

Teams Meeting Access



Audience: All Providers

Quickly and easily access a Microsoft Teams meeting using your desktop or mobile device. With Teams, you can join a meeting by:

- Calling in.
- Clicking a meeting link:
 - In the meeting email invitation.
 - Through your Outlook calendar.
 - Via an Outlook or Teams meeting reminder.
 - In a Teams chat.

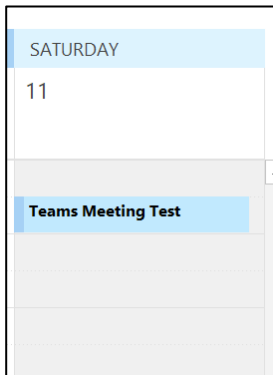
Access a Teams Meeting via Mobile Device or Desktop

When you're ready to join a Teams meeting, it's very similar to joining a WebEx meeting:

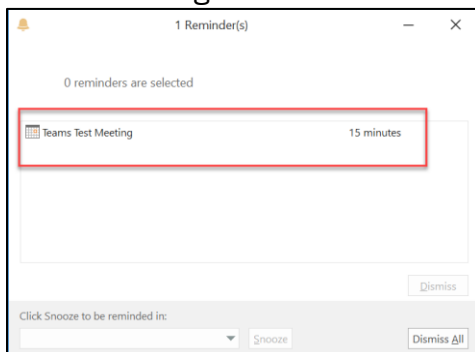
- Join meetings using the **Join Microsoft Teams Meeting** link.
- Call into a meeting using the dial-in information listed below the **Join Microsoft Teams Meeting** link.

1. Access the meeting link or dial-in information:

- Directly in the meeting invitation email.
- By double clicking the meeting entry on your Outlook calendar.



- Double clicking the Outlook or Teams meeting reminder.



Teams Meeting Access

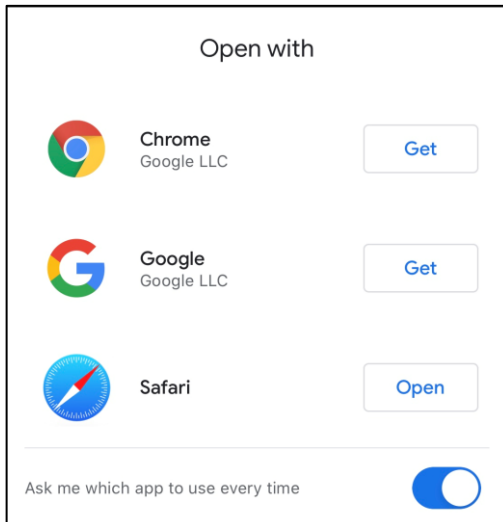


2. Click the **Join Microsoft Teams Meeting** link, or call in using the dial-in information located below the link.



Mobile Device Instructions

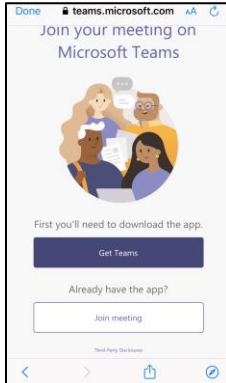
- If you do not have the **Teams** app installed on your mobile device, you will need to install the **Teams** app.
 - Go to the App Store or Google Play and install the **Microsoft Teams** app.
 - Access the meeting through your email invitation.
 - If you need help installing, contact:
 - Physician Help Desk, 832.667.5555, select option 2.
 - Your campus [Physician Support Coordinator](#).
- If you try to access the meeting through your email invitation and do not have the Teams app installed:
 - After clicking the **Join Microsoft Teams Meeting** link, you'll see this screen. Click the available browser.



Teams Meeting Access

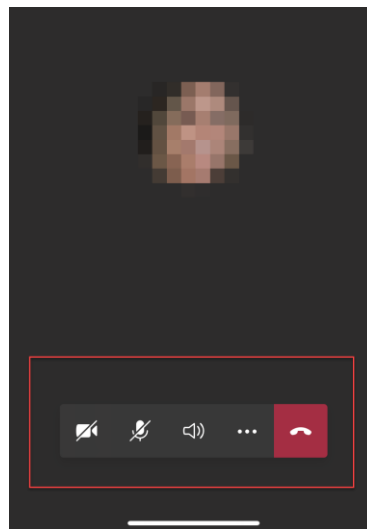
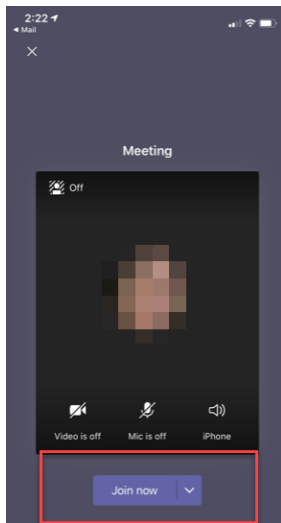


- Click **Get Teams**.



- This will take you to the App Store or Google Play to install the **Teams** app.

- If you have the **Teams** app installed on your mobile device:
 - Click **Join Now**. Make sure your camera is off and your mic is muted, until ready to share.



If you need help installing Teams on your mobile device, contact:

- Physician Help Desk, 832.667.5555, select option 2.
- Your campus [Physician Support Coordinator](#).

Desktop Instructions

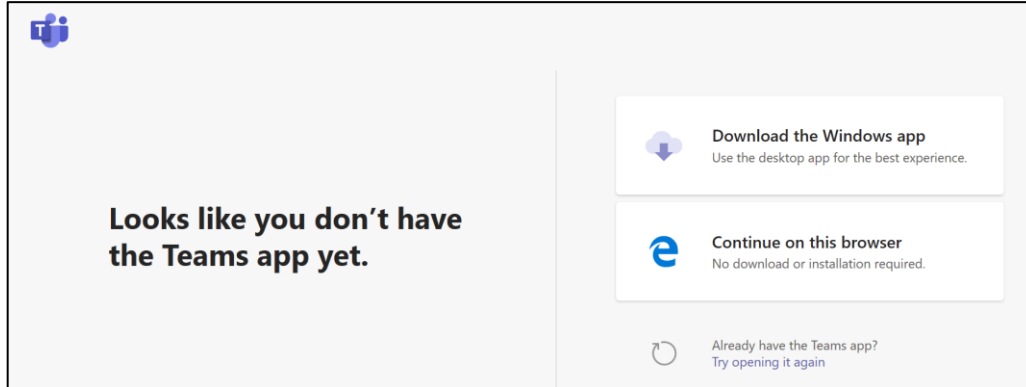
After you click the **Join Microsoft Teams Meeting** link, you'll see the following screen.

- Click **Continue on this browser**, if you do **not** want to download or install any apps.

Teams Meeting Access

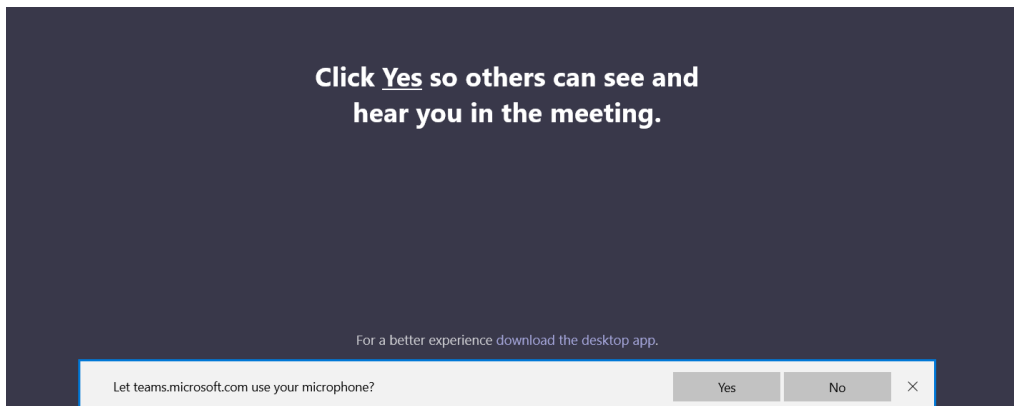


- Click **Download the Windows app** to download/install the **Teams** app.

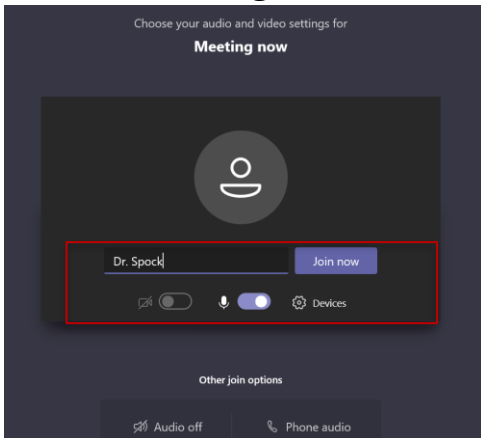


Continue on this browser instructions:

1. Click **Allow** or **Yes** to allow Microsoft Teams to access your mic and camera. Note: You can mute your mic and turn off your camera in the next step and while in the Teams meeting.



2. Set your audio and video settings, enter your name and click **Join now**. Be sure to turn off/on your mic and camera settings. Note: You can also change these once you're in the meeting.



Teams Meeting Access



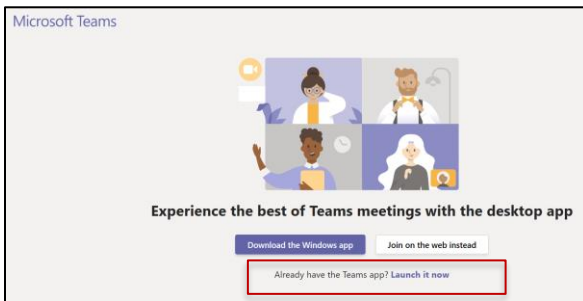
To download the app to your desktop:

- Click **Run**.
- If you need help, contact the **Physician Help Desk, 832.667.5555**, select option 2.



If you already have the app:

- Click **Launch it now**.



- For more information on Teams meetings, click [here](#).
- Click [here](#) for a full list of Teams resources.
- If you need additional help, contact:
 - Physician IT Help Desk, 832.667.5555, select option 2.
 - Your campus [Physician Support Coordinator](#).