TEACHING WITH TEAMS: ESSENTIALS

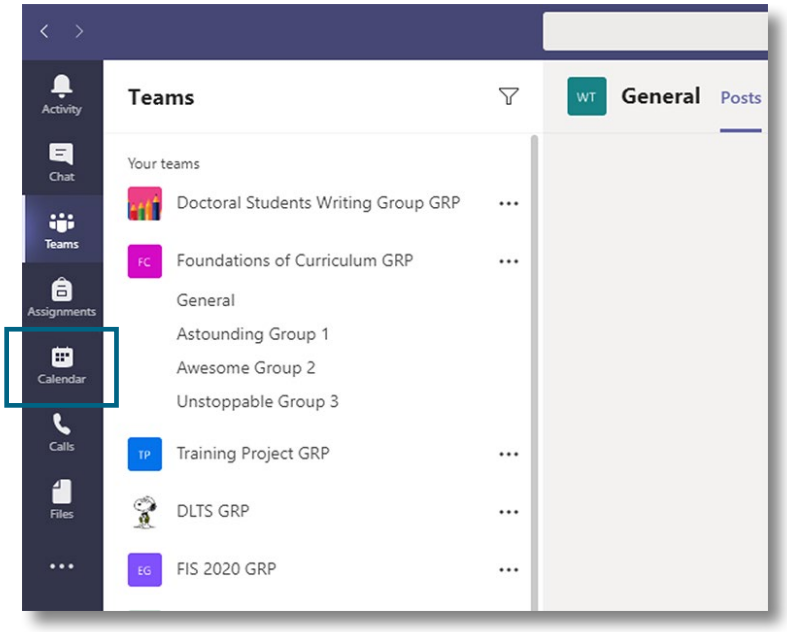
Joining Teams Meetings

You can join Microsoft Teams sessions from Teams, Outlook, and links in Canvas.

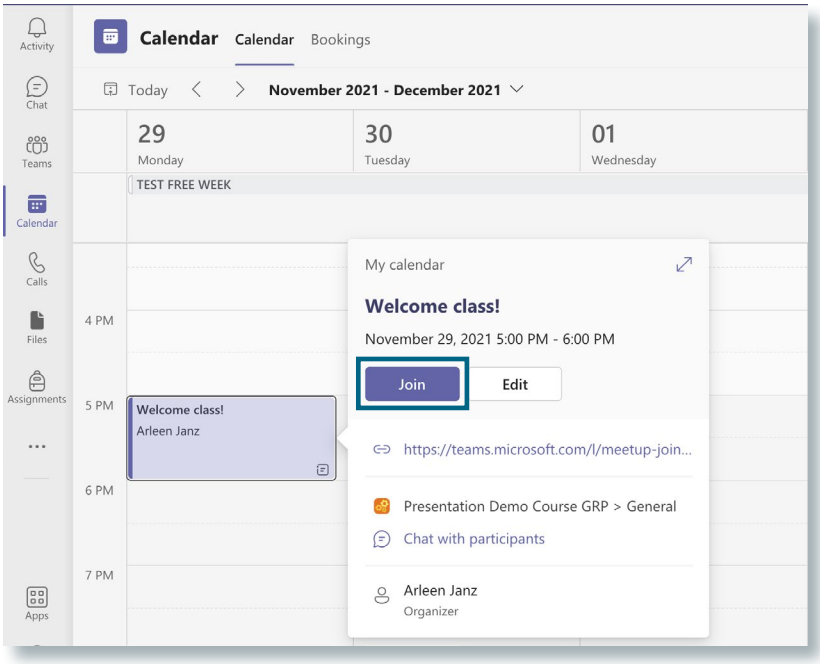
Joining a meeting in Teams

The steps in this section work for both the Microsoft Teams client and the Microsoft Teams Web Interface.

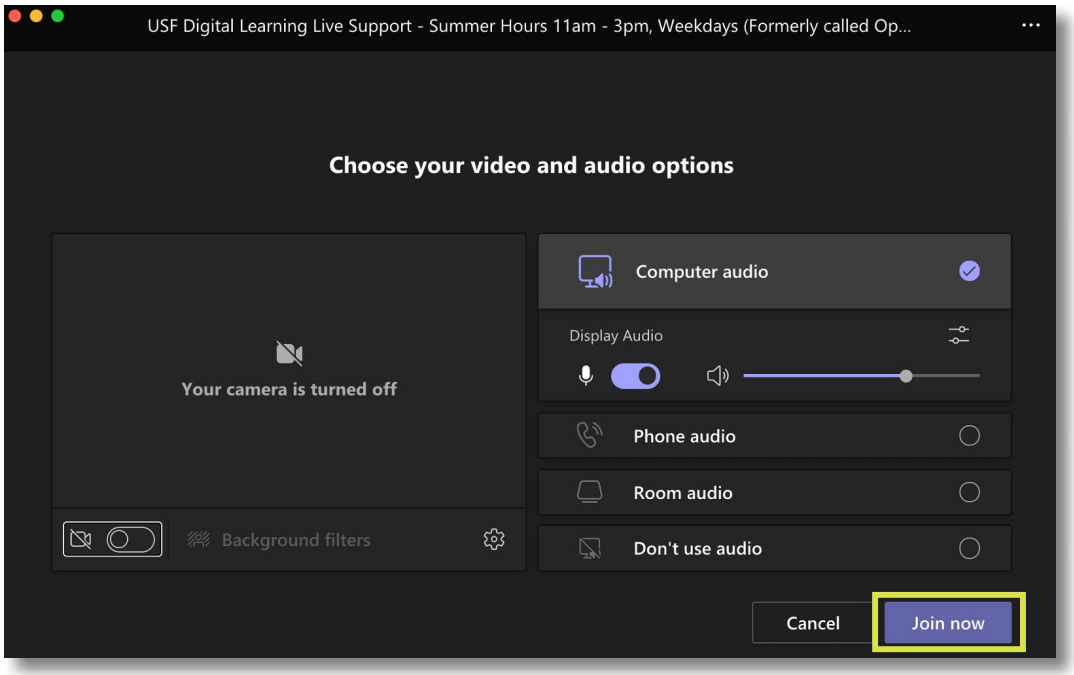
01 After opening the Microsoft Teams client or the Web Interface, select the **Calendar** icon on the left side of the screen.



02 Once the Calendar interface appears, find your meeting and click on the event to open a window with a **Join** button. Select it to enter the meeting.



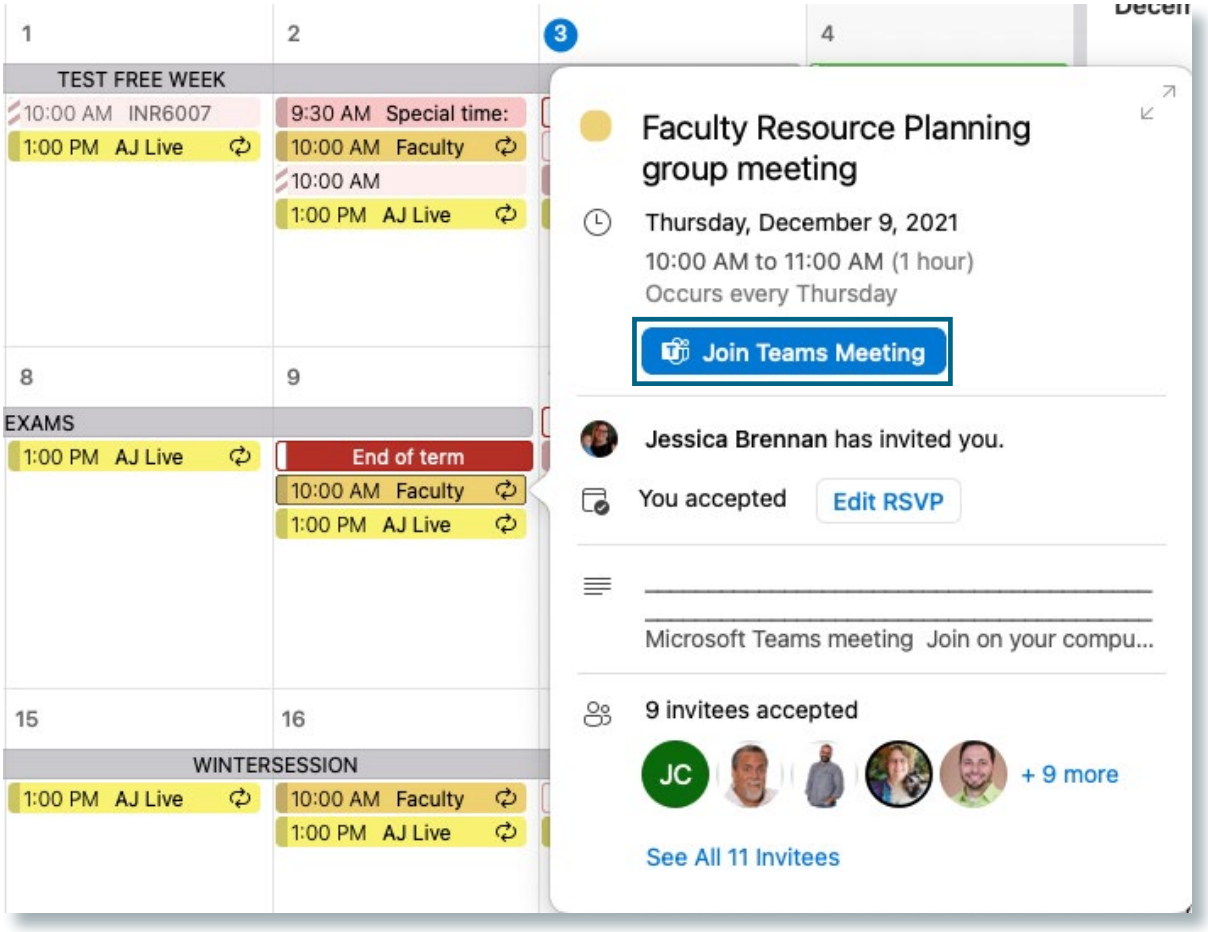
03 After selecting **Join**, a settings page will appear which will allow you to choose your video and audio options, such as turning audio and webcam on or off and choosing a webcam background image. Finally, clicking the **Join now** button will take you to your meeting.



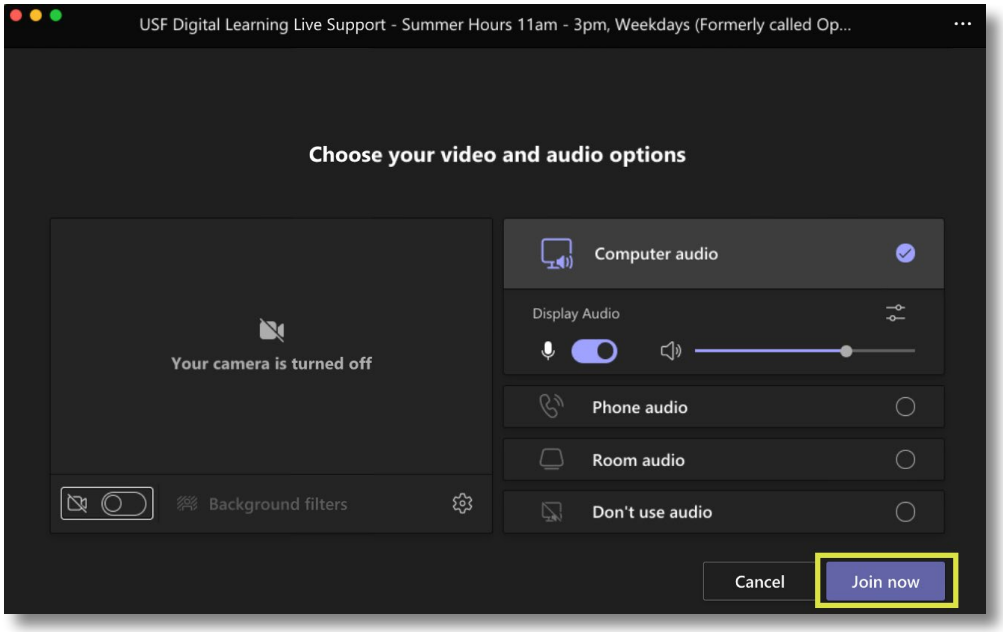
Joining a meeting in Outlook

01 After opening Microsoft Outlook, select the **Calendar icon** on the lower left-hand side of the screen.

02 Once the Calendar interface appears, select your meeting and then select **Join Teams Meeting** in the popup that appears.

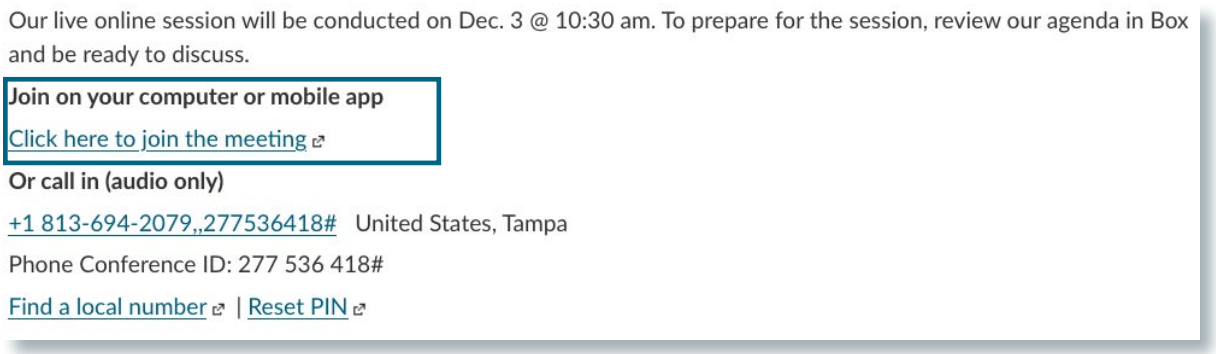


03 A settings page will appear which will allow you to choose your video and audio options, such as turning audio and webcam on or off and choosing a webcam background image. Finally, clicking the **Join now** button will take you to your meeting.

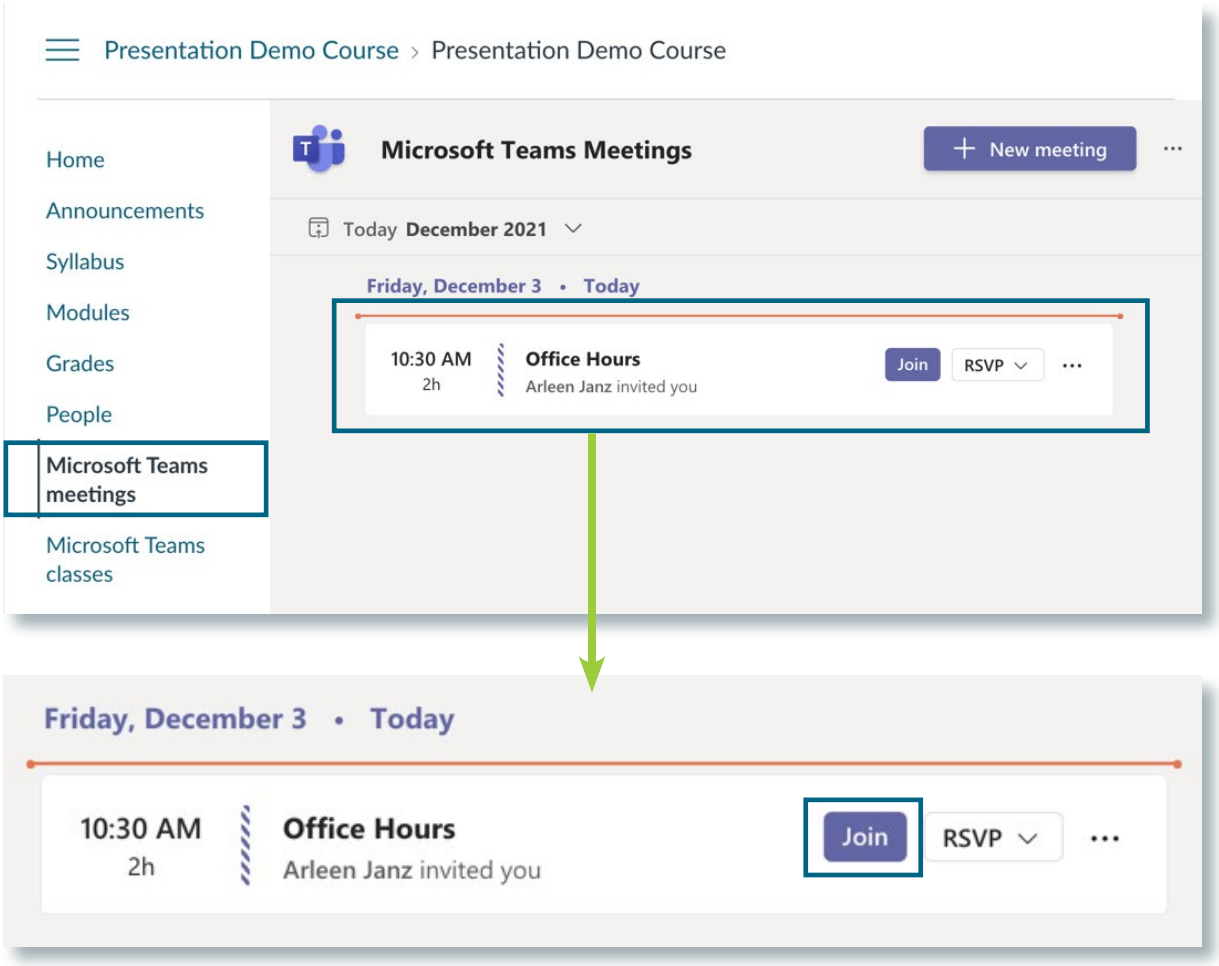


Joining a Meeting in the Canvas LMS

01 If a Teams meeting is linked within an announcement or on a Canvas page, such links will be self-explanatory.

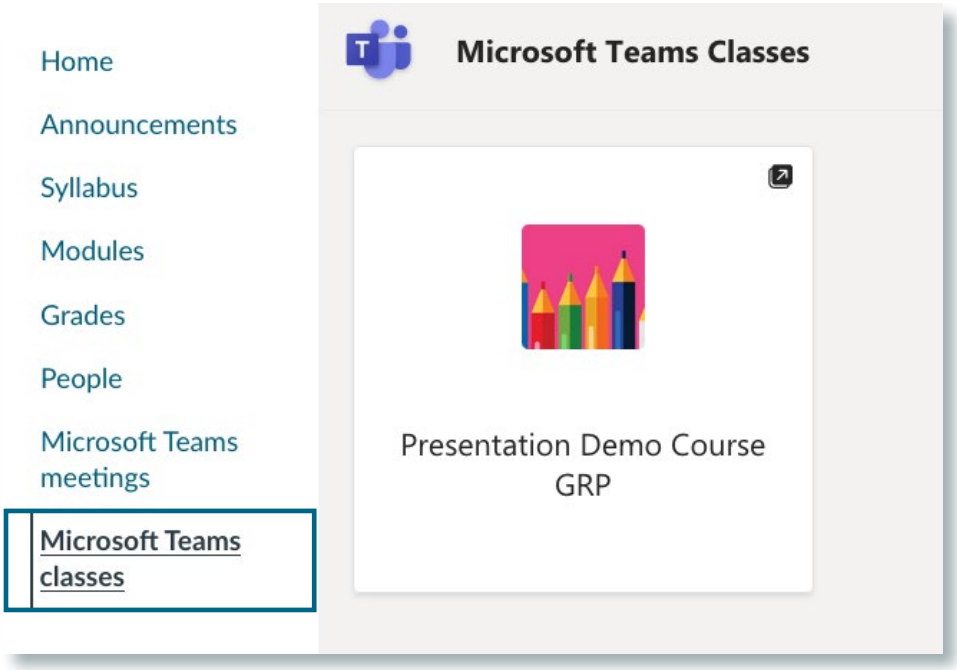


02 However, if the **Microsoft Teams Meetings** link in the left navigation panel of your Canvas course has been activated, you can join the meeting by selecting the link and choosing **Join** on one of the meetings listed.

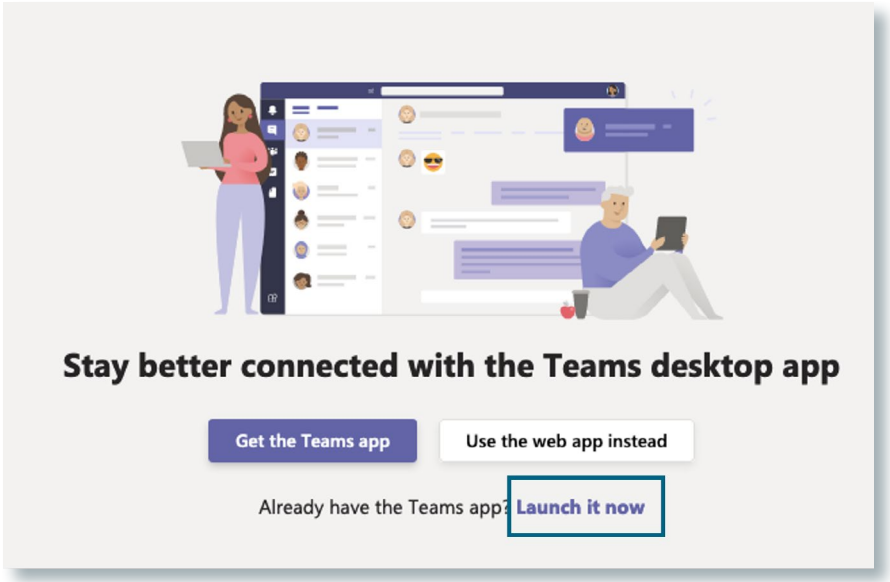


Joining a Meeting from a Class Team in Canvas

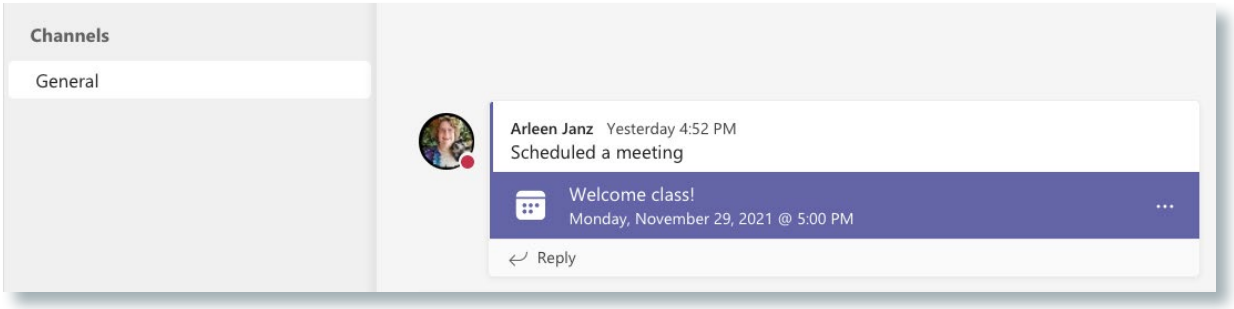
01 If a meeting was scheduled from your Class Team, you can access your Team from the **MS Teams classes** link in Canvas. Click the square for your course.



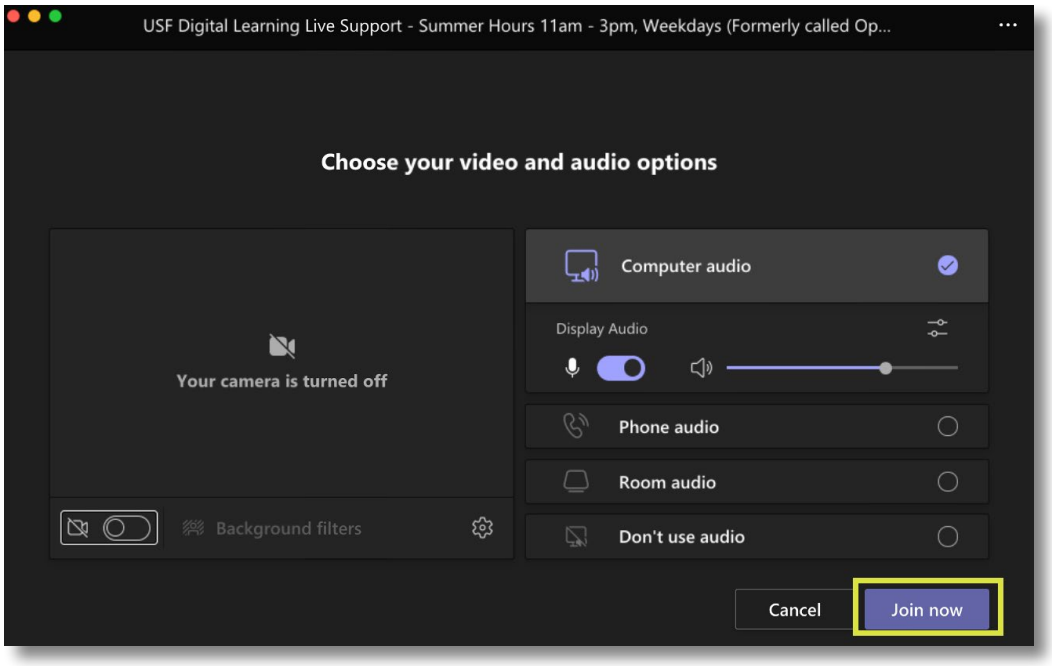
02 You may have to sign in, then choose how to connect. The desktop app is recommended for the best performance.



03 This will take you to the General channel of your Course Team, where you will see a **meeting link** in the chat area. Yours may look slightly different and show a **Join** button above the meeting announcement. Click the meeting link or the Join button.

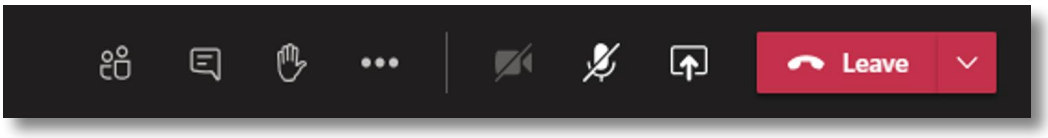


04 After clicking Join, a settings page will appear which will allow you to turn your webcam on or off, and where you can mute or unmute your microphone. Finally, clicking the **Join now** button will take you to your meeting.

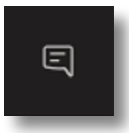


Attending your Meeting

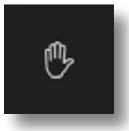
Once you have successfully entered the meeting, the command tray will give you additional functionality to interact with others during the meeting. **Below** is a description of what each icon does.



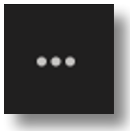
The **Show Participants** button will open up the Participants pane so you can view who is currently attending the meeting, and who was invited but is not present.



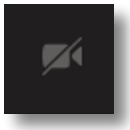
The **Show Conversation** button will open the chat pane in the meeting where participants can communicate through text and can upload files to the meeting for all participants to have access to.



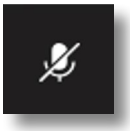
The **Raise Your Hand** button will inform the room and the speaker that you have a question or would like to respond with a comment.



The **More Actions** button will open a pane that will give you more options to the Meeting Notes, Device Settings, Phone Audio, and to switch the video of the participants to Gallery or Together Mode.

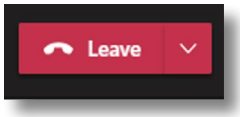


The **Webcam** button will turn your webcam on or off during the meeting.



The **Mute/Unmute** button will allow you to mute and unmute your microphone.

The **Share Content** button will allow you to share your screen or applications you may have open for the rest of the participants to view. You can access the Whiteboard feature.



The **Leave** button will allow you to leave the meeting.