Joining a Microsoft Teams Meeting

It is a good idea to join the meeting early, and to use the full Teams app rather than Teams run through a browser.

There are several ways to join the meeting, outlined below.

Joining via Microsoft Outlook (two ways)

MICROSOFT OUTLOOK WAY #1

If you have the full version of Outlook on your computer, your meeting reminder will prompt you to join the meeting about 15 minutes before it begins, in a reminder pop-up box. From there, you can click on the Join Online button:
Clicking that button will launch a browser page providing options to join via the browser or download the app (if you are on an ECU-owned computer, you should already have the app), as well as a “Launch Application” dialogue box that will allow you to open Microsoft Teams (just click “Open link”):
The meeting window will open and if your camera is already enabled, you will see yourself appear. You can decide to mute your microphone and camera before you enter the meeting by clicking on the microphone and camera icons. Once you have adjusted your settings as you wish, click “Join now”:
MICROSOFT OUTLOOK WAY #2

Didn’t get that reminder prompt? Navigate to your Outlook Calendar, just as if you were looking at it to see your upcoming meetings. Find the meeting on the calendar, then double click on it, and the meeting invitation text you were sent should pop up, so you can click on the original link:
Joining via the Teams App

TEAMS APP WAY #1

If you open up the Teams app (the app may already be running in your toolbar if it starts up automatically, or you may need to find it in your start menu), you can reach the meeting by clicking on the Calendar icon that shows on the left side of your screen, which will show you a calendar in which you can select your meeting:

![Calendar View in Teams](image-url)

*Double click to open*
This will open the invitation up and you can click the blue “Join” button from there:

Note: about five minutes before you meeting begins, when you open the calendar in Teams you may see a “Join” button on the meeting entry, which you can click:

If these instructions are hard to follow, here are video and text instructions to Join a Teams meeting created by Microsoft. Additional tutorials for Teams can be found here.