

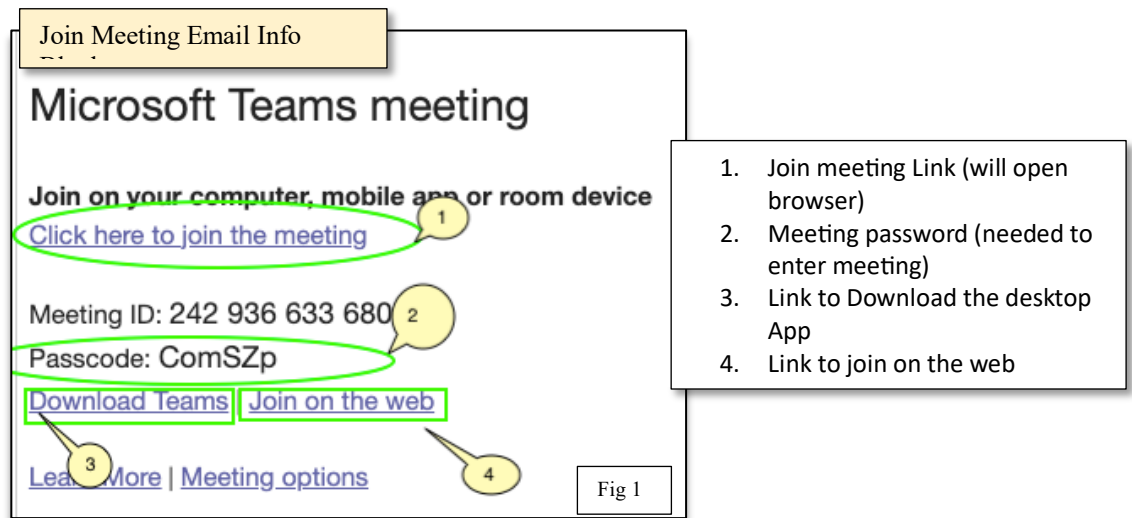
Remote Participation: Joining a Microsoft Teams Meeting



PC INSTRUCTIONS (Windows and Mac)

To join a Microsoft Teams Meeting on a **Windows** or **Mac** computer, follow these steps:

1. After you receive the JOIN MEETING email (example of meeting info in Fig 1.) with the invitation link from the meeting organizer, click the link to launch your device's default browser.



2. From your PC, you can join a meeting in different ways:

- **Continue on this browser** lets you join the meeting IN YOUR WEB BROWSER **without creating an account or installing anything** on your computer.
- **Download the Windows app** to get the full Teams experience.
- **Open your Teams app** launches the application **if you've already installed it.**

3. When joining on your **browser**, you'll be prompted to allow **access to your computer's camera and microphone**. **Make sure to click ALLOW**

4. Enter your name at the prompt and then select **Join now**. **** You MUST enter your name as it appears on your Academy Registration to get credit for the meeting.**



iPhone/iPad/Android Instructions

1. After you receive an invitation link from the meeting organizer, tap the link to join the meeting. **(your mobile browser will launch if you don't have the mobile teams installed and ask you to install the Teams App)**
2. **Get Teams** automatically opens the App Store (iOS) or Google Play Store (Android) where you can install the app and get the full experience. Once the app is installed, you may need to go back to the **Join Meeting Email** and click the join link again.
 1. After clicking the join link, select the **Join as guest option**.

Note: Your device will ask you permission to access the microphone, **ALWAYS ALLOW**

2. You'll be asked to enter your name and then tap **Join meeting**. You may also be asked to enter a password which will be found in the join email.

Additional Resources

Article: [Learn More on How to Join without Creating an Account](#)

Short Video: [Join as a Guest](#)

Short Video: [Create an account and Join](#)

Short Video: [Various ways to Join a Teams Meeting](#)



Microsoft Teams for Remote Participation

DC Academy of Veterinary Medicine
Delaware Valley of Veterinary Medicine

Introduction

After nearly 13 years with WebEx, we have decided that the platform no longer meets the needs of our mission to provide high quality, easily accessible continuing education for graduate veterinarians who choose to participate remotely. To that end, we are adopting Microsoft's Teams platforms. *-Phil and Larry*



How to Join a Microsoft Teams Meeting





Join Email: Meeting information block

How to prepare for the meeting

1. Make sure you have the Join Meeting email
2. Make sure your speakers are on and your volume is up
3. Find a quiet place, grab a cup of coffee

How to join the meeting

1. Open your Join Meeting Email
2. Click where it says **"Click here to join the meeting."**

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 267 398 694 237

Passcode: 83ZXYg

[Download Teams](#) | [Join on the web](#)

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



Now that you've clicked the link

What to expect?

1. If you have the Teams desktop app installed you see a pop-up (**click open ONLY if you have Teams installed**)
2. Otherwise, click cancel and then click "**Continue on this Browser**"

Meeting password

1. When prompted to enter the meeting password, use the password found in the Join email.

Open Microsoft Teams (work or school)?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

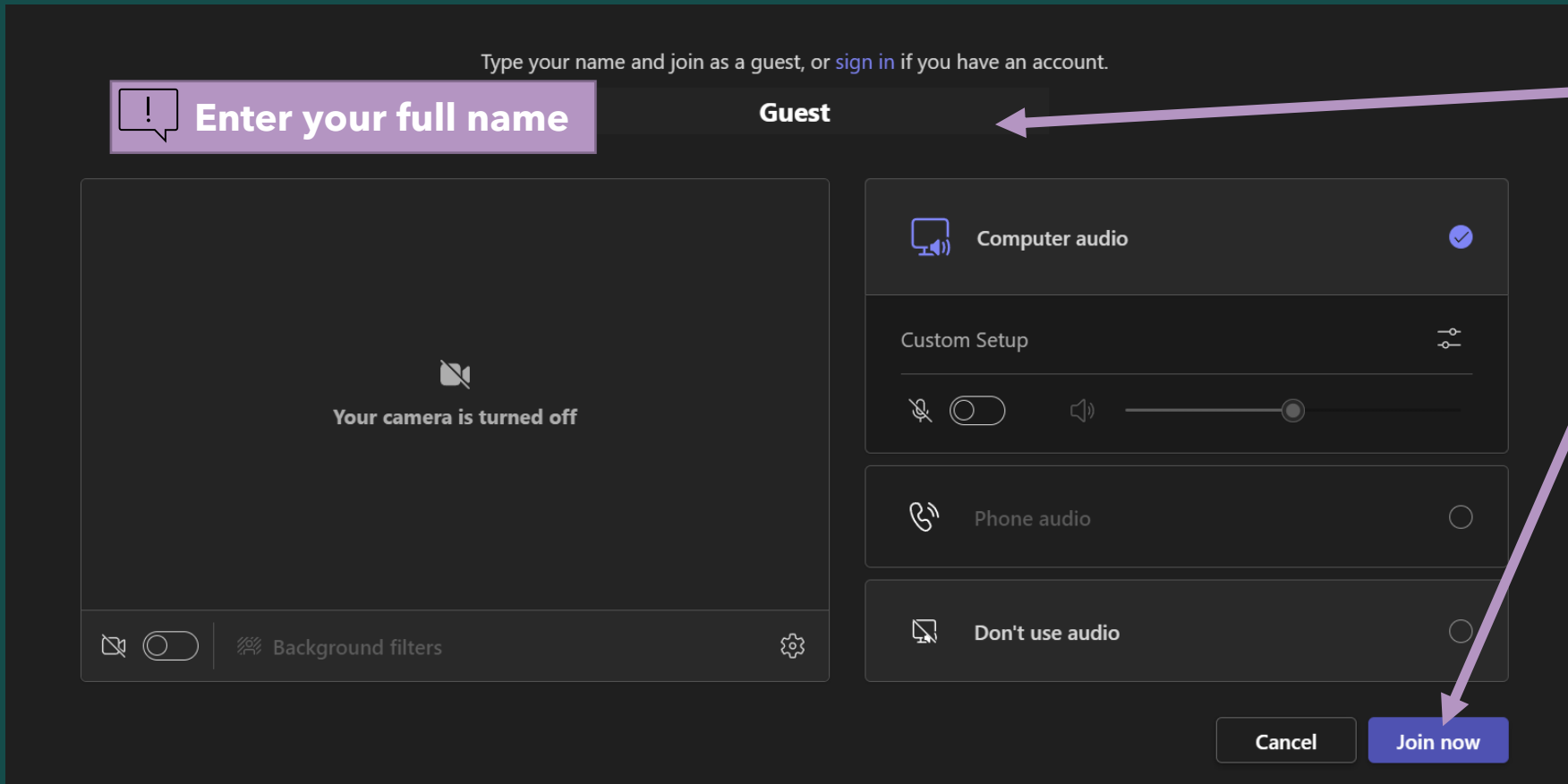
Open Microsoft Teams (work or school) Cancel

Join your Teams meeting

Continue on this browser

Join on the Teams app

The Join Meeting Window:



What to do

1. Enter your full name
2. Click Join Now
3. Teams will already connect to your default audio device

Do I need to Turn Off my Camera?

1. Cameras and microphones are disabled by default

! If you do not enter your full name, you will not receive credit

The Meeting Window



The Meeting Window

Click to access chat

Click to adjust the view



The screenshot shows a Microsoft Teams meeting window. At the top, a dark toolbar contains icons for Chat, People (2), Raise, React, View, More, Camera, Mic, Share, and a red Leave button. The main content area displays a slide from the D.C. Academy of Veterinary Medicine with the text "Have a Great Meeting!" and "Important Reminders:". A callout box points to the "View" icon, showing a menu with options: Gallery (checked), Speaker, Together mode, Large gallery, Focus on content, and More options. Another callout box points to the "Focus on content" option, stating "Increase the size of the presentation, keep the control panel visible". A third callout box points to the "Full screen" option, stating "Enter full screen view". The bottom left corner shows the name "Philip Rossi" with a muted microphone icon.

02:39

Chat People Raise React View More Camera Mic Share Leave

D.C. ACADEMY OF VETERINARY MEDICINE

Have a Great Meeting!

If you do not hear audio, **click the options icon** to make sure your audio is connected.

If no audio, first try exiting and reconnecting to the meeting.

Email philrossimusic@gmail.com for support with the subject **DCAVM WEBEX**

Important Reminders:

- Do not "request to Annotate"
- Make sure your microphone is muted at all times
- Make sure your camera is off at all times
- If you lose audio, take a deep breath and make sure you're still connected
- Email philrossimusic@gmail.com for support

More options

- Gallery ✓
- Speaker
- Together mode
- Large gallery
- Focus on content
- More options

Philip Rossi

Show gallery at top

Turn off incoming video

Full screen

Enter full screen view

Increase the size of the presentation, keep the control panel visible



No Sound? Check your Device Settings.

The image shows a Microsoft Teams interface with several callouts and a settings window. At the top, a 'More' menu is open, listing options like 'Record and transcribe', 'Meeting info', 'Background effects', 'Language and speech', 'Settings', and 'Help'. A callout box labeled 'Click More' points to the 'More' button. Another callout labeled 'Click Device Settings' points to the 'Device settings' option in the menu. A third callout labeled 'Click Settings' points to the 'Settings' option. On the left, a 'settings' window is open, showing 'Audio Settings' with sections for 'Audio devices', 'Speaker', and 'Microphone'. A callout labeled 'Verify your audio settings' points to the 'Audio Settings' header. At the bottom, a yellow banner with an exclamation mark icon contains the text: 'Always make sure your volume is up before playing with settings'.

A composite image featuring a smiling man in a green apron holding a pug puppy on the left, and a tabby kitten sitting in a field of daisies on the right. A large dark green circle is overlaid in the center, containing white text.

For Technical issues:

Email: PhilRossiVetMedAcad@gmail.com