

How to Join Your Meeting in Microsoft Teams

You can join a Teams meeting from any smart device (e.g. [smart phone](#), [tablet](#) or [computer](#)). You will need to be connected to the internet to join.

To join on a computer/laptop

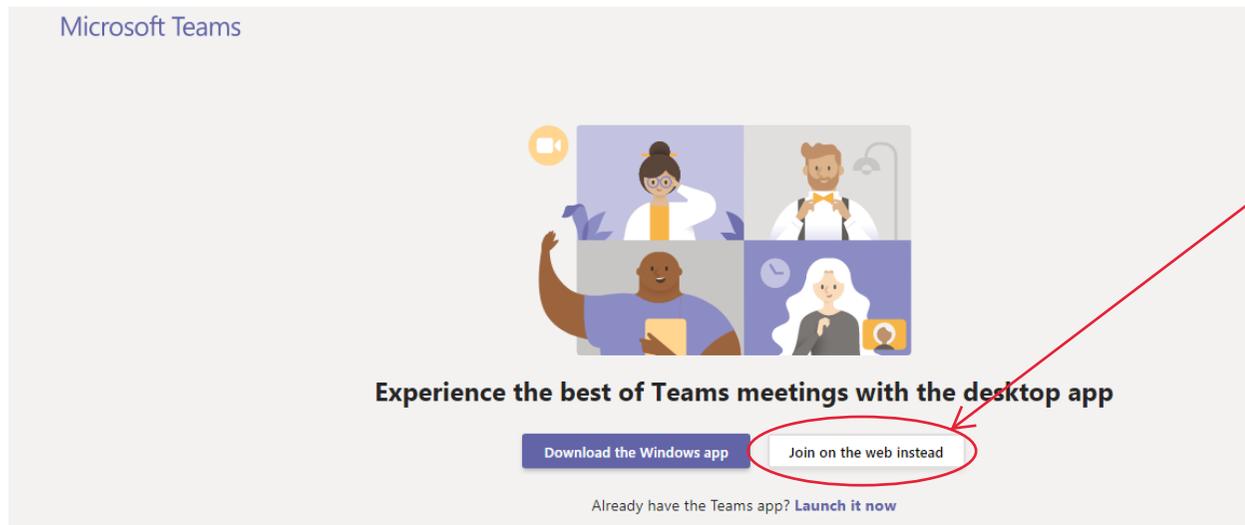
You will be sent a link by email to join the meeting.

Prior to your meeting, open the email and click on the link:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

After clicking on the link in your email, you will be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

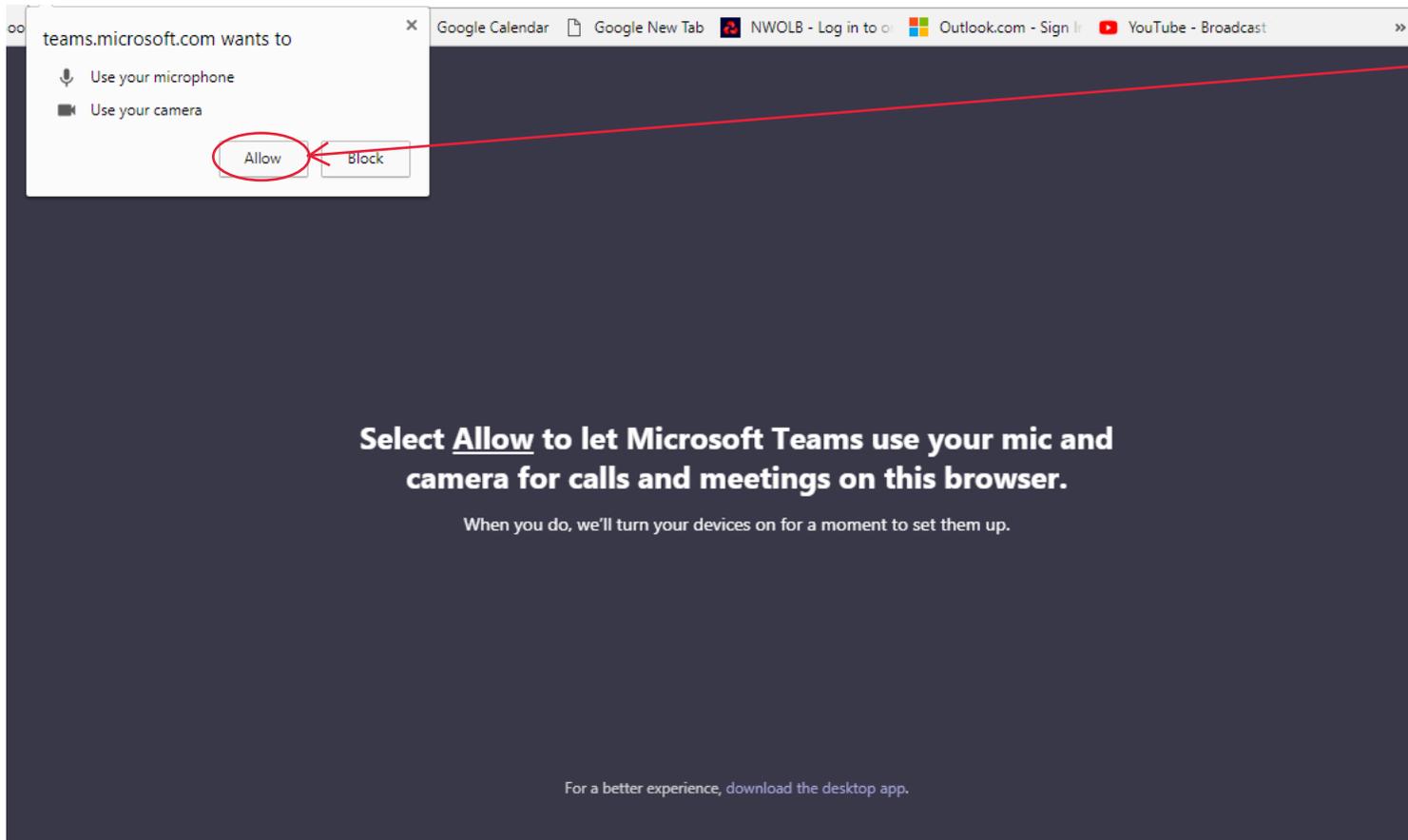


After clicking on your link, if you want to download the app, click that button and follow the prompts you are given.

The easiest option is to join on the web. (This will only work if your browser is either Microsoft Edge or Google Chrome).

Choosing this option will take you to the screen below.

Note: if you choose to join on the web, you will need to have either Microsoft Edge, or Google Chrome installed as your browser. You can download either of these for free online. Simply search download Microsoft Edge or download Google Chrome.

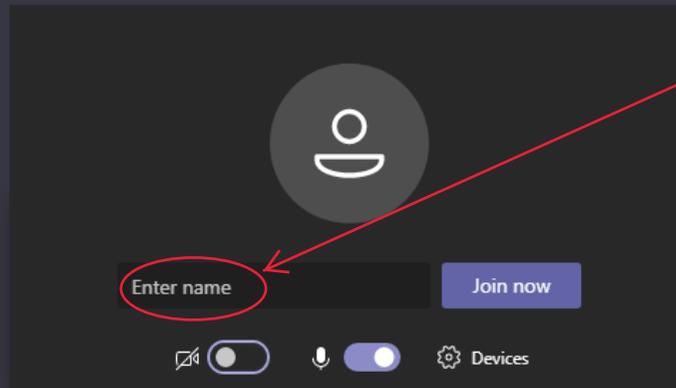


You will be prompted to select Allow.

This is so that Teams can use your microphone and camera.

Choose your audio and video settings for

Meeting now



Enter name

Join now

Microphone icon | Video camera icon | Devices

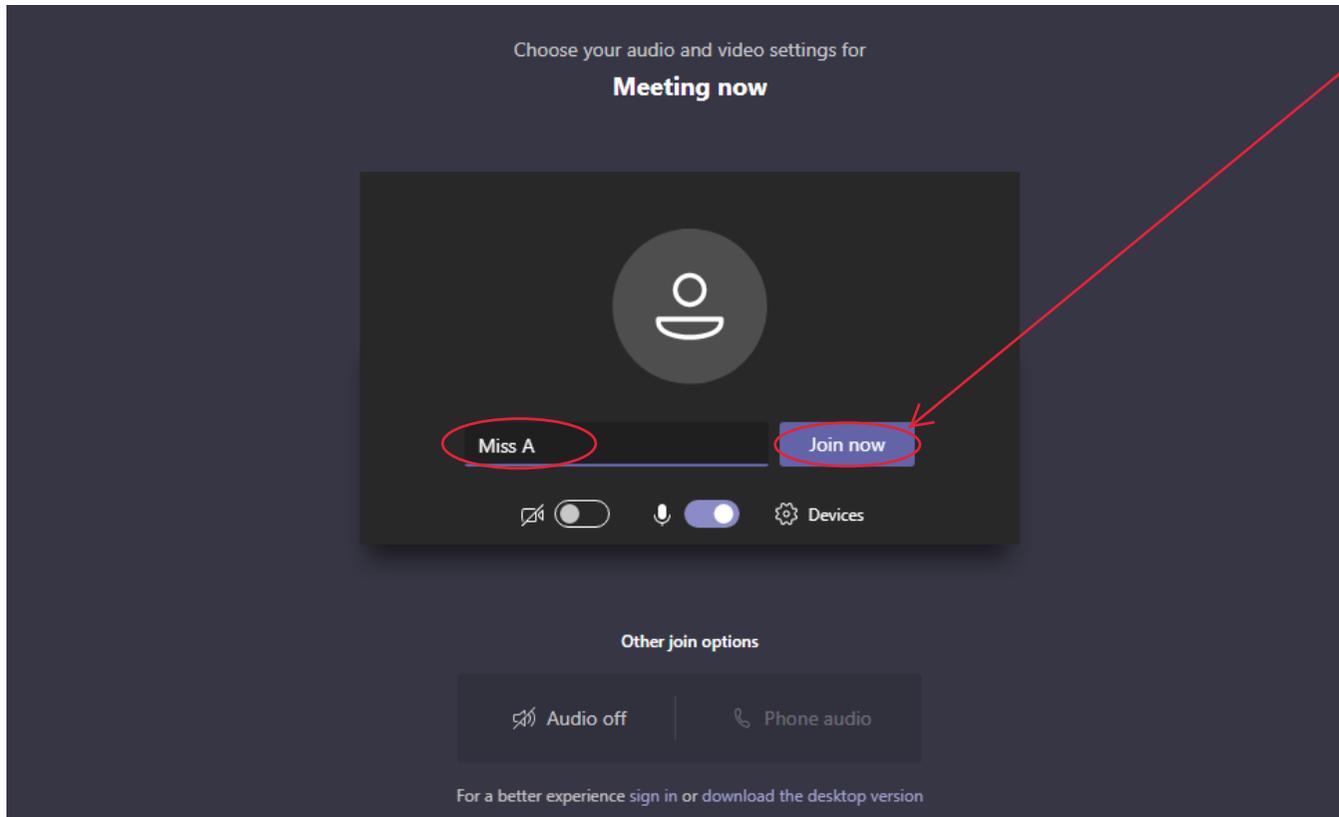
If you don't have a Teams account, enter your name to join the meeting as a guest.

Other join options

🔇 Audio off

📞 Phone audio

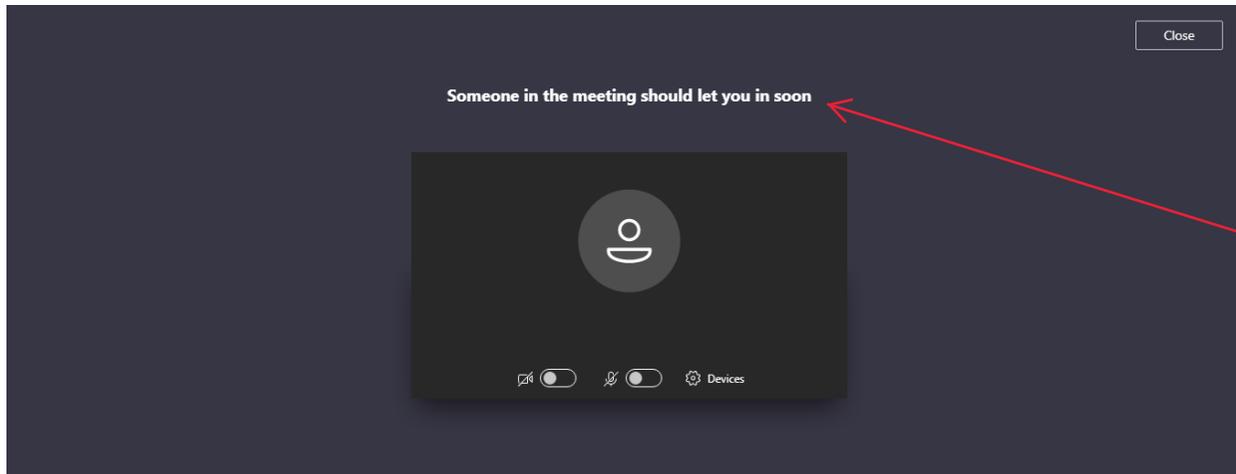
For a better experience sign in or download the desktop version



Type in your name and click on Join now.

You can choose whether you enter the meeting with your video on or off, and your microphone audio on or off.

It is best to join with both video and audio turned off.



Depending on the options that the meeting organiser has set, you may have to wait to be let in to the call. (The meeting organiser receives an alert to let them know you are waiting to join the call).

You will receive a message to let you know that you will be let into the meeting soon.

Once in the meeting, if you move your mouse over the centre of the screen, you will see the control bar, which allows you to mute and unmute your microphone and decide whether your video is on or off. Unmute your microphone when you need to speak.

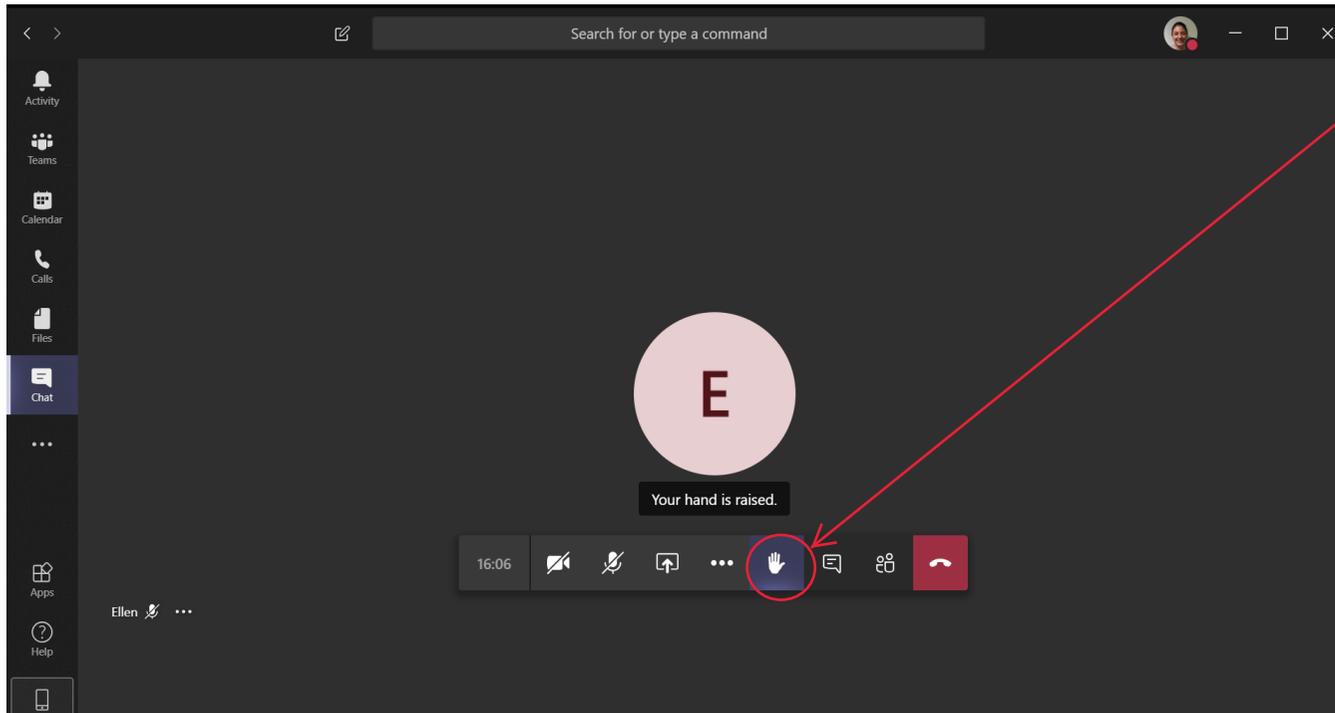


Video On/Off
Microphone Mute/Unmute

During the meeting you can raise your hand to indicate you wish to speak or can type into a live chat function.

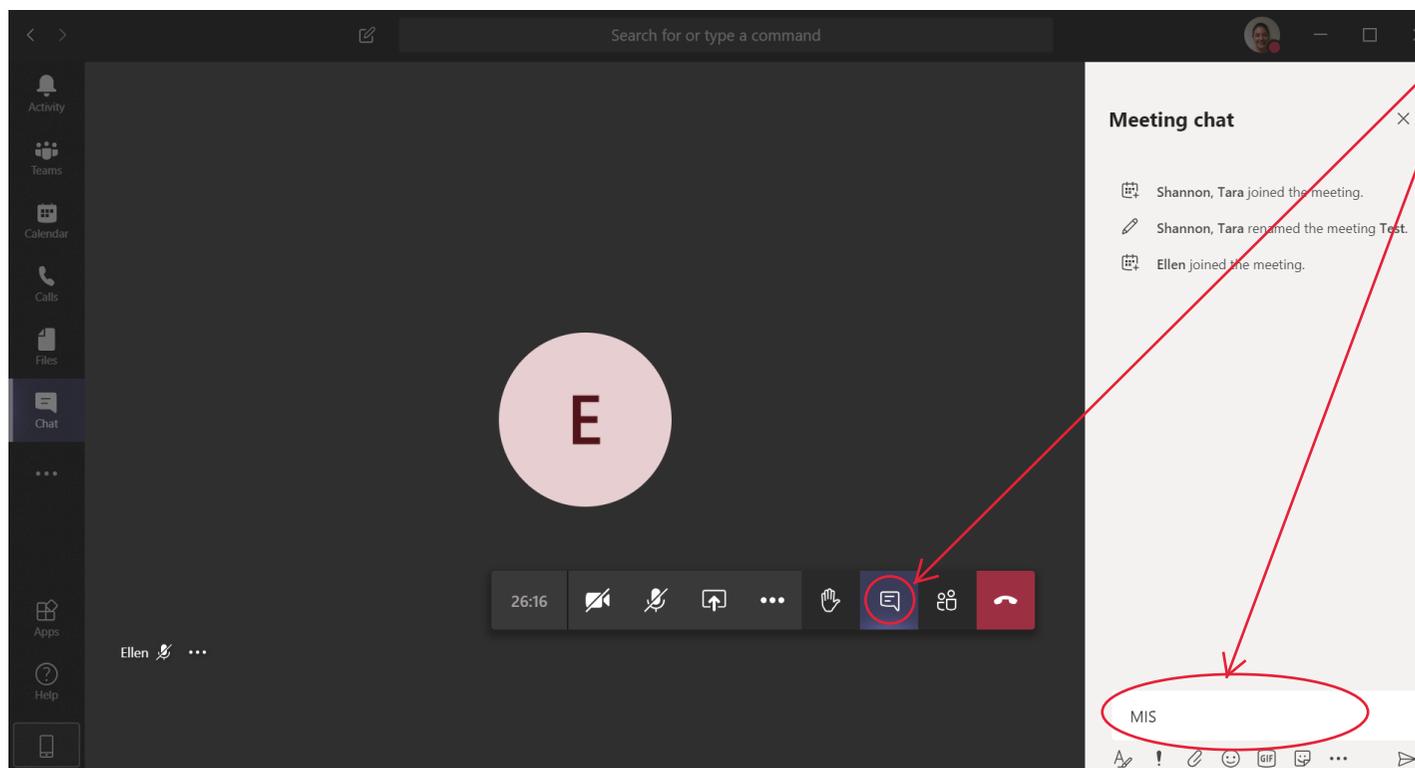


Raise your hand
Chat



You can click on the hand icon to “raise your hand” and indicate that you wish to speak or ask a question.

Once you have spoken, click on the hand icon again to “lower your hand”.



You can type in the live chat if you wish to let the meeting organiser know you wish to ask a question.

Note: It is best practise not to put your actual question in the chat, simply say that you wish to ask a question. Or alternatively type MIS (for May I Speak).

- Please try clicking on your join meeting link a day or two prior to the meeting to ensure you can gain access.
- You should be able to get as far as the screen advising that someone will let you in to the meeting soon.
- If you are unable to do this, please email educationappealsadmin@wiltshire.gov.uk.
- On the day of the meeting, click on the join meeting link in your email again, in order to join the actual meeting.
- If, during your meeting you have a technical issue which means you drop out of the meeting, please click on your meeting link again to try to re-join the meeting. If you cannot get back in, please call 01225 718259. The person you call will advise the Clerk of the meeting that you cannot get back in and they will try to dial you back in to the meeting.

Please note that dependent on the device you are using, the operating system and software on that device, some of the screens may look slightly different to those shown above.

Joining on a mobile phone or tablet

You will be sent a link by email to join the meeting.

Join Microsoft Teams Meeting

[Learn more about Teams](#) | [Meeting options](#)

Click on the Join Microsoft Teams Meeting Link in your email.

When joining on a mobile phone or tablet you will have to download the MS Teams App to your phone. Follow the prompts you are given to do this.

Note: The app is free to download, it does not take up much memory and you can uninstall the app afterwards if you no longer want it on your phone/tablet.

Microsoft Teams

You can then select whether to 'Sign in and join' or 'Join as a guest', You can join the meeting either way.

If you don't have a Teams account, select **Join as a guest**.



Meeting time!
How would you like to join?

Join as a guest

Sign in and join

09:21



Microsoft Teams

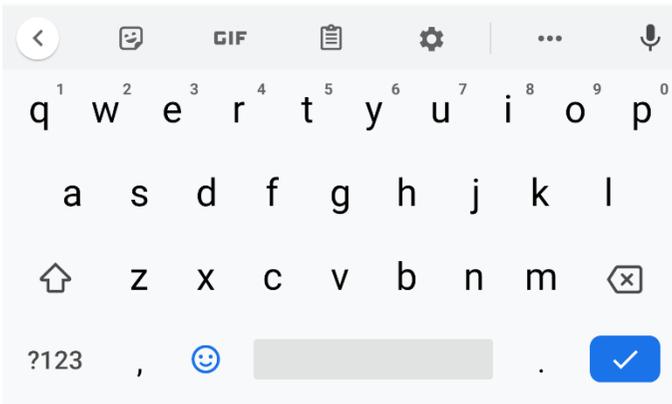
Type your name, then select Join meeting.

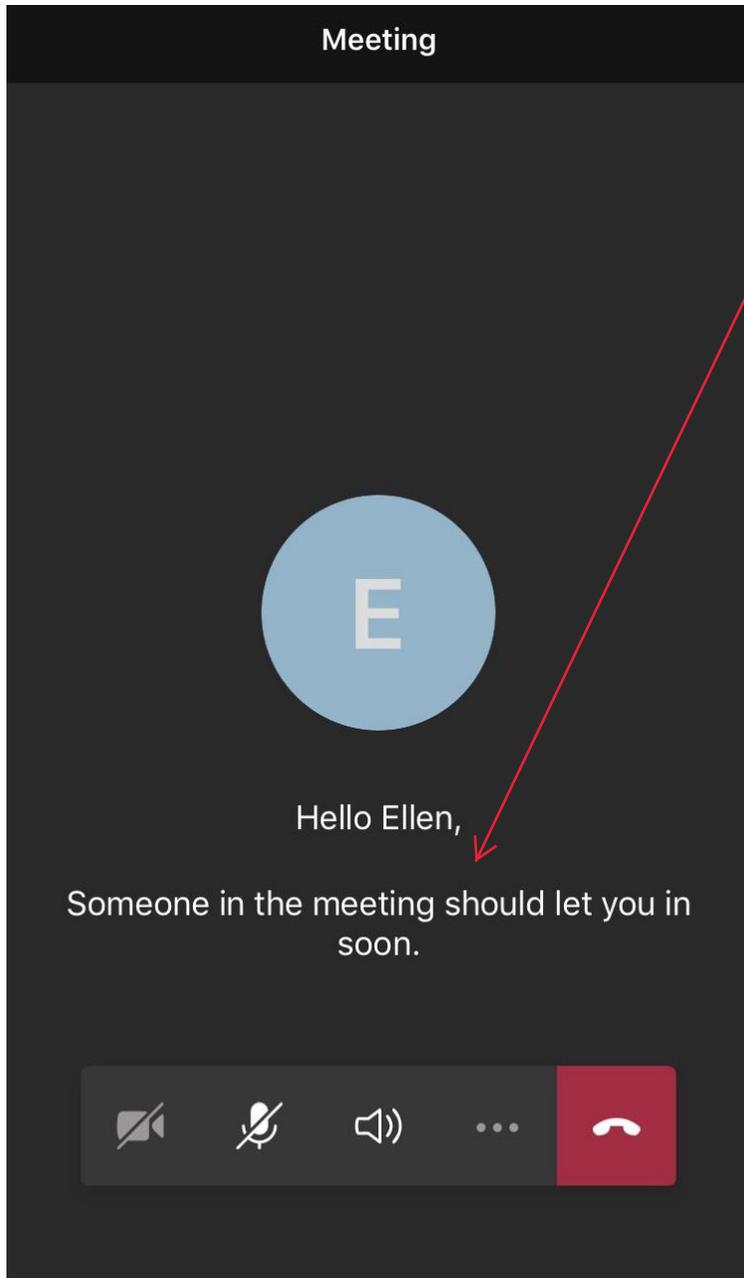
Tara Test 1

Join as a guest

Enter your name and select Join as a guest.

This will take you into the teams meeting





Depending on the options that the meeting organiser has set, you may have to wait to be let in to the call. (The meeting organiser receives an alert to let them know you are waiting to join the call).

You will receive a message to let you know that you will be let into the meeting soon.



Once you are in the meeting, either icons will show representing other people in the call, or their video if they have it turned on.

To view the meeting controls, tap on the screen.

You can see the chat icon at the top of the screen.

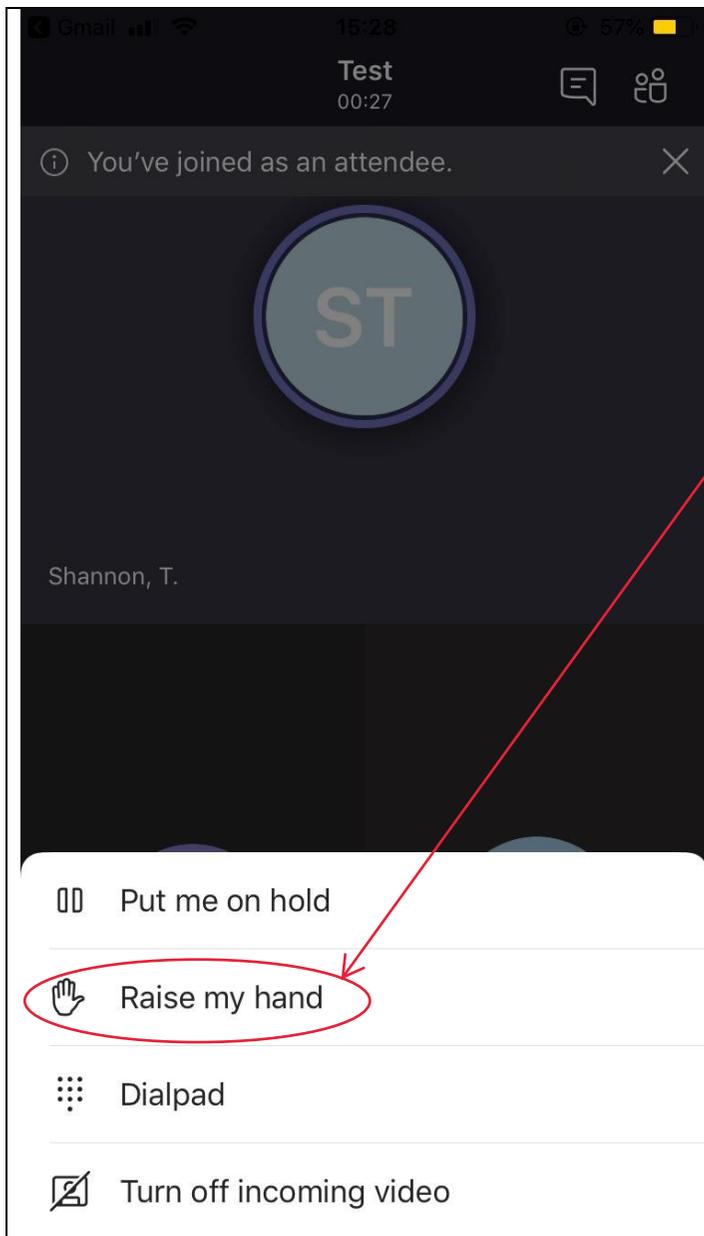
At the bottom of the screen you can see the meeting controls where you can turn your video or microphone on and off.



Video
On/Off

Microphone
Mute/
Unmute

Volume



If you tap on the more options button (the ellipses) on the control bar:



You will be taken to the menu screen shown here.

You can select "Raise my hand", if you would like to ask a question or speak.

This will let the meeting organiser know that you wish to speak.

Once you have spoken you should go into this menu again and choose "Lower my hand".



If you tap on the chat icon, (usually at the top right of your screen):



You will be taken to the chat screen shown here.

You can type in the live chat if you wish to let the meeting organiser know you wish to ask a question.

Note: It is best practise not to put your actual question in the chat, simply say that you wish to ask a question. Or type MIS for "May I Speak".

You will need to click the back arrow at the top left to get back to the meeting screen above, showing the icons/video.



- Please try clicking on your join meeting link a day or two prior to the meeting to ensure you can gain access.
- You should be able to get as far as the screen advising that someone will let you in to the meeting soon.
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