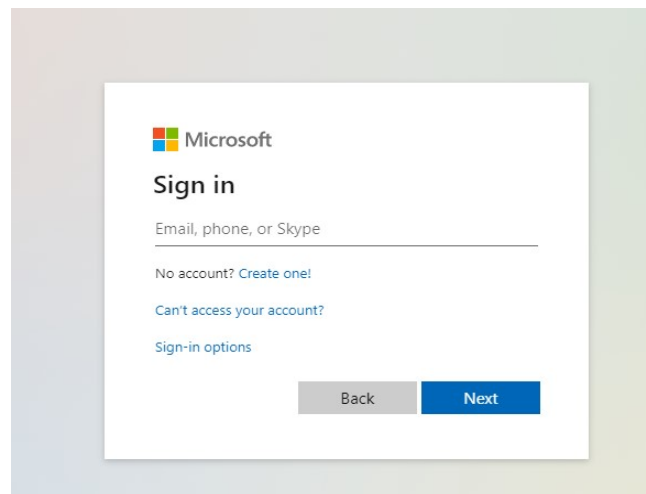


Microsoft Teams

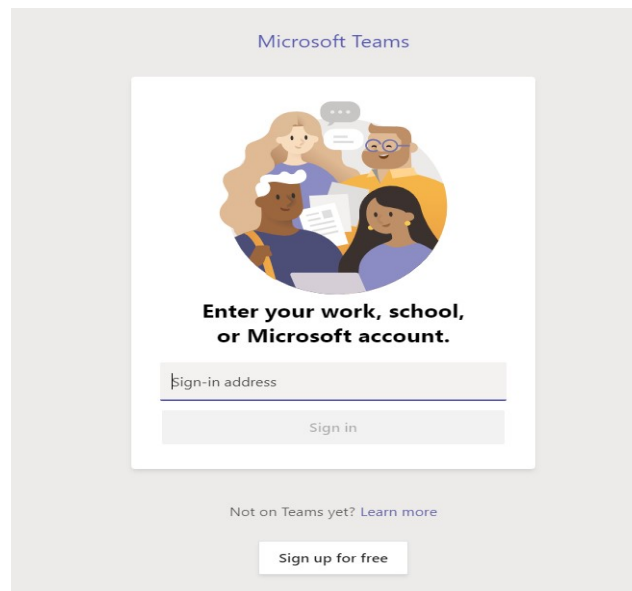
How to Join in Microsoft Teams Meetings?.

Step 1: Open Microsoft Team in browser or in app. Login to your Microsoft Team account by the given User name and password.

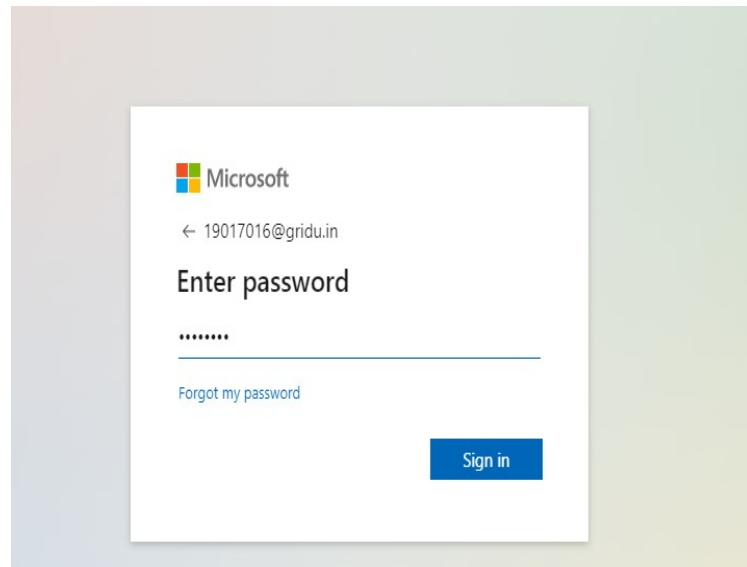
In browser



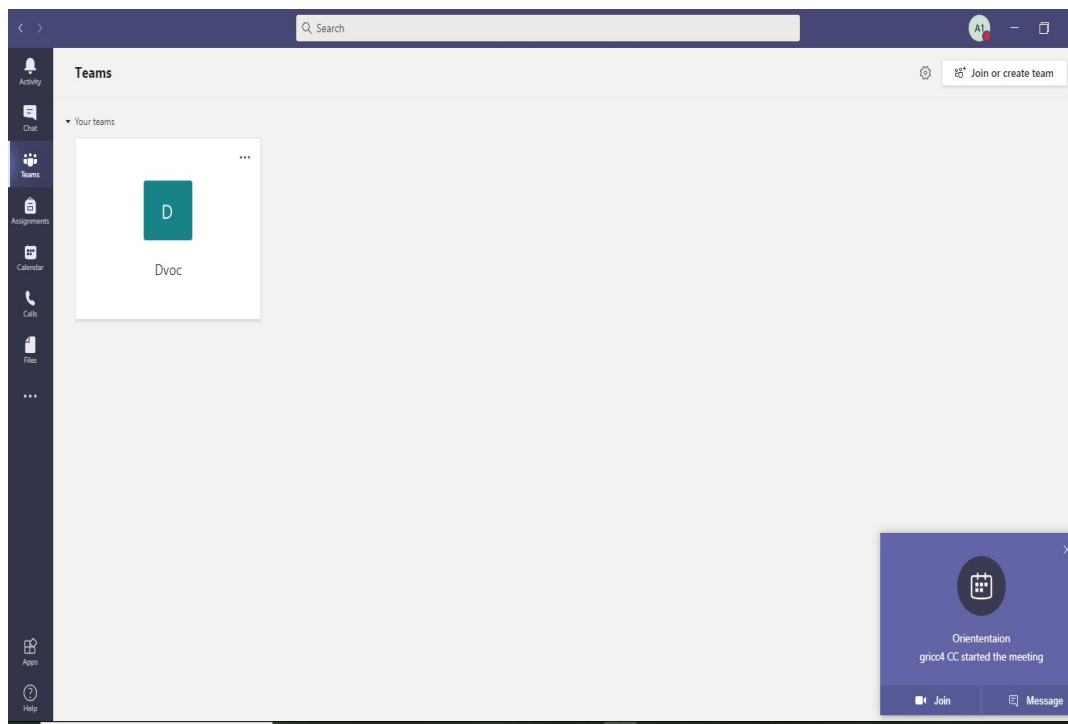
In app



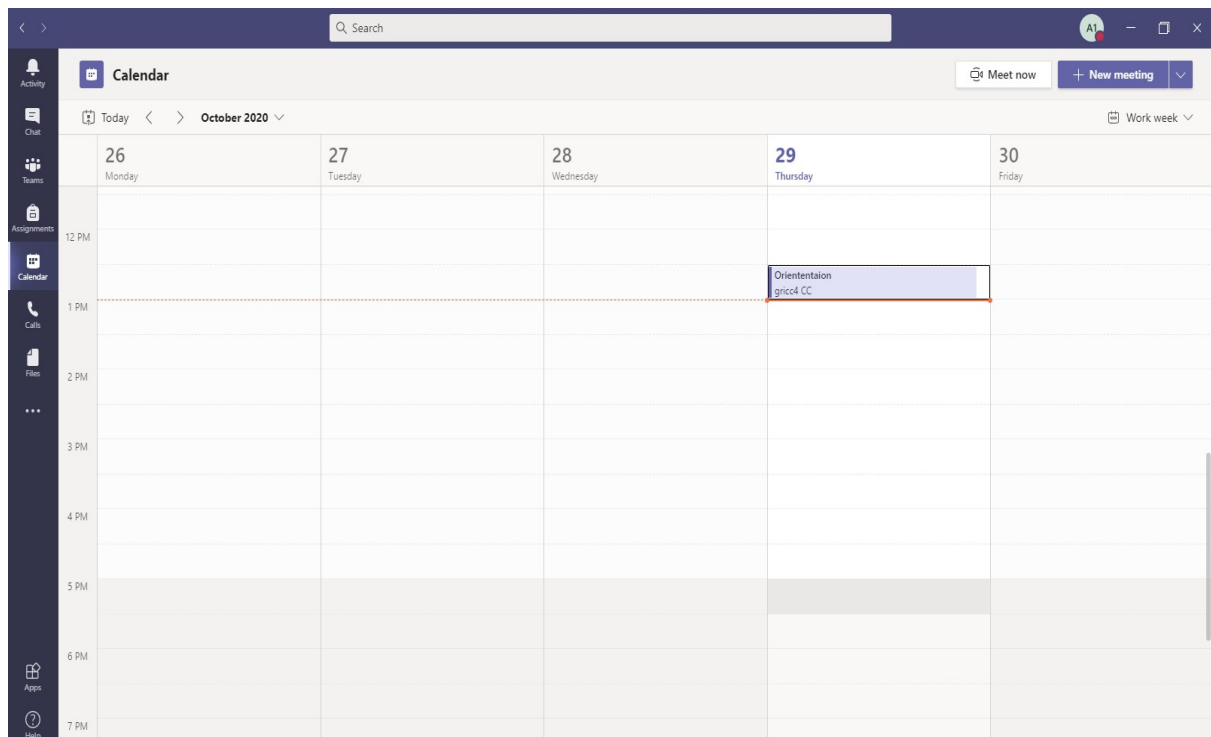
Step 2: Type the given password in your portal for Microsoft teams and select sign in button



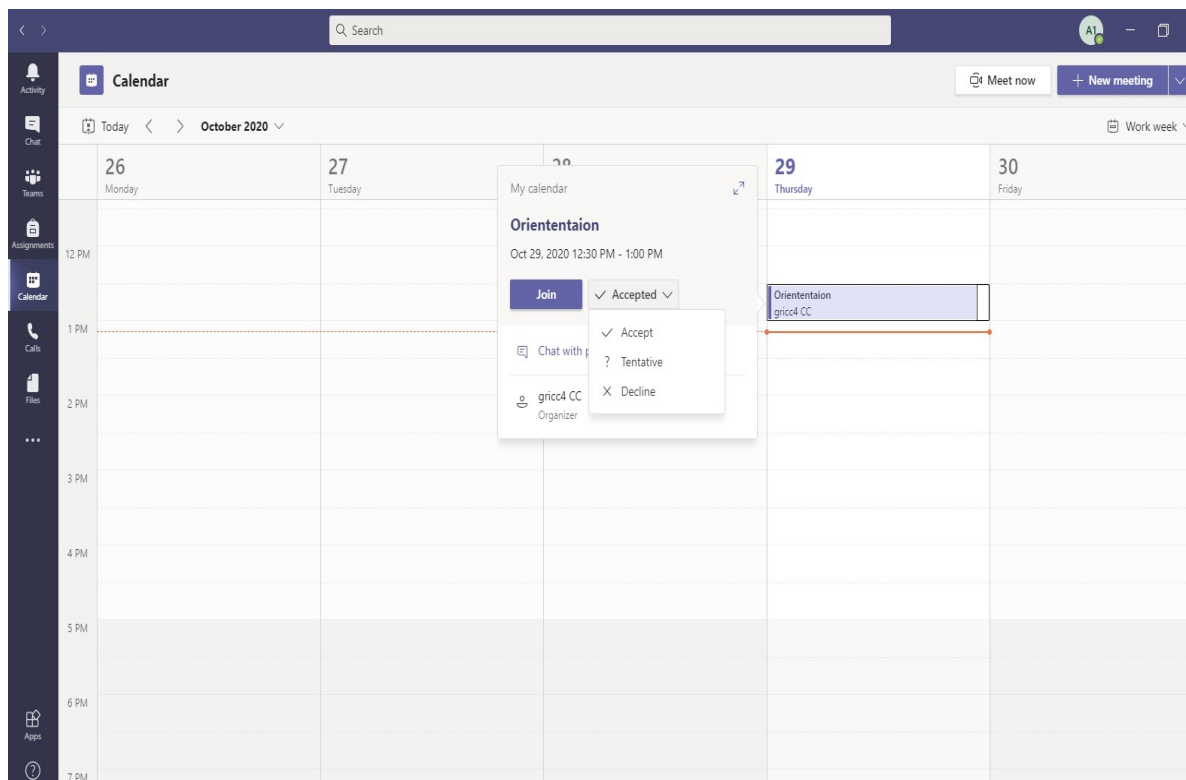
Step 3: Microsoft Team will be open .If have any meeting at the current time notification will be appearing in right bottom side .You may join in the meeting by clicking Join button.



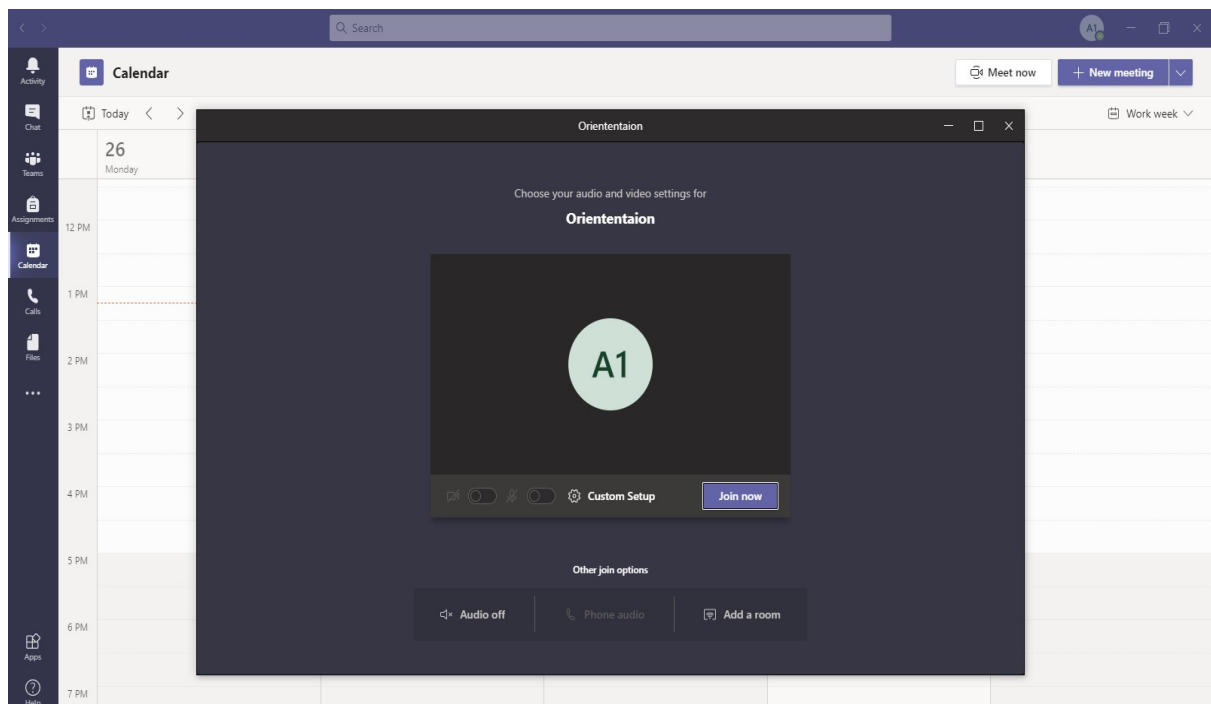
Step 4: All your meetings will be appeared in calendar. Select calendar option at the left side menu in the Microsoft Team



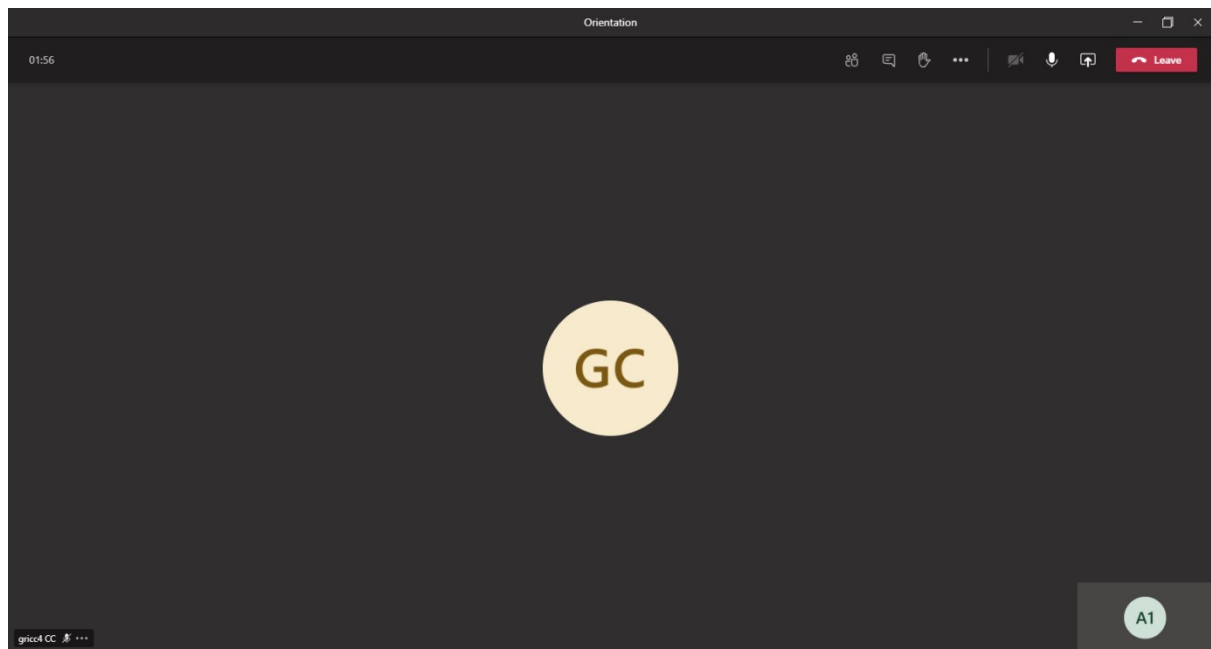
Step 5: Select the meeting in the calendar for example select orientation meeting which is highlighted. You may have the option to join in the meeting. Select join option and accept the meeting.



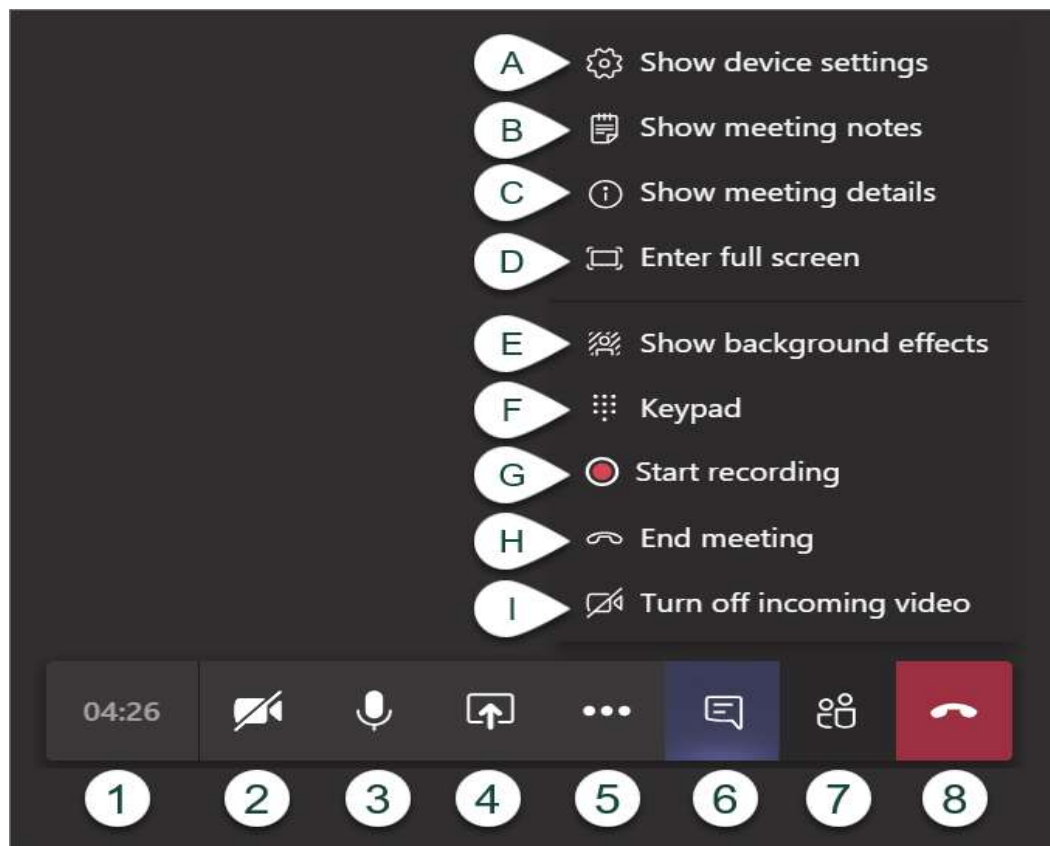
Step 6: Meeting will be open you can join now.



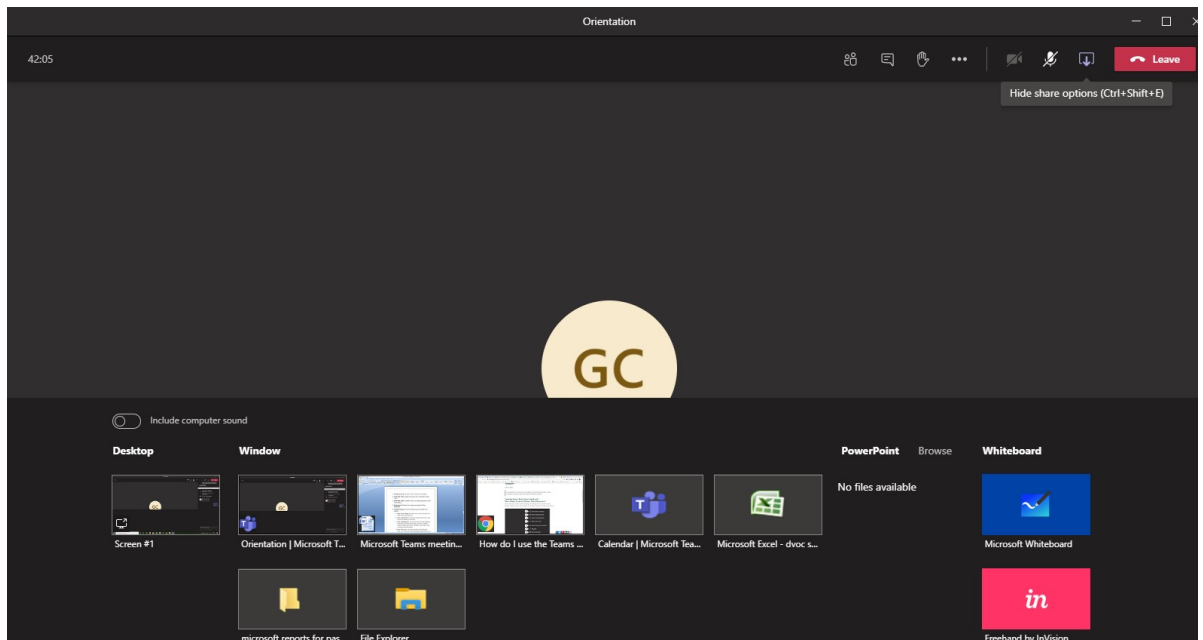
Step 7: After joining your screen will be changed like this.



Step 8: Menus at the top right of the meetings.

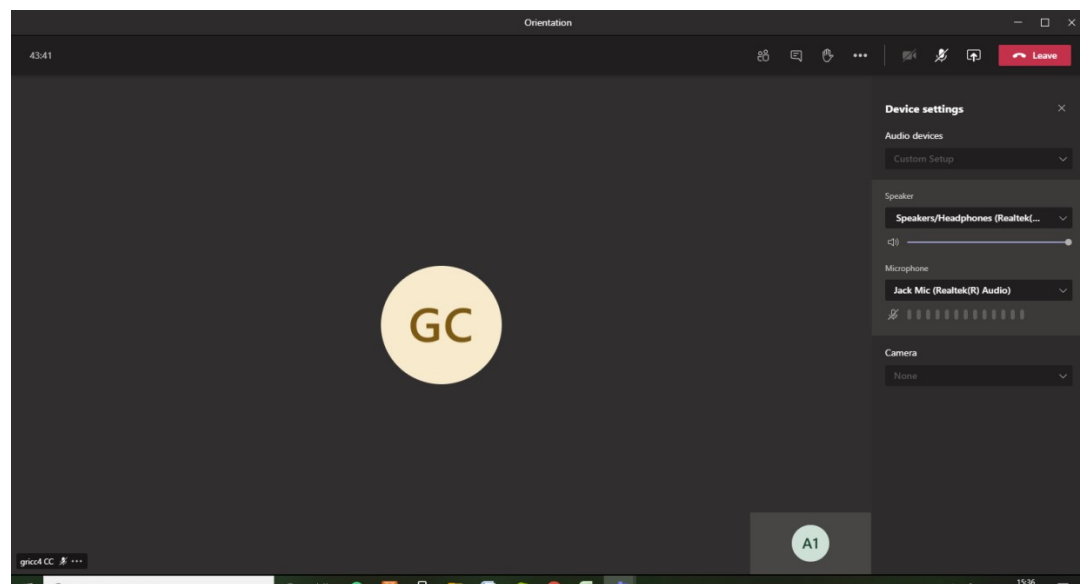


1. **Meeting Time Log:** This time counts the duration of the meeting.
2. **Show/Mute Video:** This allows the user to show or hide their webcam video.
3. **Show/Mute Audio:** This allows a user to turn their microphone on or off in the meeting.
4. **Share Screen:** This allows you to share your screen with other participants.

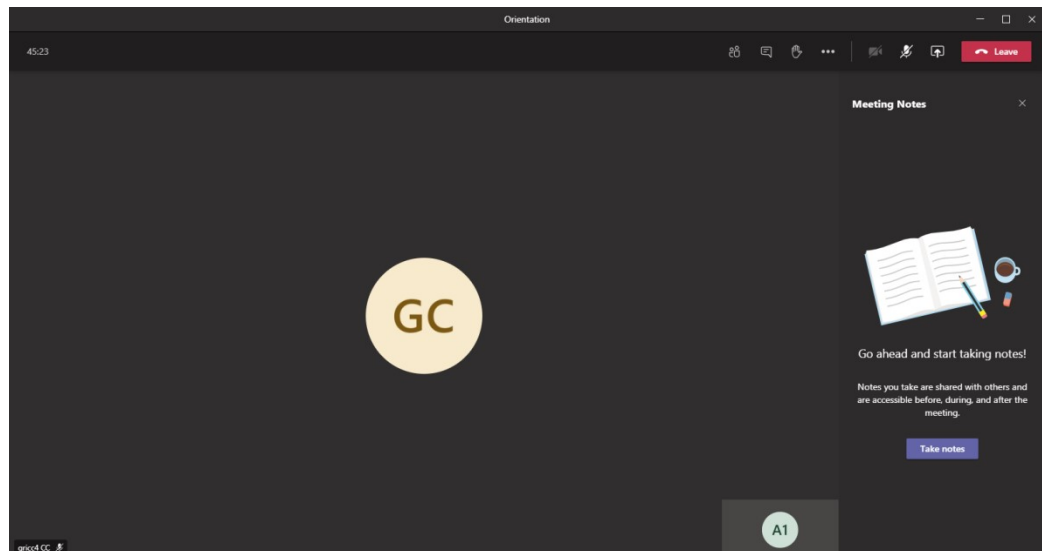


5. **Additional Options:** This shows additional options available in the meeting.

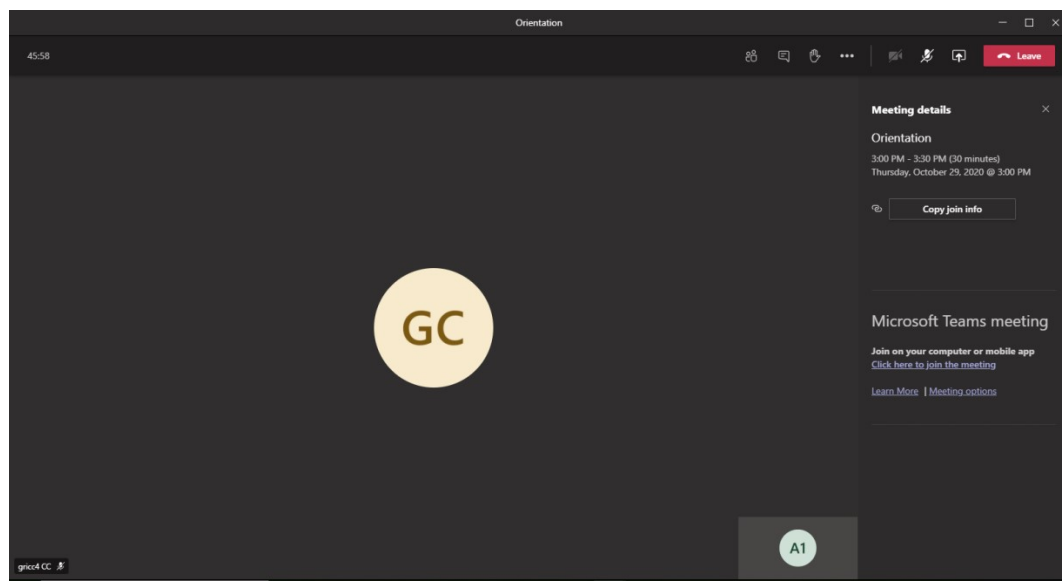
A. **Show Device Settings:** This allows you to review and adjust your video source, audio source, etc.



B. **Show Meeting Notes:** This opens a notes area where you can take notes for the meeting to review later.



- C. **Show Meeting Details:** This opens an area to the right displaying the date/time of the scheduled meeting, any dial in conference numbers, ability to call a phone, and ability to copy a link to send to someone to join the meeting.



- D. **Enter Full Screen:** This removes the tabs to the left for chat, teams, etc. as well as the window making the meeting take up your entire screen.
- E. **Show Background Effects:** This allows you to add a blur or a virtual background to your video on the meeting. You can select from the options listed.
- i. ***To add your own images in Windows***, copy address listed below and paste it into the address bar of a File Explorer

window. You can then add your photos to the Uploads folder.

%AppData%\Microsoft\Teams\Backgrounds

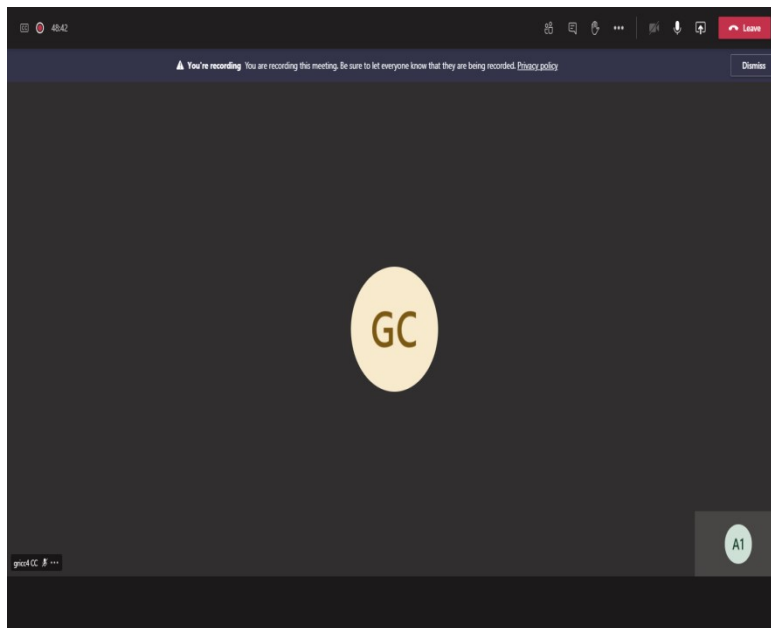
- ii. ***To add your own images in Mac*** copies the address listed below and paste it into the address bar of a Finder window. You can then add your photos to the Uploads folder.

~/Library/Application

Support/Microsoft/Teams/Backgrounds

F. **Keypad:** Allows you to dial numbers when necessary for entering conference rooms, etc.

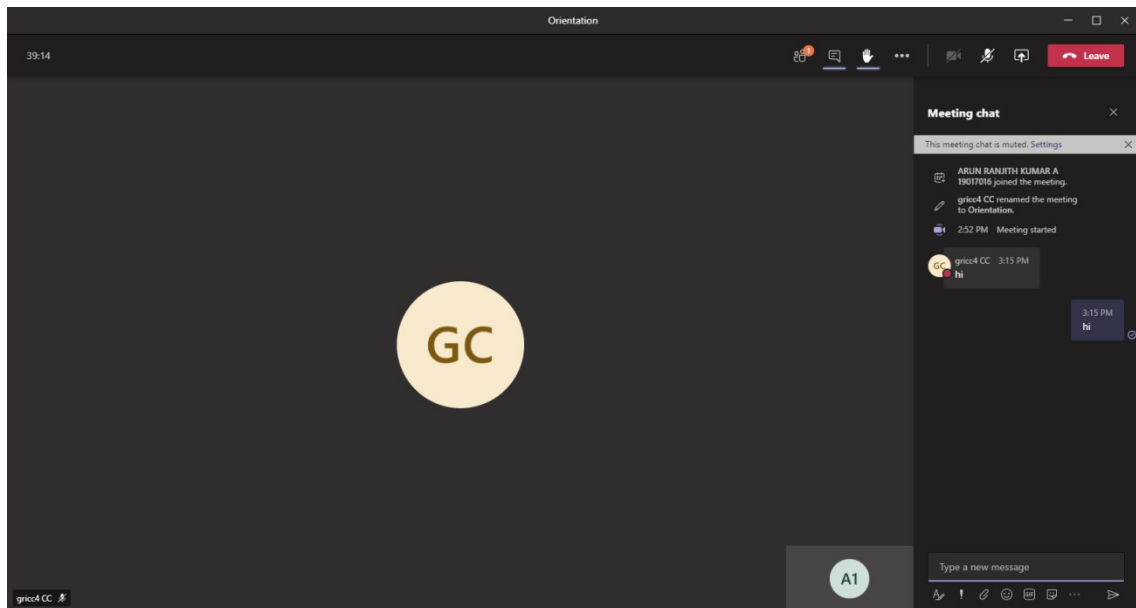
G. **Start Recording:** This allows you to start and stop recording of the meeting.



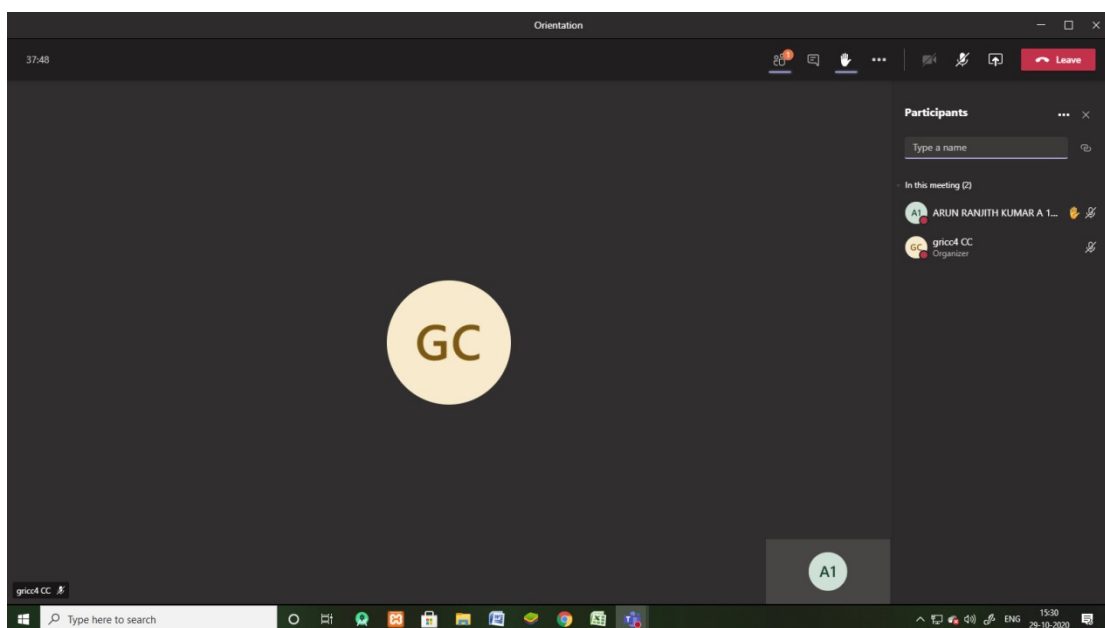
H. **End Meeting:** This will end the meeting for all participants.

I. **Turn off Incoming Video:** This will force all participants to enter the meeting with their video turned off.

6. **Chat:** This will show the text chat for meeting participants.



7. **View/Manage Participants:** This shows a list of everyone who is currently in the meeting. This also allows you to add users to your meeting and see who may have raised their hand.



8. **Leave:** This ends the meeting for you personally. This does not end the meeting for everyone.

