



User Guide for Microsoft Teams - Participant



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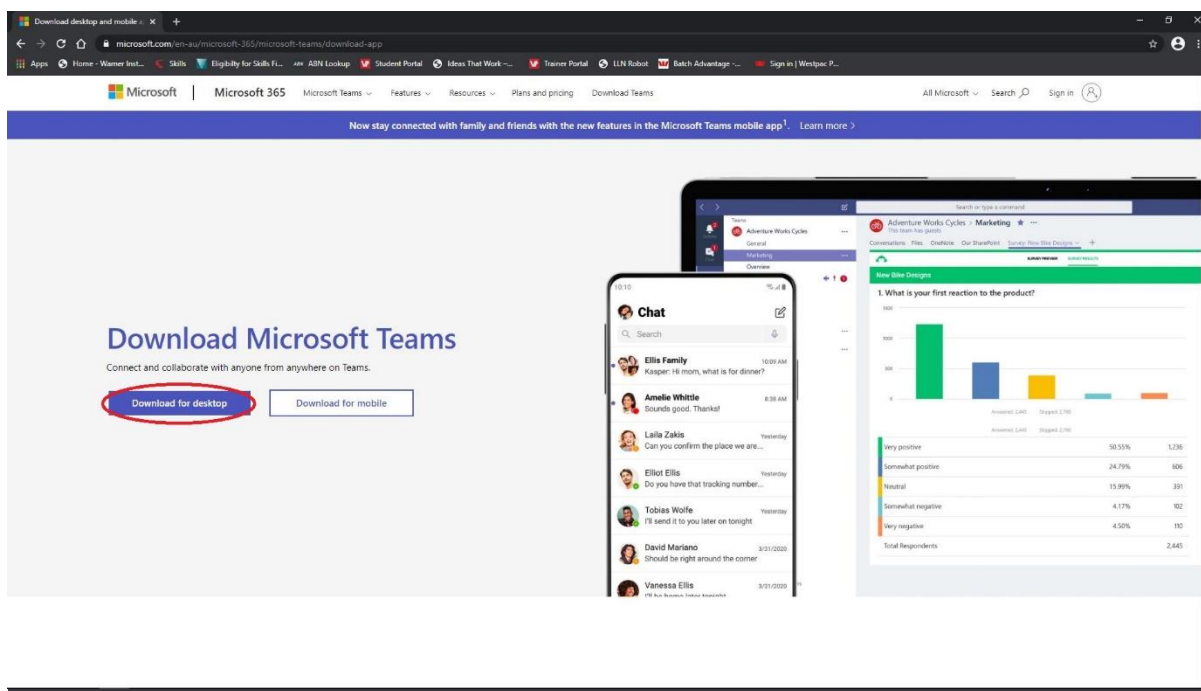
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Joining a Microsoft Teams Meeting

Join by email link

Step by Step Guide:

1. Go to <https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app> and download Microsoft Teams to your computer. Click on the button that says, 'Download for Desktop'.



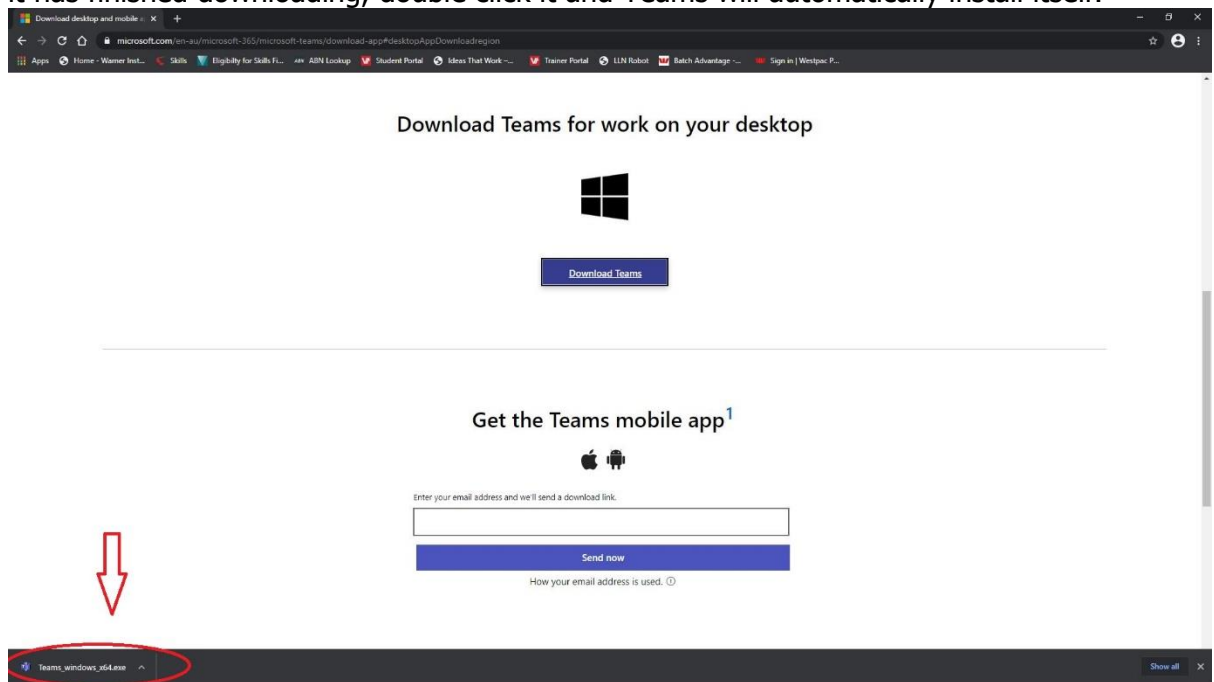
Download Teams for work on your desktop



Download Teams



2. A box will appear at the bottom of the screen showing the download progress. When it has finished downloading, double click it and Teams will automatically install itself.



3. When it has finished installing, Teams will load up with a login screen. You do not need to Sign up to Teams with your email and password and do not use an existing login if you have one. You will be invited to your class meeting as a Guest.
4. Next you will need to access your email account. You can do this through a browser such as Google Chrome or Safari. Sign into your email account using your personal details.
5. Locate and open the email sent you by your Program Manager. This email contains a link to access your class. Click on the text that reads 'Click here to join the meeting'.

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Or call in (audio only)

+61 2 9161 1238, 61359526# Australia, Sydney

Phone Conference ID: 613 595 26#

[Find a local number](#) | [Reset PIN](#)



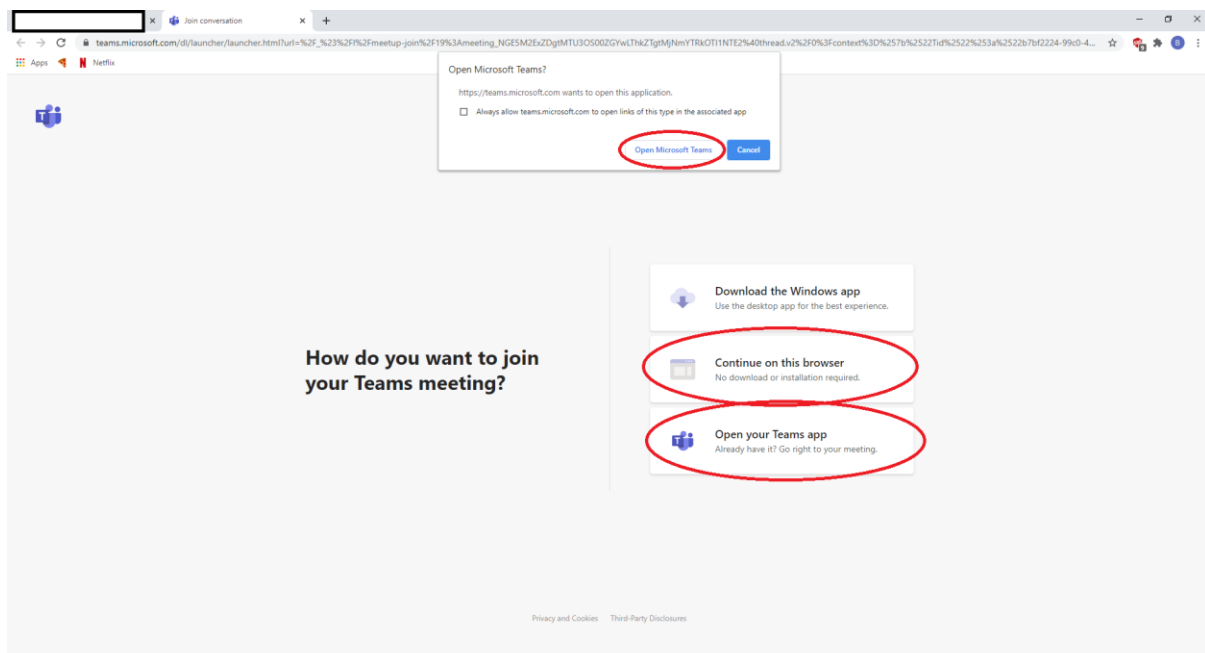
[Learn More](#) | [Meeting options](#)



Please note: if you are logged into your work or corporate server, your camera and microphone may be restricted. You need to contact your company's IT service and discuss with them how you can access these.

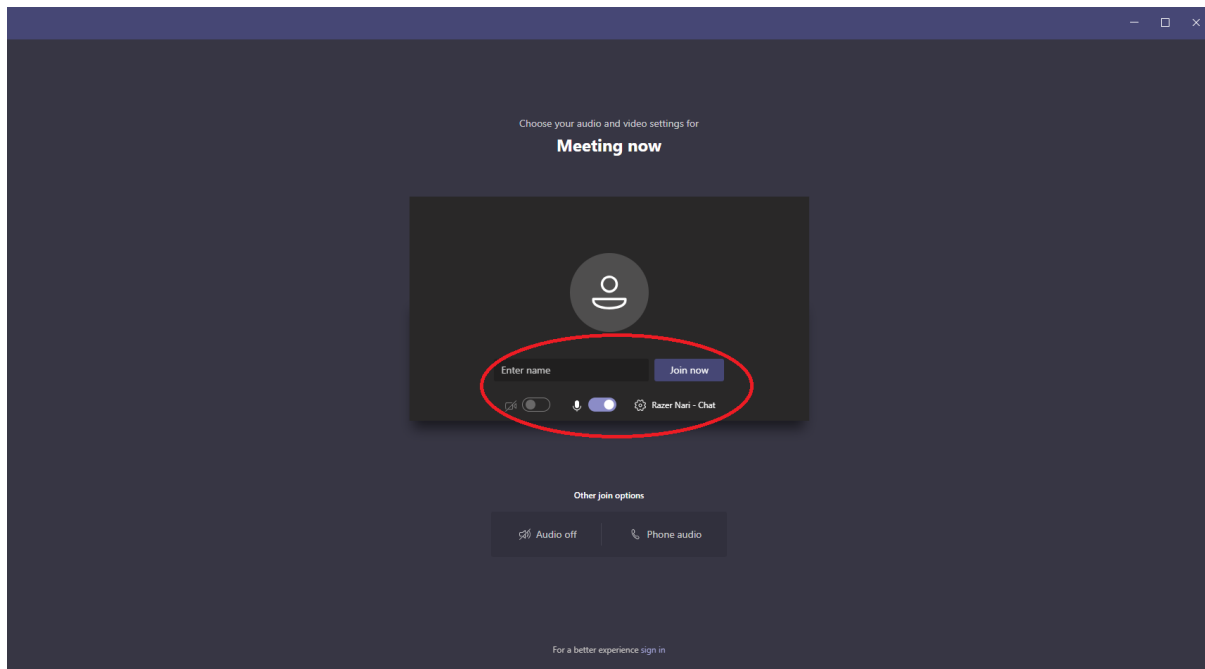
6. A page will open that will ask you how you want to join the meeting. If a pop up appears at the top of the screen as shown below, you can click Open Microsoft Teams. This will automatically open the meeting in the app that you just downloaded. If for some reason this pop-up doesn't appear, choose the last option on screen that says, 'Open your Teams App'.

If you would prefer to use your browser to join the meeting, then choose the second option labelled 'Continue on this browser'. However, please be aware that the browser has limited access and features, so we recommend using the Teams app for the best experience.

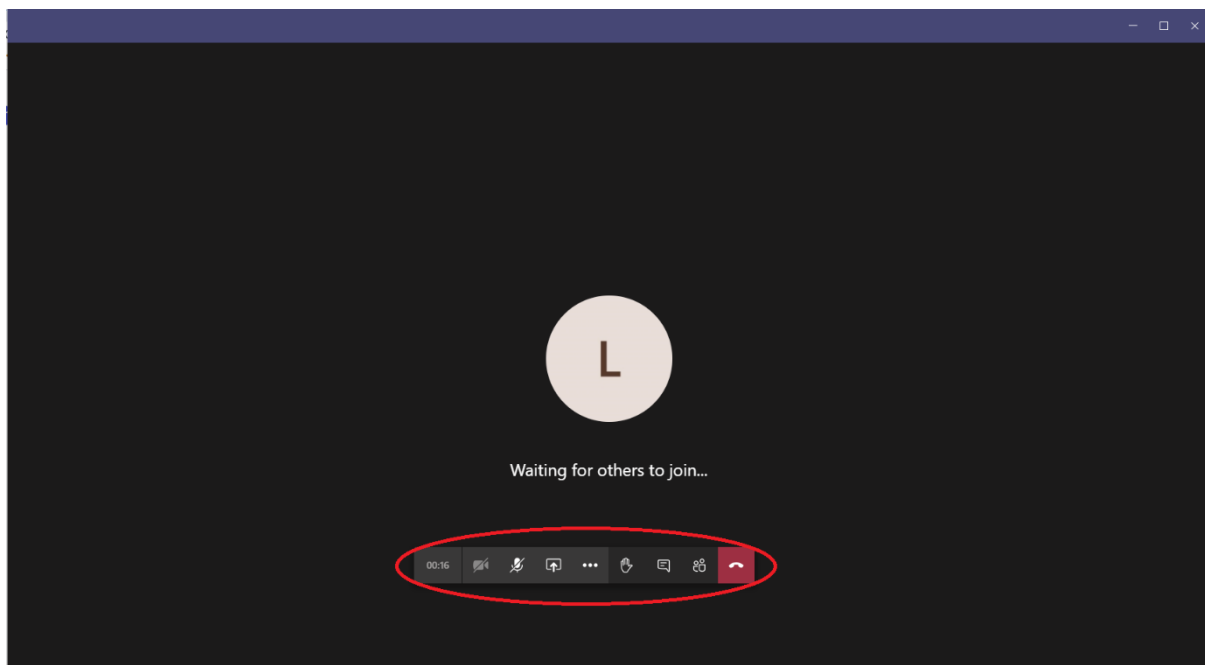




7. Another page will appear with some camera and microphone settings and a Join Now button. Type your name in the box and click on the toggle switches to turn on your Microphone and Camera. Then press Join Now. You must ensure that these settings are turned on every time you join a Meeting.



8. Teams will automatically connect you to the meeting and you will be able to see and hear your Program Manager and the other students in the class.

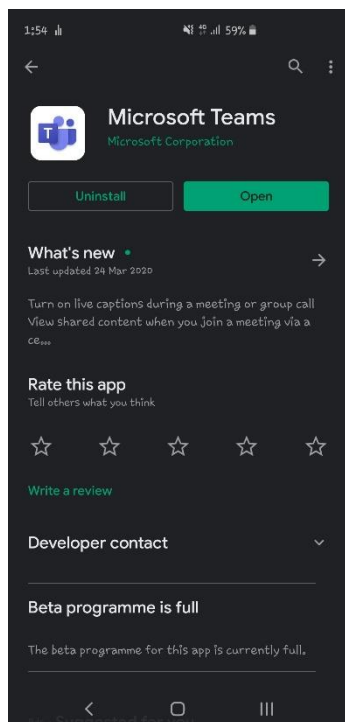




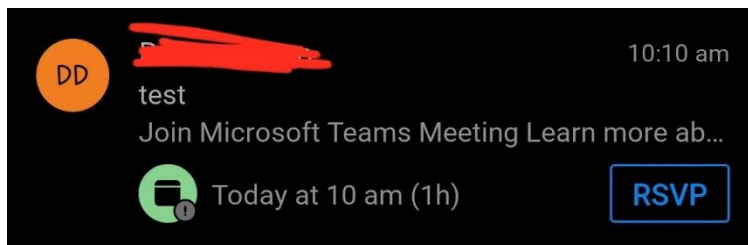
9. If you move your mouse, you will see a toolbar appear at the bottom of the screen. Each button has a different function. They are (in order from left to right):
 - a. Camera toggle on/off
 - b. Microphone toggle on/off
 - c. Open Share Tray
 - d. More Actions
 - e. Raise Hand
 - f. Show Conversation
 - g. Show Participants
 - h. Hang up
10. When class is finished, press the Hang up button to leave the Meeting.

On an Android/iOS device

1. You must have the Microsoft Teams app installed on your phone. You also need access to your emails.

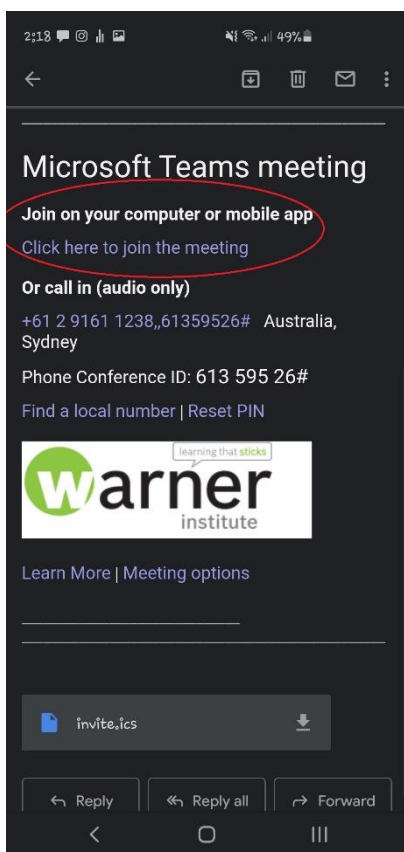


2. Sign into your email app and locate the email sent to you by your Program Manager.

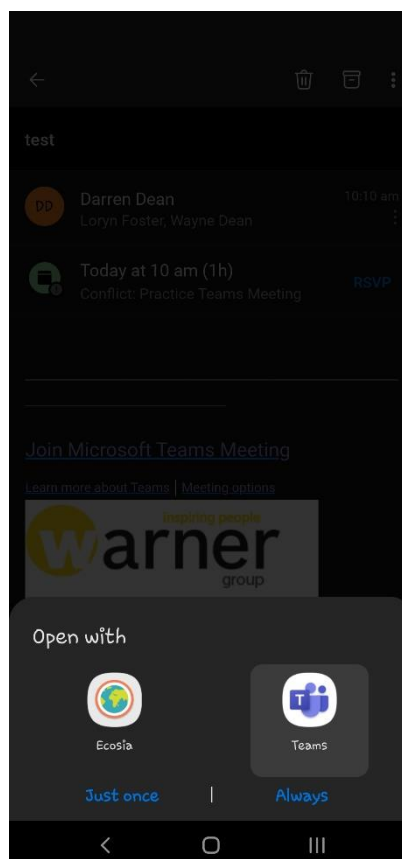


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3. Tap on 'Click here to join the meeting'.

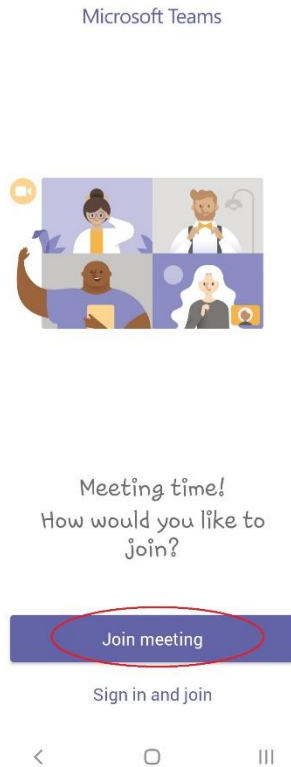


4. Open the meeting through the Teams app.

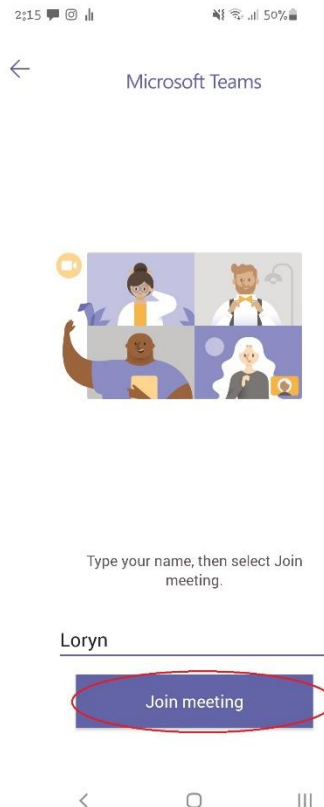


5. A page will appear asking you how you would like to join the meeting. Select Join meeting. Do not click Sign In and Join as there is no need to login to the app.

2:12 [icons] 50%



6. Type your name in the box and then press Join meeting.





7. You will be connected to the meeting and should be able to hear and see everyone else. If your camera and microphone aren't switched on, tap the screen and use the controls at the bottom to switch them on.
There are also two buttons in the top right corner when the screen is tapped. These are the Show Conversation button and Show Participants button. Use these to communicate through the built-in chat or see who is currently in the meeting with you.
8. Press the red hang up button when the meeting is done.



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