How to Enter & Participate in a Microsoft Teams Meeting

Entering the Meeting

<table>
<thead>
<tr>
<th>Accessing the meeting via the web (without HISD credentials)</th>
<th>Accessing the meeting via MS Teams (with HISD credentials)</th>
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</thead>
<tbody>
<tr>
<td>1. Click on the meeting link from your email. This will open a tab in the web browser.</td>
<td>1. Click the link in the email. It will open the web browser and ask if you want to enter Teams online or desktop app.</td>
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<td>2. Choose the option to “Continue on this browser”</td>
<td>2. Select Open Microsoft Teams. The link will go directly to the meeting.</td>
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<td>3. You will then be connected to the lobby and be admitted into the meeting.</td>
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Participating in the Meeting

In the center of the screen you’ll see the control bar below:

Meeting Controls Bar Elements

1. **Meeting Timer**: Shows the amount of time you have been in the meeting.
2. **Camera Button**: Allows you to turn your camera on or off. If the camera is off, the camera icon will have a slash through it.
3. **Microphone Button**: Controls other participants hearing your audio. The slash will appear when it is muted, like the camera function.
4. **Share Button**: Allows you to share your entire screen, a specific window, files, or Microsoft Whiteboard.
5. **More Actions Button/Three Dot Menu**: Opens a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording.
6. **Raise/Lower Your Hand Button**: Alerts a presenter that you have something to contribute without interrupting the ongoing conversation. Other participants will be able to see an icon next to your name that indicates you have your hand raised.
7. **Show Conversation Button**: Opens the meeting chat on the side of the meeting window. *This is where you can access files that the presenter will share with the group and vice versa*
8. **Show Participants Button**: Shows the list of meeting attendees.
9. **Hang Up Button**: Click the hang up button to leave the meeting. Other participants will be able to continue without you.