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Cree School Board
Commission scolaire crie

Computer: Teams Meeting – Joining and Participating

Join a Teams Meeting on a Computer



There are three ways to join a Team meeting on a computer. The steps for each are on the following slides:

1. Joining a Teams meeting using a link: slides 3 and 4
2. Joining a Teams meeting using the Teams calendar: slides 5 and 6
3. Joining a Teams meeting using the Outlook calendar: slides 7 and 8

The look of a Teams meeting can be different depending on the device and version of Teams you are using. See slides 9 and 10 for an overview of the two different looks.

Join a Teams Meeting Using a Link – Step 1



To join a Teams meeting with a link, click on the link or paste the web address into the browser on your computer. Then, select how you want to join the meeting.

How do you want to join your Teams meeting?

- Download the Windows app**
Use the desktop app for the best experience.
- Continue on this browser**
No download or installation required.
- Open your Teams app**
Already have it? Go right to your meeting.

[Privacy and Cookies](#) [Third-Party Disclosures](#)

If you have not downloaded the Teams app, click here to do so. Follow the instructions that appear on the screen.

If you want to join the Teams meeting in your browser, without having to download or install the Teams app, click here.

If you have already installed the Teams app on your computer, click here and you will be redirected to the Teams meeting in the Teams app.

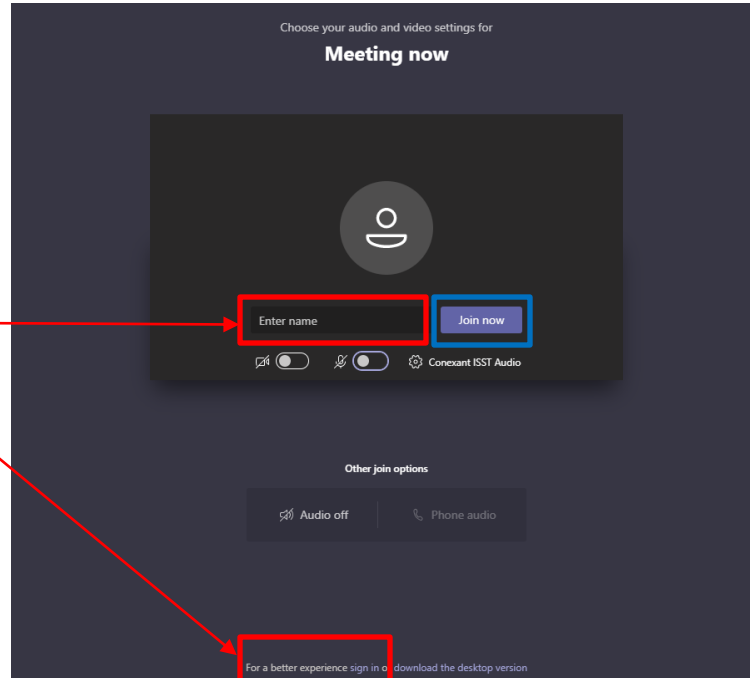
Join a Teams Meeting Using a Link – Step 2



Enter your name to join the meeting as a guest or sign into your CSB account, then click on **Join now** to enter the meeting. You might have to wait for the host (the person who organized the meeting) to let you in.

Teams Meetings work best if you sign into your account. If your CSB account is set up, but you forgot to sign in, click on **sign in** at the bottom of the page.

If you do not have a CSB account, you can join the meeting as a guest. Write your name in the box.



Join a Teams Meeting Using the Teams Calendar – Step 1

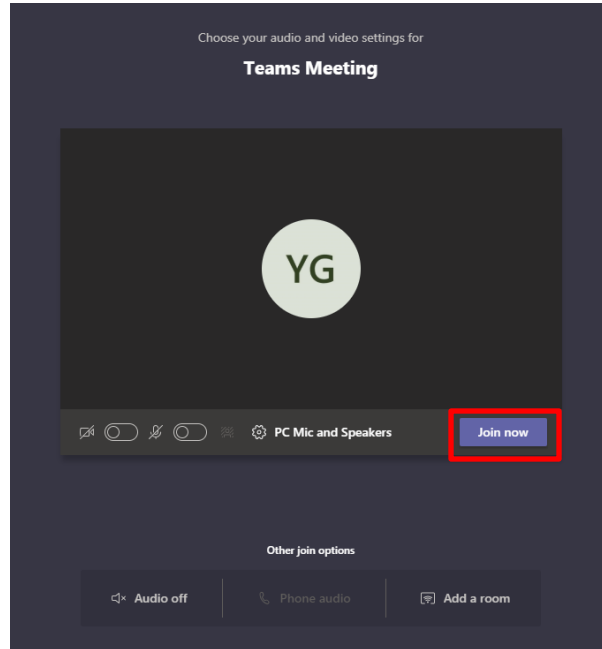
To join a Teams meeting using the Teams calendar, open the **Teams app**. Then, click on the **calendar tab**. Next, click on the **meeting** you wish to join. Finally, click on the **Join** button.

The screenshot displays the Microsoft Teams application interface. On the left-hand side, a vertical navigation pane contains several icons: Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The 'Calendar' icon is highlighted with a red rectangular box. The main area of the application shows a calendar for November 2020. A meeting titled 'Teams Meeting' is scheduled for November 18, 2020, from 9:00 AM to 9:30 AM. This meeting entry is also highlighted with a red rectangular box. A context menu is open over the meeting entry, showing the 'Join' button, which is also highlighted with a red rectangular box. The 'Join' button has a checkmark and the text 'Accepted' next to it. Below the 'Join' button, there is a 'Chat with participants' option and an 'Organizer' field.

Join a Teams Meeting Using the Teams Calendar – Step 2



Click on **Join now** to enter the meeting. You might have to wait for the host (the person who organized the meeting) to let you in.



Join a Teams Meeting Using the Outlook Calendar – Step 1

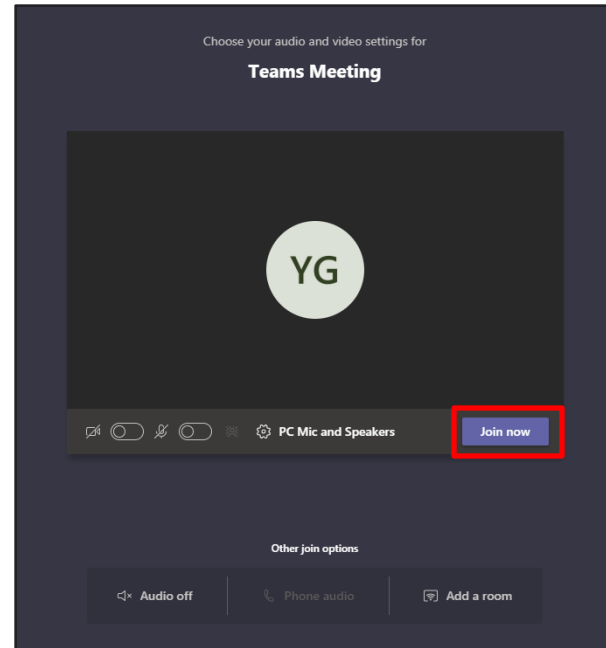
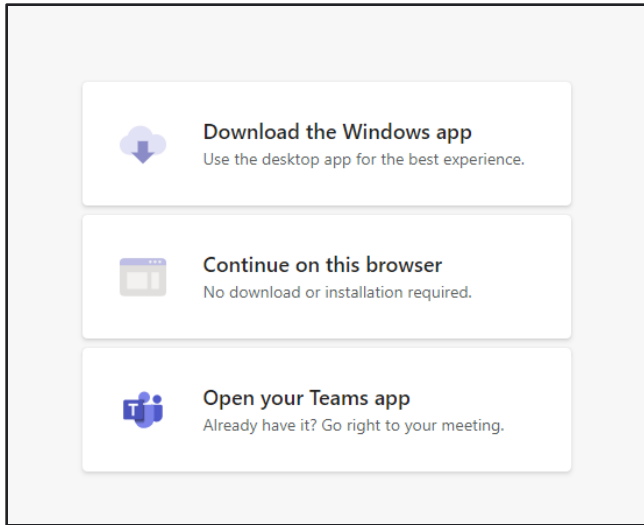


To join a Teams meeting using the Outlook calendar, connect to your CSB account online. Open your Outlook calendar, click on the correct meeting and then click on the **Join** button.

The screenshot displays the Outlook calendar interface. The top navigation bar includes the 'Outlook' logo, a search bar, and various utility icons. The main calendar view shows a weekly grid for November 16-20, 2020. A 'Teams Meeting' event is highlighted on Wednesday, November 18, from 9:00 AM to 9:30 AM. A context menu is open over this event, featuring a 'Join' button with a Teams icon. The left sidebar shows the 'Calendar' app icon at the bottom, which is highlighted with a red box. The event details in the context menu also include a 'Join' button, also highlighted with a red box.

Join a Teams Meeting Using the Outlook Calendar – Step 2

Select how you want to join the Teams meeting (see slide 3 for more information). Then, click on **Join now** to enter the meeting. You might have to wait for the host (the person who organized the meeting) to let you in.



Overview of Teams Meeting – Look #1

The screenshot shows the Microsoft Teams Meeting control bar. At the top left, the text 'Teams Meeting' is visible. Below it, a series of icons are shown: a group of people icon, a chat icon, a hand icon, a three-dot menu icon, a microphone icon, a video camera icon, and a screen share icon. To the right of these icons is a red 'Leave' button. Below the icons, a dropdown menu is open, listing various options: Device settings, Meeting notes, Meeting details, Gallery (with a checkmark), Large gallery (Preview), Together mode (Preview), Focus, Full screen, Apply background effects, Turn on live captions, Start recording, Dial pad, and Turn off incoming video. A large white circle with the letters 'YG' is positioned in the lower-left area of the meeting window. Several colored callout boxes with arrows point to specific icons and menu items, providing instructions on how to use them.

Click on this icon to see a list of attendees.

Click on the text box to open the chat. The chat box will appear on the side of the screen. Click on "Type a message" to send something to the group.

Click on the hand icon to raise your hand in the meeting. This will let the host know that you have a question.

Click on the three little dots to open more meeting options and change the layout.

Click here to share your screen or present.

Click on the video camera or microphone icons to turn them on and off.

Overview of Teams Meeting – Look #2

Click on the video camera or microphone icons to turn them on and off.

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Keypad
- Start recording
- Turn off incoming video

Click on this icon to see a list of attendees.

Click on the text box to open the chat. The chat box will appear on the side of the screen. Click on "Type a message" to send something to the group.

Click here to share your screen or present.

Click on the three little dots to open more meeting options and change the layout.

Click on the hand icon to raise your hand in the meeting. This will let the host know that you have a question.