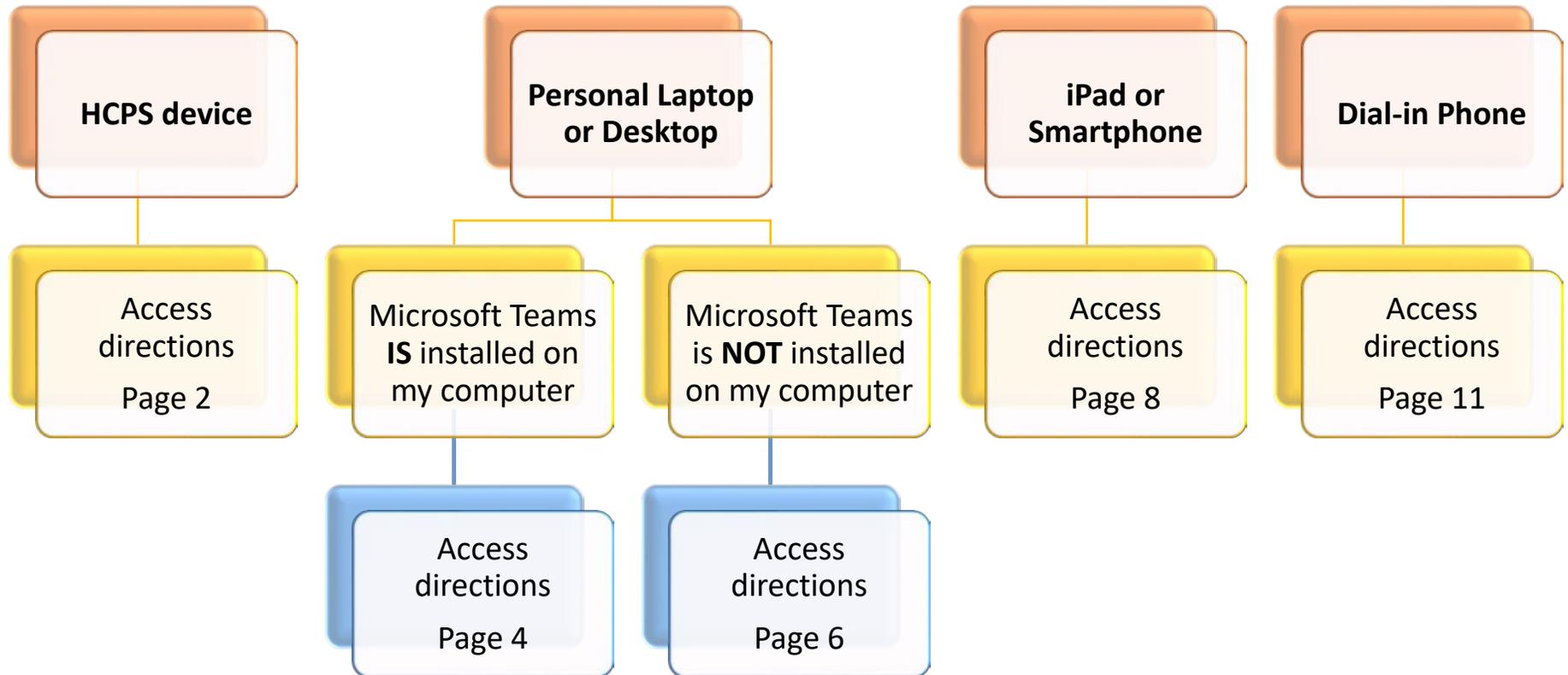


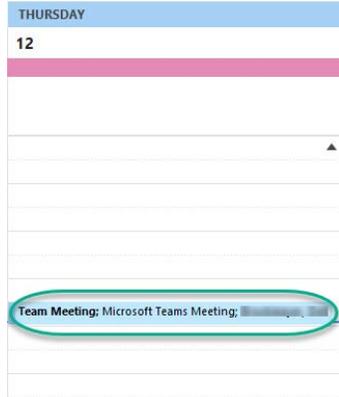
## Joining and Participating in a Teams Meeting (Virtual Conference Call)



For support with Microsoft Teams, contact [user.support@hcps.org](mailto:user.support@hcps.org)

## Using an HCPS Device

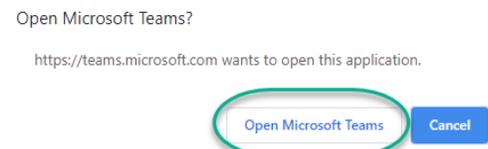
1. The **calendar invite** for the conference call will come to your email
  - **Accept** the meeting invite
  - The meeting will now appear on your **calendar in Outlook**
2. At the meeting time **access the meeting from your Outlook calendar**
  - Navigate to the meeting day on the calendar



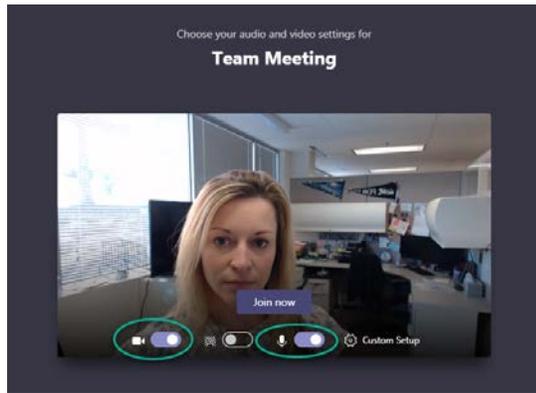
- Open the meeting invite to access the **“Join Microsoft Teams Meeting”** link



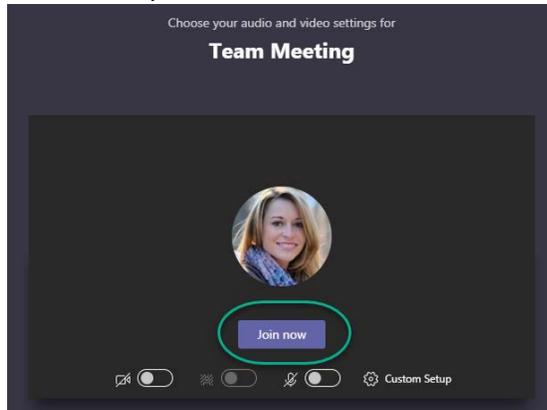
3. Access the meeting through **Teams**
  - After clicking the link in the calendar invite, a prompt may appear to open Teams. Select **Open Microsoft Teams**



4. **Prior to entering the virtual meeting**, several options will appear on the meeting screen
  - Turn **OFF** the toggle switch for **video**
  - Turn **OFF** the toggle switch for **microphone**



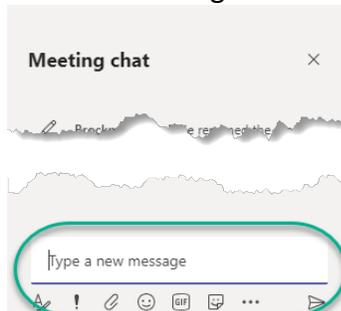
5. Once the video and microphone have been turned **OFF**, select **Join now**



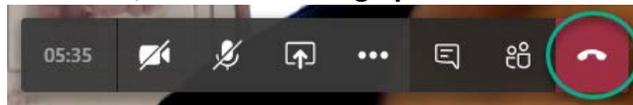
6. Open the **Chat** window by selecting the speech bubble in the menu bar of the call. If you do not see the menu bar in the middle of the screen, move your mouse across the middle of the meeting screen.



7. Use the **Chat** window on the right side of the screen to share questions and/or comments

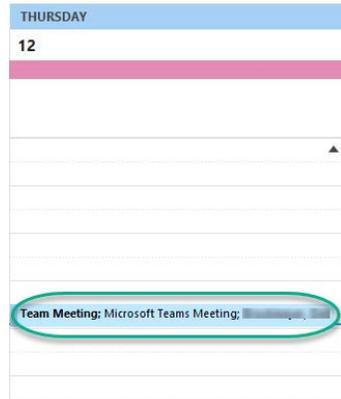


8. When the call has ended, use the **red hang up button** to leave the call



## Using a Personal Laptop or Desktop WITH Microsoft Teams Installed

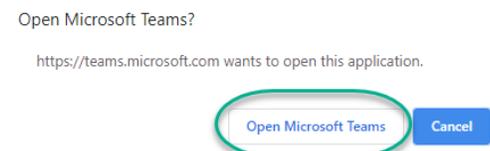
1. The **calendar invite** for the conference call will come to your email
  - **Accept** the meeting invite
  - The meeting will now appear on your **calendar in Outlook**
2. At the meeting time **access the meeting from your Outlook calendar**
  - Navigate to the meeting day on the calendar



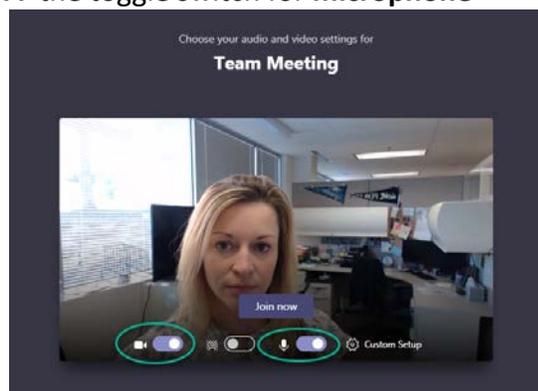
- Open the meeting invite to access the **“Join Microsoft Teams Meeting”** link



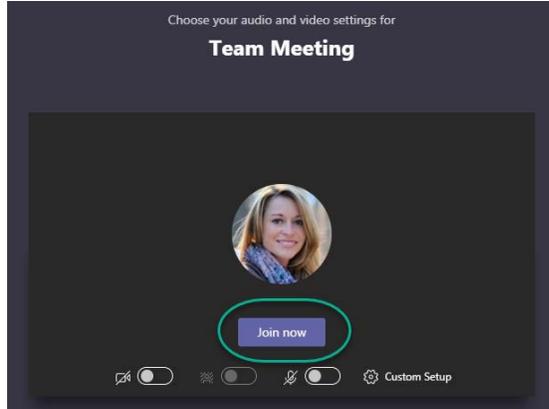
3. Access the meeting through **Teams**
  - After clicking the link in the calendar invite, a prompt may appear to open Teams. Select **Open Microsoft Teams**



4. **Prior to entering the virtual meeting**, several options will appear on the meeting screen
  - Turn **OFF** the toggle switch for **video**
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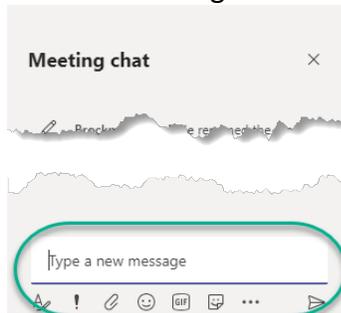
5. Once the video and microphone have been turned **OFF**, select **Join now**



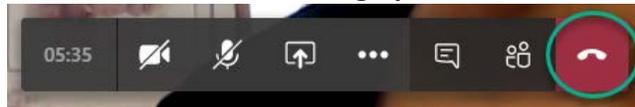
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7. Use the **Chat** window on the right side of the screen to share questions and/or comments

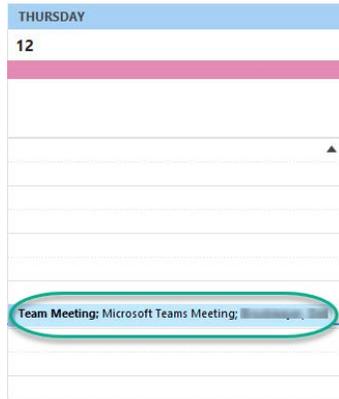


8. When the call has ended, use the **red hang up button** to leave the call



## Using a Personal Laptop or Desktop WITHOUT Microsoft Teams Installed

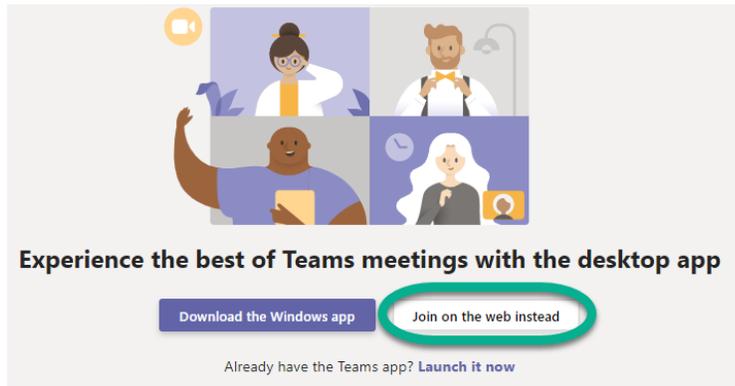
1. The **calendar invite** for the conference call will come to your email
  - **Accept** the meeting invite
  - The meeting will now appear on your **calendar in Outlook**
2. At the meeting time **access the meeting from your Outlook calendar**
  - Navigate to the meeting day on the calendar



- Open the meeting invite to access the **“Join Microsoft Teams Meeting”** link

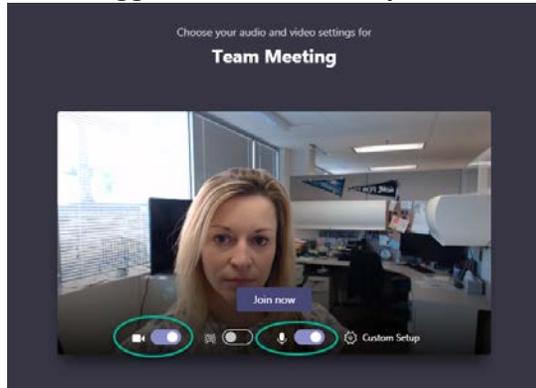


3. Access the Meeting through Teams
  - After clicking the link in the calendar invite, a prompt will appear. Select Join on the web instead.

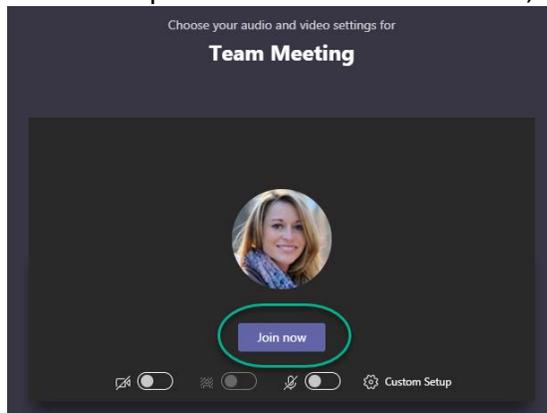


4. **Prior to entering the virtual meeting**, several options will appear on the meeting screen

- Turn **OFF** the toggle switch for **video**
- Turn **OFF** the toggle switch for **microphone**



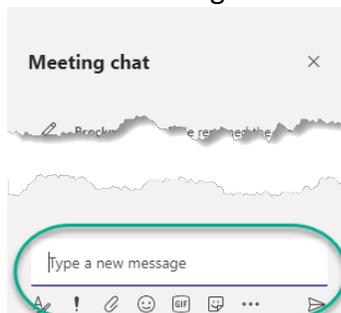
5. Once the video and microphone have been turned **OFF**, select **Join now**



6. Open the **Chat** window by selecting the speech bubble in the menu bar of the call. If you do not see the menu bar in the middle of the screen, move your mouse across the middle of the meeting screen.



7. Use the **Chat** window on the right side of the screen to share questions and/or comments



8. When the call has ended, use the **red hang up button** to leave the call

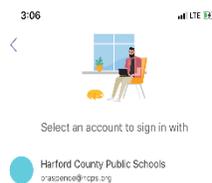


## Using an iPad or Smartphone

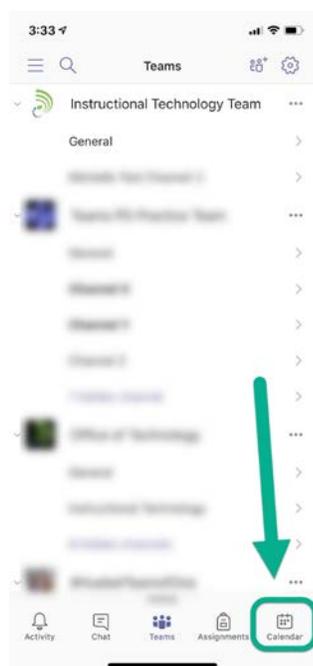
1. The **calendar invite** for the conference call will come to your email
  - **Accept** the meeting invite
  - The meeting will now appear on your **calendar in Outlook**
2. Download the **Microsoft Teams App** (Google Play or App Store)



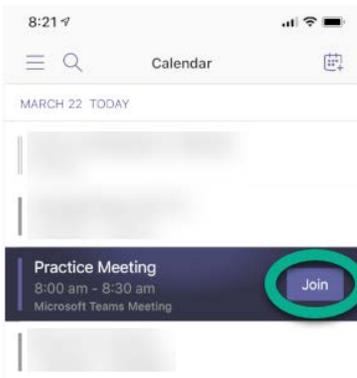
3. Open the app. Select your **HCPS account** or login using **HCPS organization account** (username@hcps.org) and current **HCPS network password**



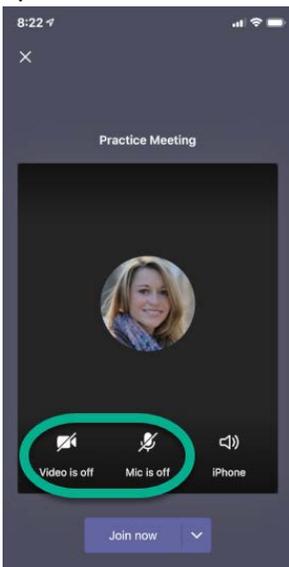
4. Using the menu buttons at the bottom of the screen, navigate to the **calendar**



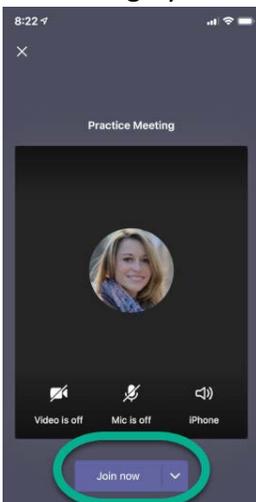
5. Within the calendar menu, click the **Join** button associated with the Teams meeting



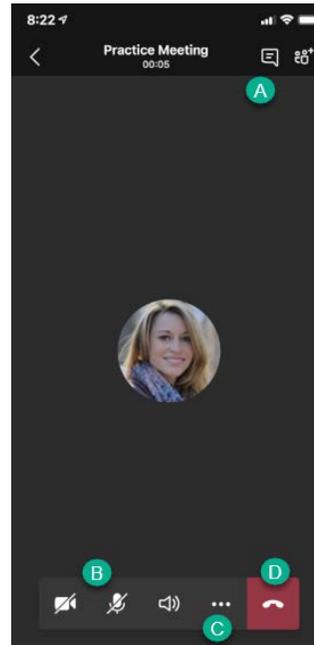
6. Determine desired audio and video settings, in most cases, **mute** both the camera and video. (you may be prompted to **Allow Access** to your camera and microphone)



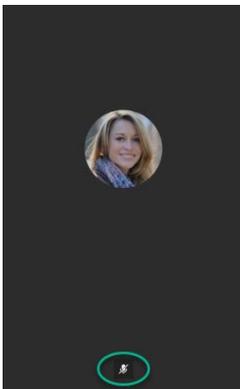
7. Enter the meeting by clicking **Join now**



8. Within the virtual meeting space, you have several options
- a. Access the chat window of the meeting
  - b. Turn off or on your video and microphone
  - c. Access more meeting options
  - d. Exit the meeting



9. If the menu options are lost during the meeting, tap the **microphone icon** at the bottom of the screen and the menu will reappear



## Using Dial-in Phone Option (Audio only)

1. The **calendar invite** for the conference call will come to your email
2. Dial the provided **telephone number**



3. You will be prompted to enter the **Conference ID**. Number will be **unique** for each conference call. (Image below is an example)



4. You will be prompted to **record your name**
5. Once you have joined the call, **mute the microphone** on the telephone (example images below)  
Desk phone:



Mobile phone (iPhone example):

