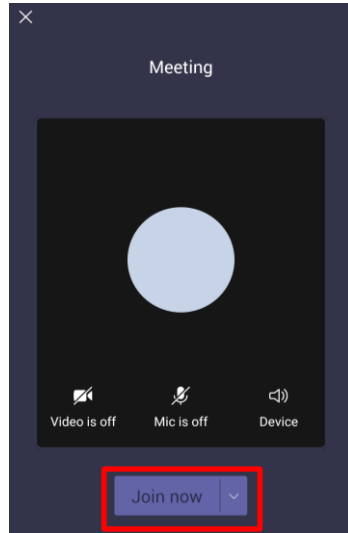
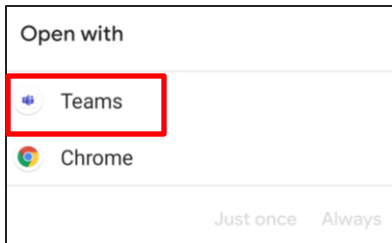


Join a Teams Meeting Using a Link

Android Devices



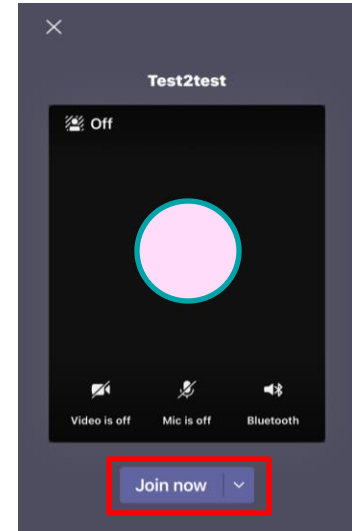
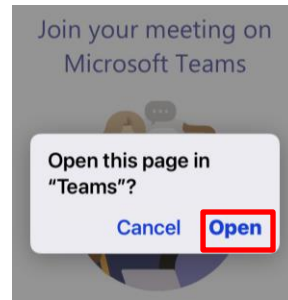
To join a Teams meeting with a link, click on the link or paste the web address into the browser on your phone. Then, click on **Join now** to enter the meeting. You might have to wait for the host (the person who organized the meeting) to let you in.



Apple Devices



To join a Teams meeting with a link, click on the link or paste the web address into the browser on your phone. 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.

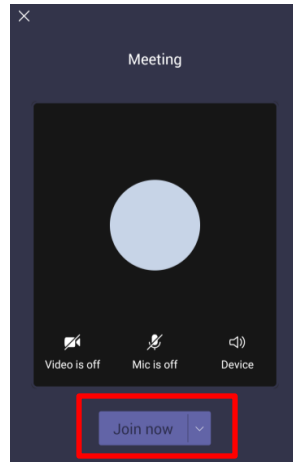
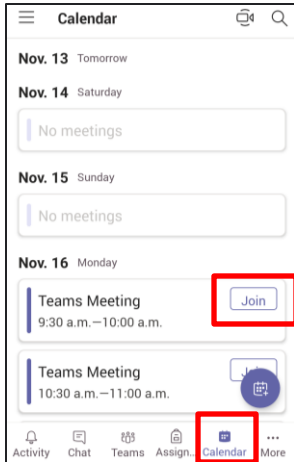


Join a Teams Meeting from your Teams Calendar

Android Devices



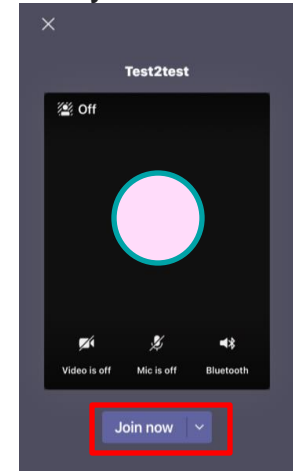
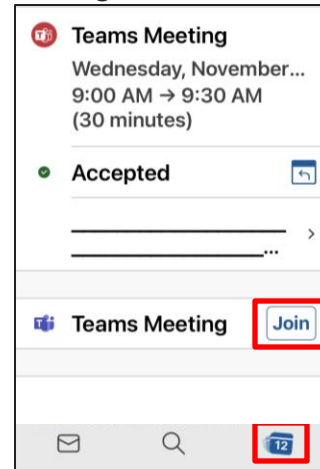
To join a Teams meeting from your calendar, open the Teams app and select the calendar tab. Scroll to the correct date and meeting, then click on **Join**. When the meeting screen opens, click on **Join now** to enter the meeting. You might have to wait for the host (the person who organized the meeting) to let you in.



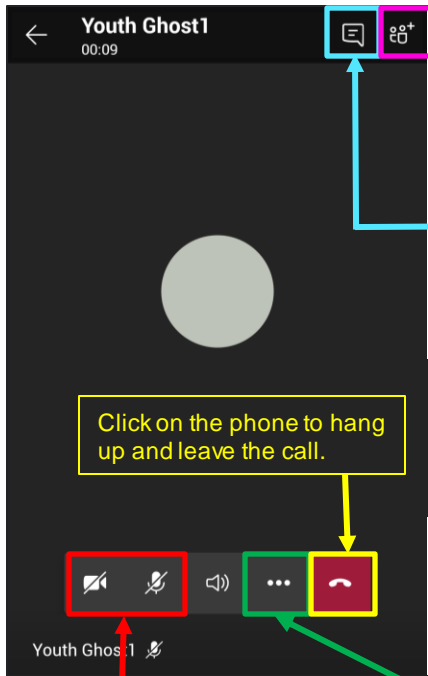
Apple Devices



To join a Teams meeting from your calendar, open the Teams app and select the calendar tab. Scroll to the correct date and meeting, then click on **Join**. When the meeting screen opens, 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 Meetings on Android



Click on this icon to see a list of attendees.

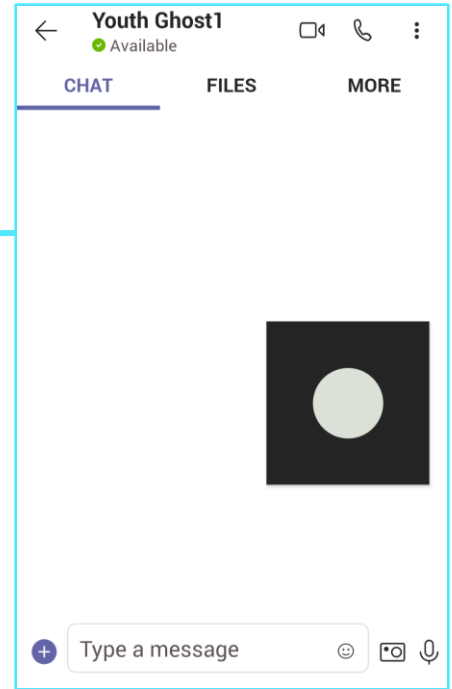
Click on the text box to open the chat. When you do so, the meeting will appear in a small box that you can move around on the screen. To participate in the chat, start writing in the box that says **Type a message**. To return to the call, click on the small box and select the square icon that appears on the screen.

Click on the phone to hang up and leave the call.

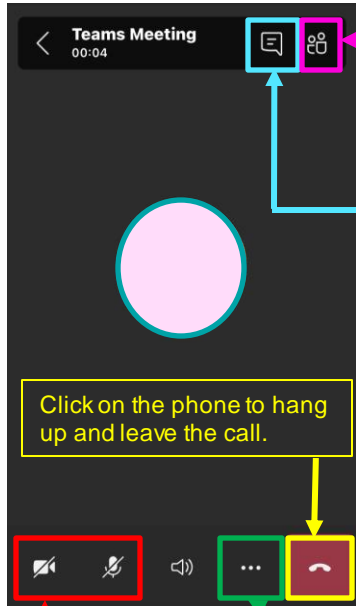
Click on the video camera or microphone icons to turn them on and off.

- Put call on hold
- Share
- Transfer
- Turn off incoming video
- Dial pad
- Change layout

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



Overview of Teams Meetings on Apple



Click on this icon to see a list of attendees.

Click on the text box to open the chat. When you do so, the meeting will appear in a small box that you can move around on the screen. To participate in the chat, start writing in the box that says **Type a...** To return to the call, click on the small box and select the square icon that appears on the screen.

Click on the phone to hang up and leave the call.

- Start recording
- Turn on live captions
- Put me on hold
- Share
- Raise my hand
- Dialpad
- Start video with blur
- Turn off incoming video

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

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

