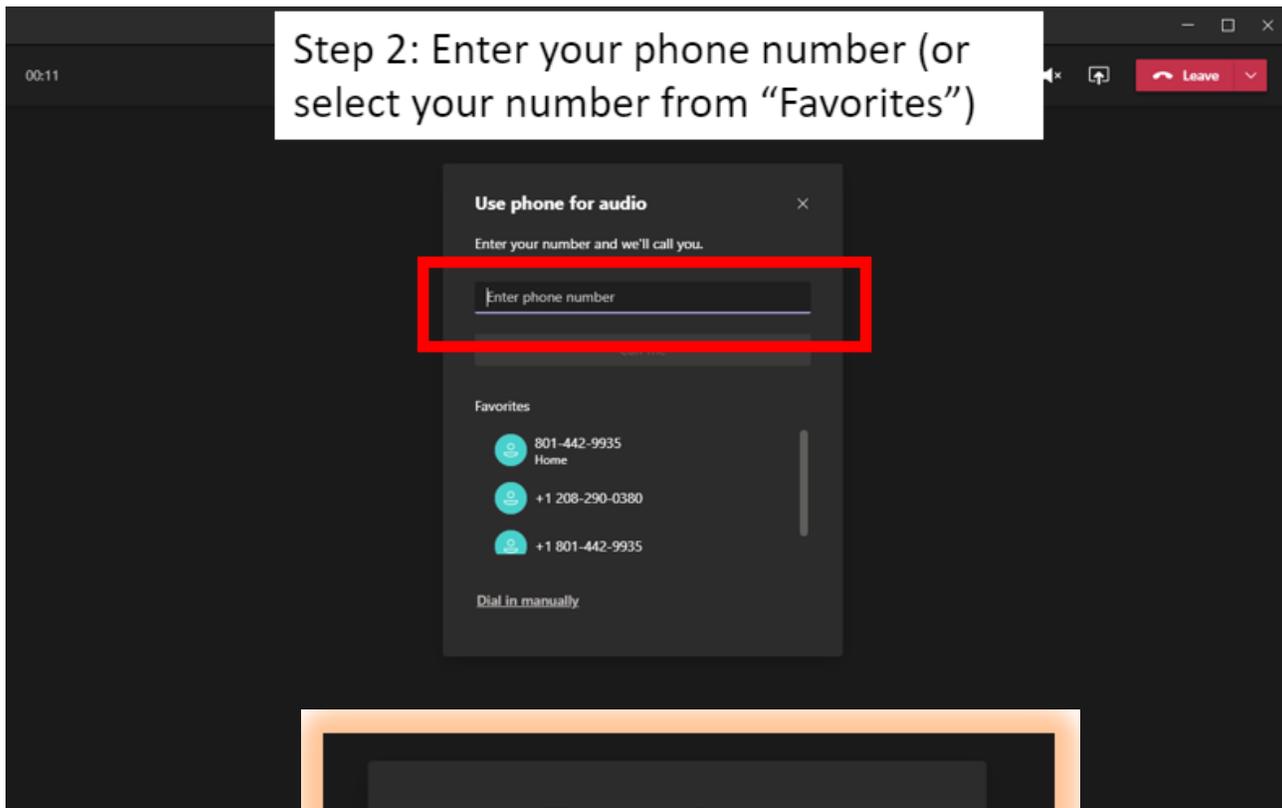


4. Selecting **Audio option**:

- a) **Computer Audio** (Choose this option if your computer has speakers and microphone capabilities)
- b) **Phone Audio** (Most common option. You can use any phone for audio and microphone)
After selecting this option you will be asked to provide a phone number. The system will call you.

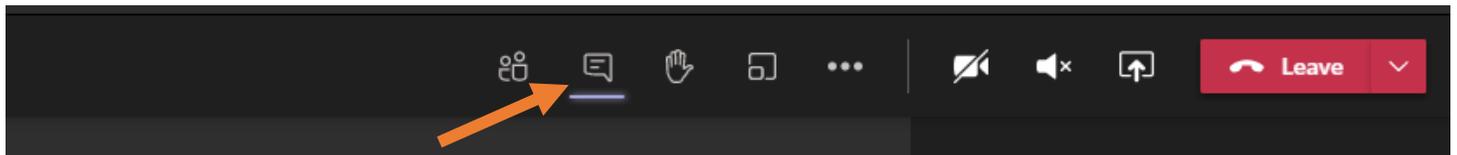
Please note: You may choose to call in manually by selecting the **Dial in manually** option. You will be provided a phone number to dial to join the audio portion of the meeting.





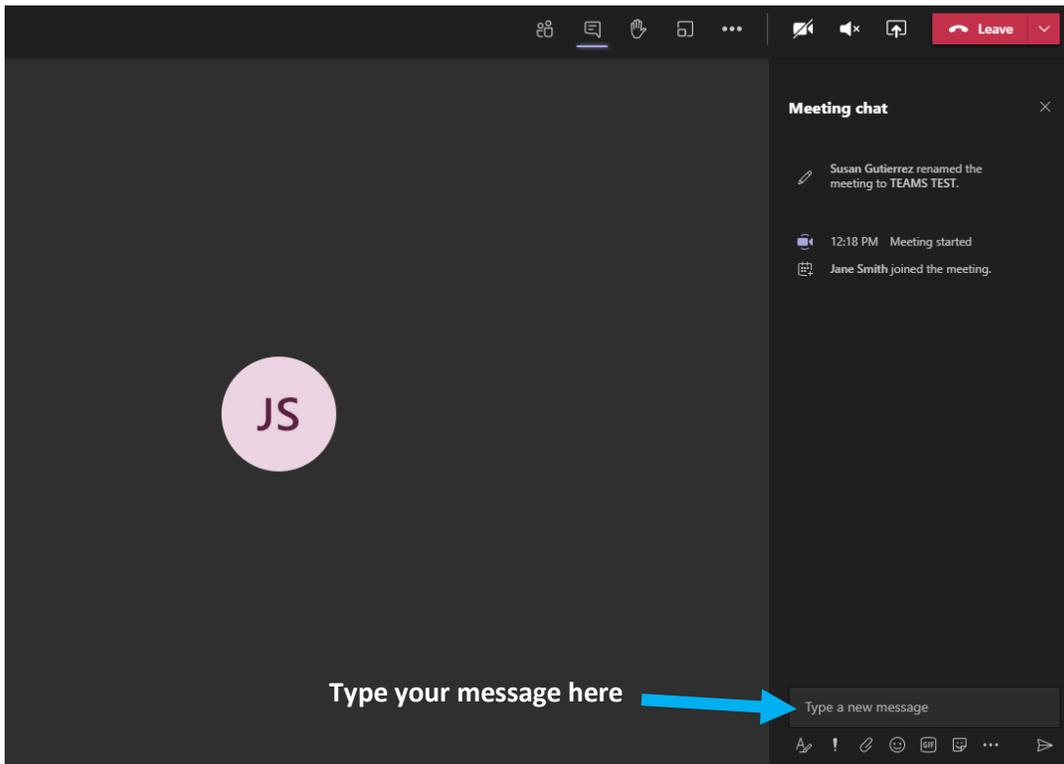
Please mute your phone to avoid background noises during the meeting.

Using Chat The chat option can be found at the top of your meeting screen along with other meeting tools.



You can use this option to communicate with others during the meeting without interrupting the presenter. This option also allows the presenter to share important information such as helpful links.

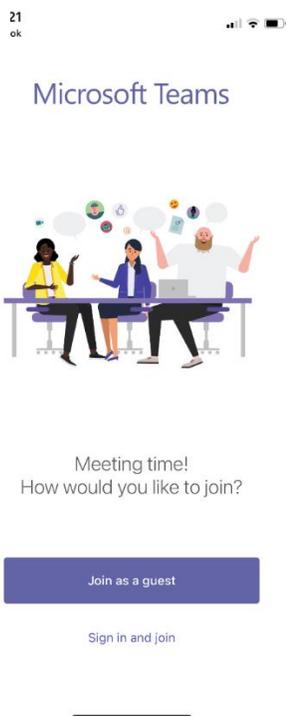
After selecting the Chat icon, your screen will change and look similar to the example shown below.



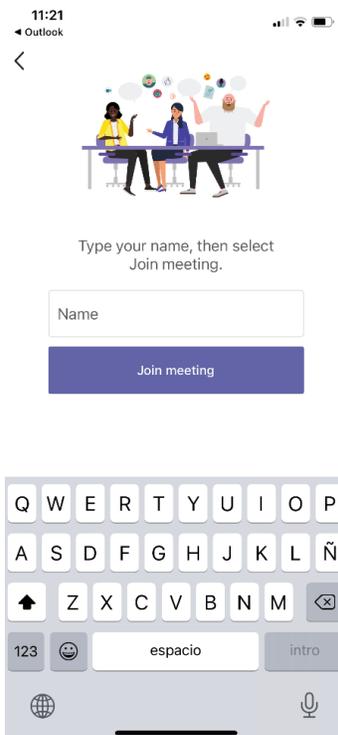
Joining from a **Mobile Device**

1. Choose to join as a **guest** or sign in if you already have a **TEAMS** account.
An account is not necessary to join the meeting.
2. Enter your full name.
3. Wait to be admitted to the meeting.

#1



#2



#3

