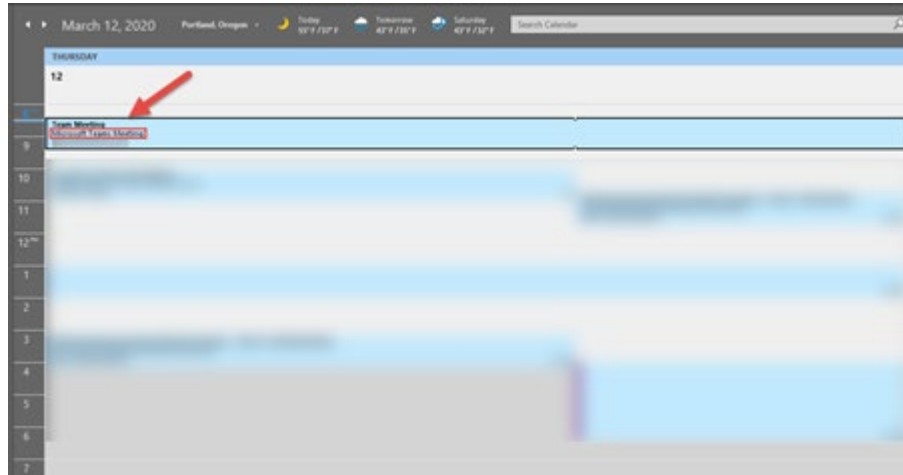


Joining a Teams Meeting

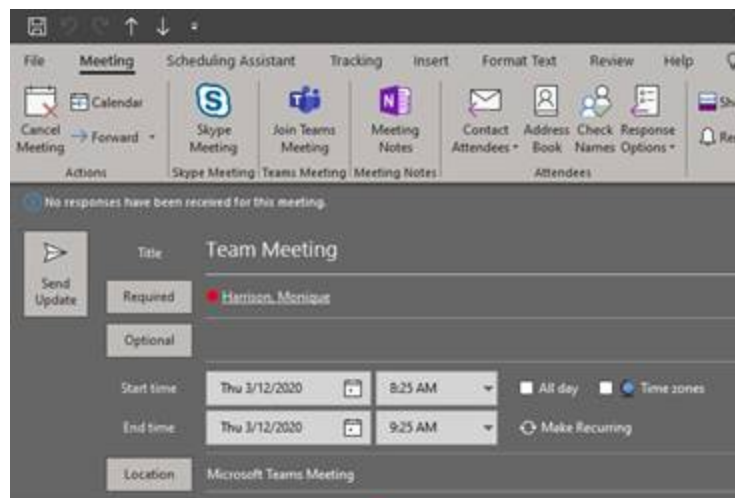
This job aid will provide steps for joining a Teams meeting via Teams and Outlook.

Outlook

Step 1: Double click on the Teams meeting to open it.



Step 2: Click the “Join Microsoft Teams Meeting” link in the meeting description.



[Join Microsoft Teams Meeting](#)

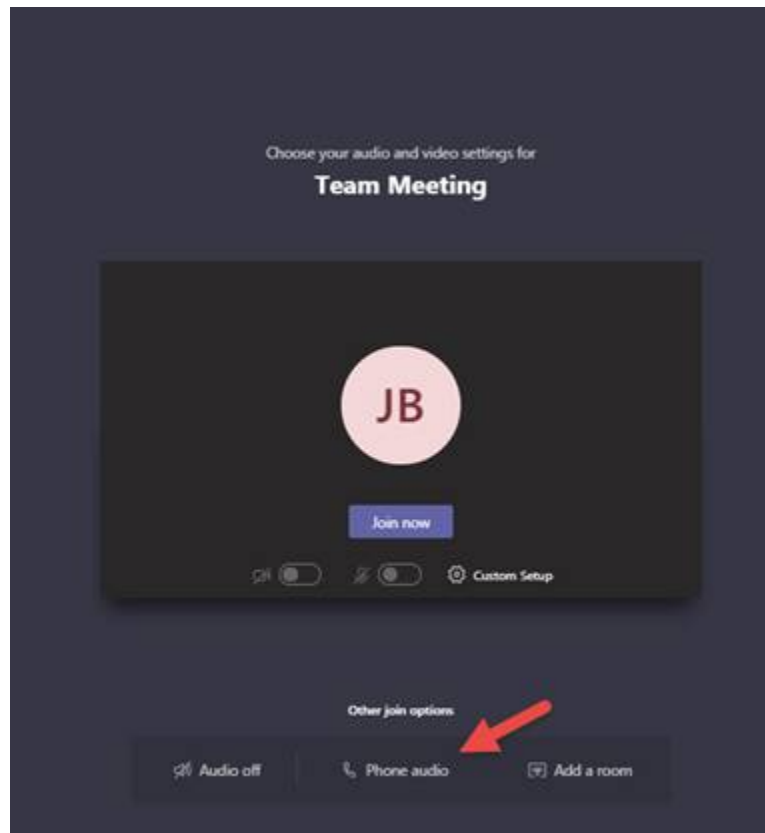
+1 971-323-0035 United States, Portland (Toll)

Conference ID: 788 025 754#

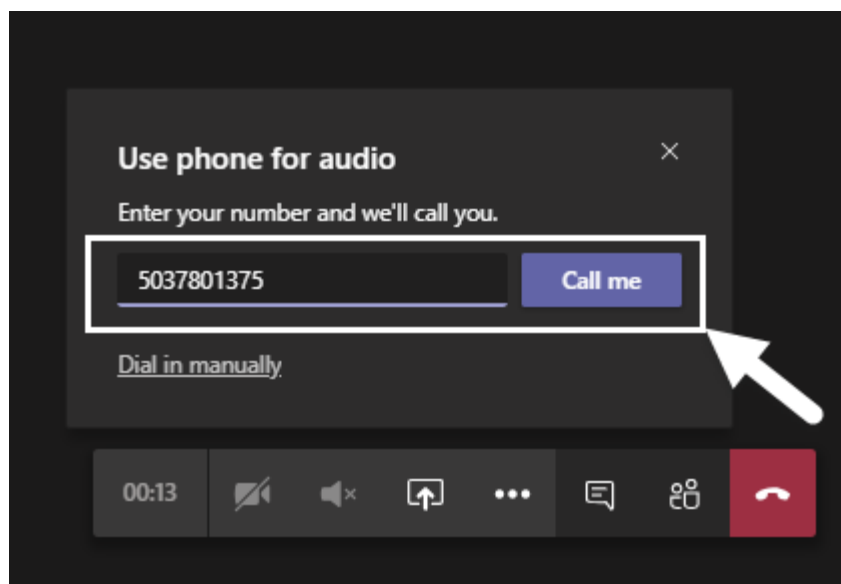
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

[Help](#) | [Legal](#)

Step 3: You can either call into the meeting using the phone number and conference ID provided or you can click Phone Audio button to have the system call you at the number you provide.



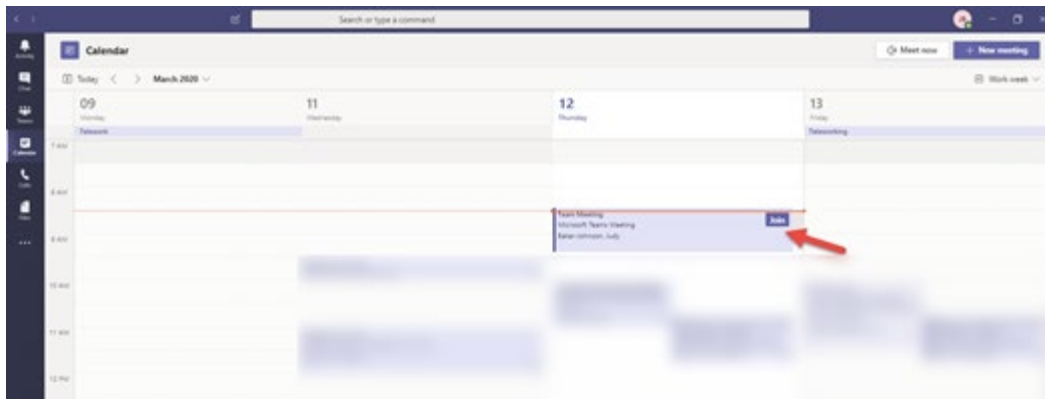
Step 4: A new window will open prompting you to enter your phone number and then click Call Me.



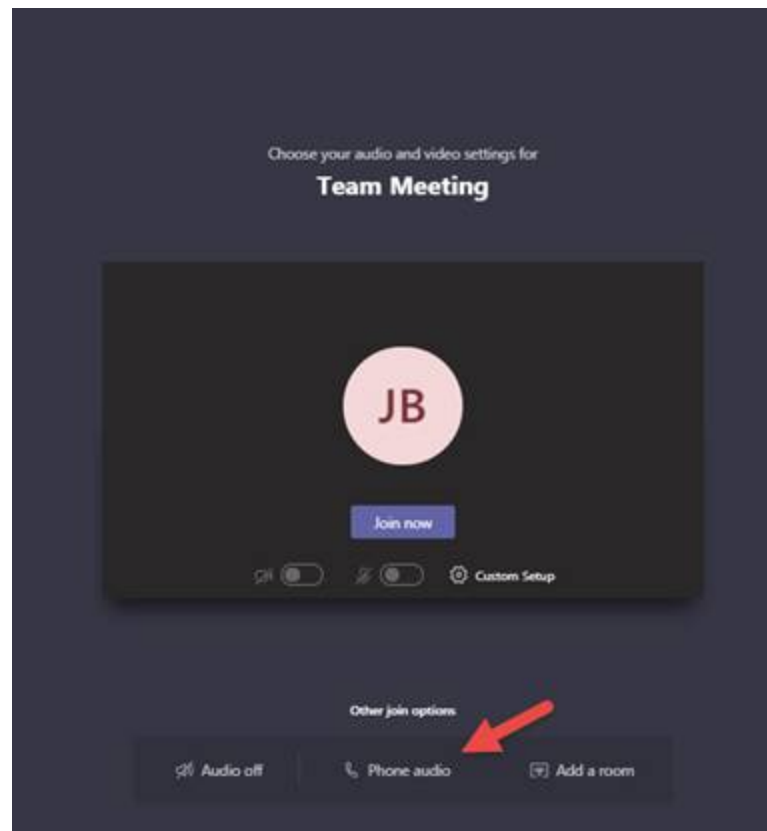
The system will call you and automatically add you to the meeting. You may be prompted to enter your conference ID number. Normally, you will just hear a message that says, "Unknown participant is joining". The meeting organizer will have to add you to them meeting, once done, you will be added to the meeting automatically. Please remember to mute your audio, your cell phone and mute your computer speakers.

Teams

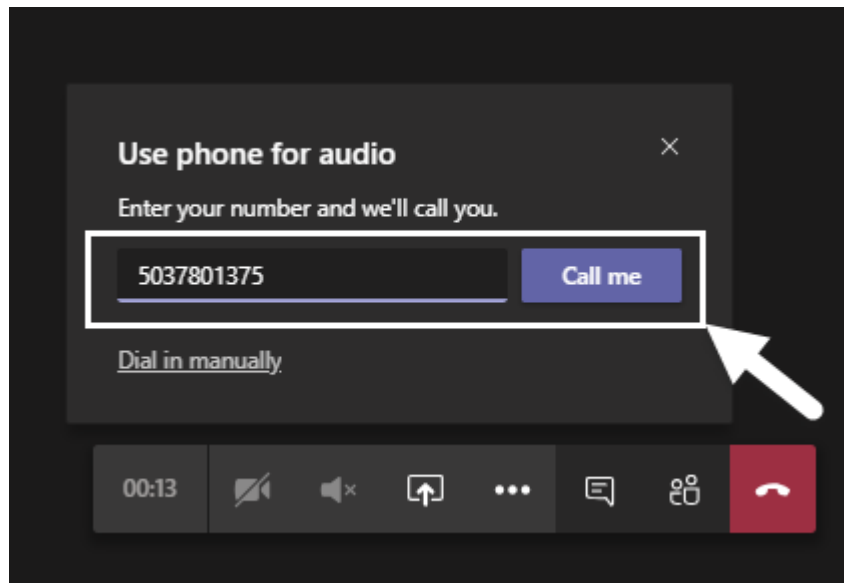
Step 1: If using your Teams calendar, click the Join button in the meeting.



Step 2: Select the Phone Audio button to have the system call you at the number you provide. Some users may have the ability to join through a microphone on their computer. If so, you can join the meeting and then click the phone icon to hear and add audio. Please remember to mute your audio via the meeting audio, your cell phone and mute your computer speakers.



Step 3: A new window will open prompting you to enter your phone number and then click Call Me.



The system will call you and automatically add you to the meeting. You may be prompted to enter your conference ID number. Normally, you will just hear a message that says, "Unknown participant is joining". The meeting organizer will have to add you to them meeting, once done, you will be added to the meeting automatically. Please remember to mute your audio, your cell phone and mute your computer speakers.

Chat

To add comments or join the chat for the meeting, click on the Chat icon.

