

Attending a Microsoft Teams Meeting

When the meeting time arrives, click the Join Microsoft Teams Meeting link you received in your E-mail:

[Join Microsoft Teams Meeting](#)

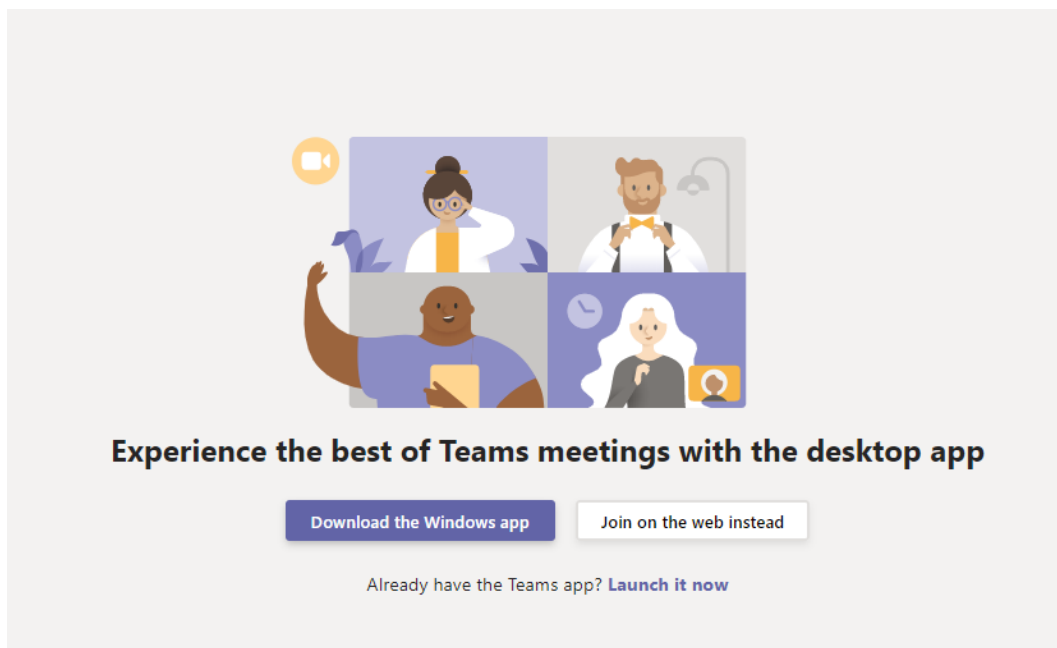
+1 360-588-1620 United States, Seattle (Toll)

Conference ID: 321 783 405#

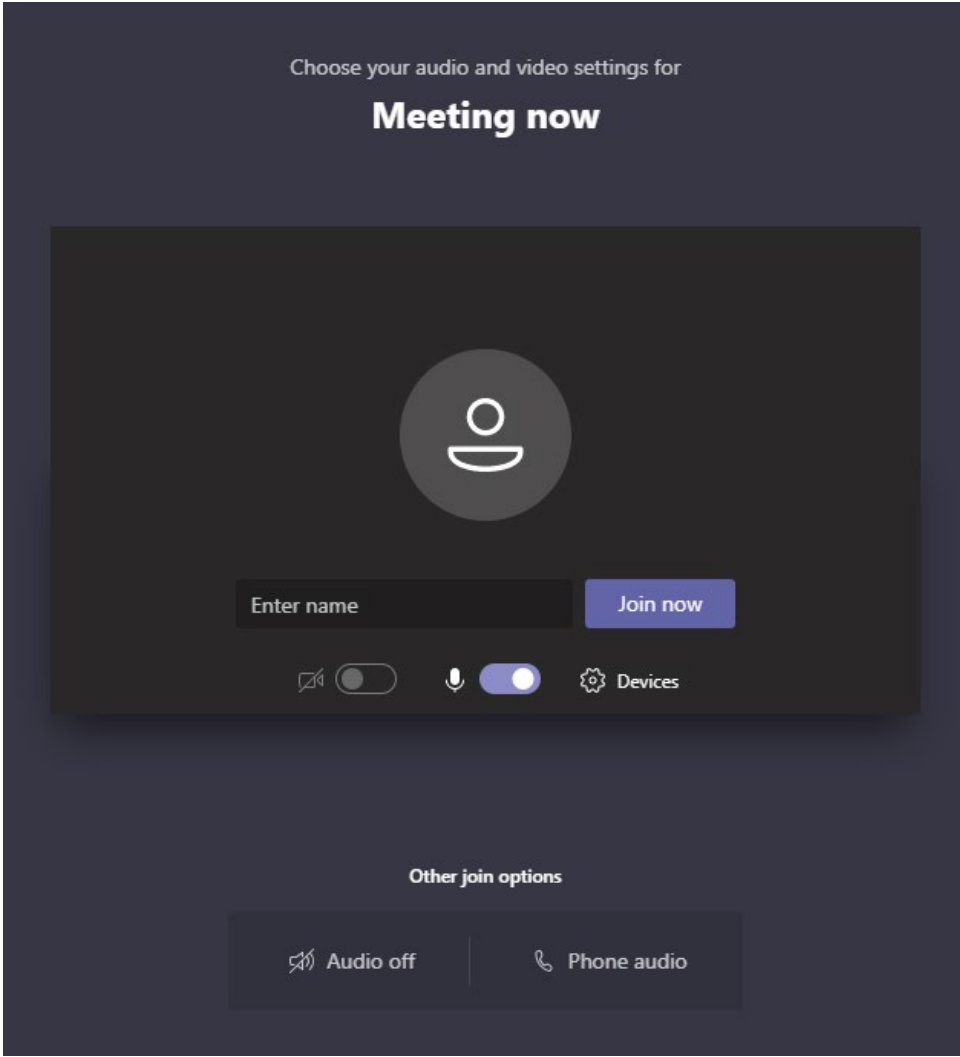
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

If you do not have a microphone on your computer, you may dial the listed number to join the audio portion of the meeting.

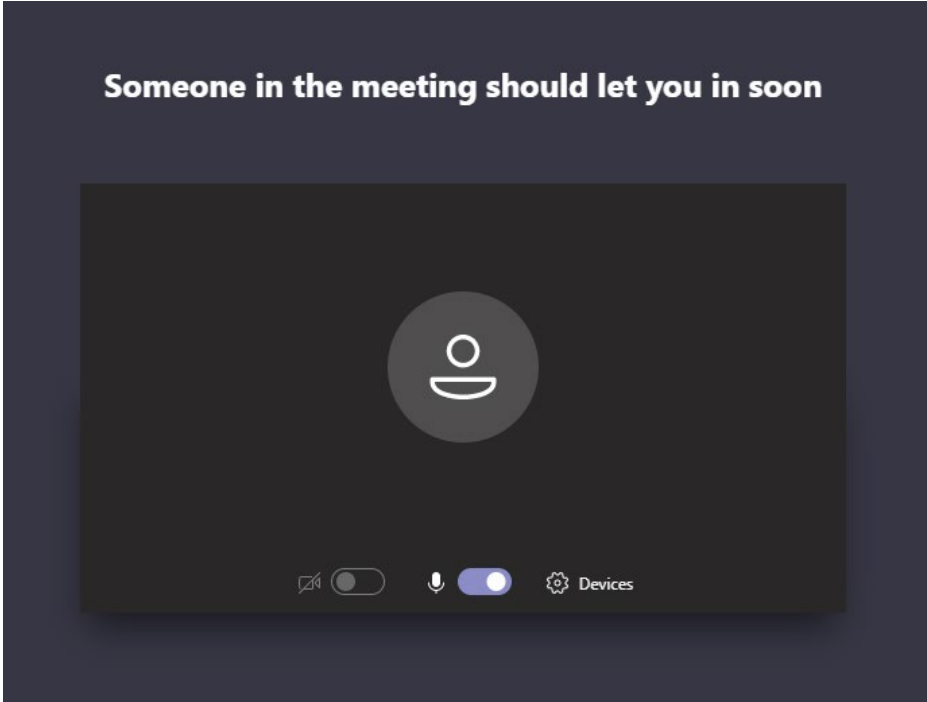
Next, choose whether to open the Desktop Teams app (if you already have it) or click to Join on the web instead. This will allow you to participate in the meeting with just your web browser:



Enter your name into this window and choose Join now. You can control whether to allow your computer's microphone and/or camera to be used during the meeting:

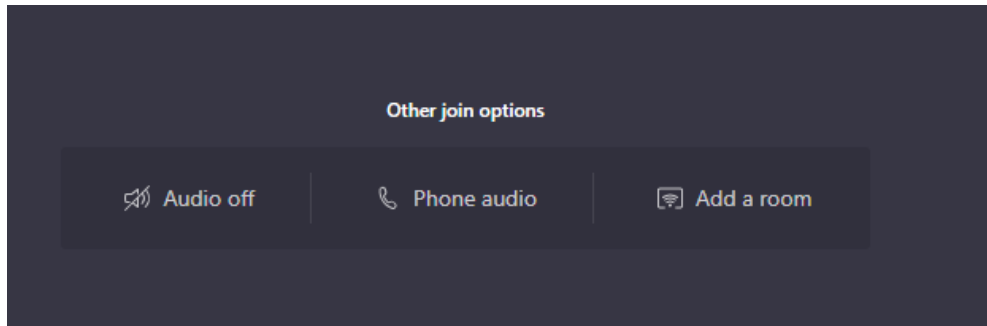


Once connected, you will be placed in the meeting's virtual lobby where the meeting organizer will admit you to the meeting.



We ask that you please mute your microphone or, if joining by phone, mute your phone unless called upon to speak.

If your computer does not have a microphone, you will be given the opportunity to join by phone:



Click the Phone audio button and follow the prompts. You can have the system call your phone, or you can dial in manually:

