

# Microsoft Teams User Guide

## South Niagara Project

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## How to Join a Meeting through Microsoft Teams Desktop Version- Niagara Health Users

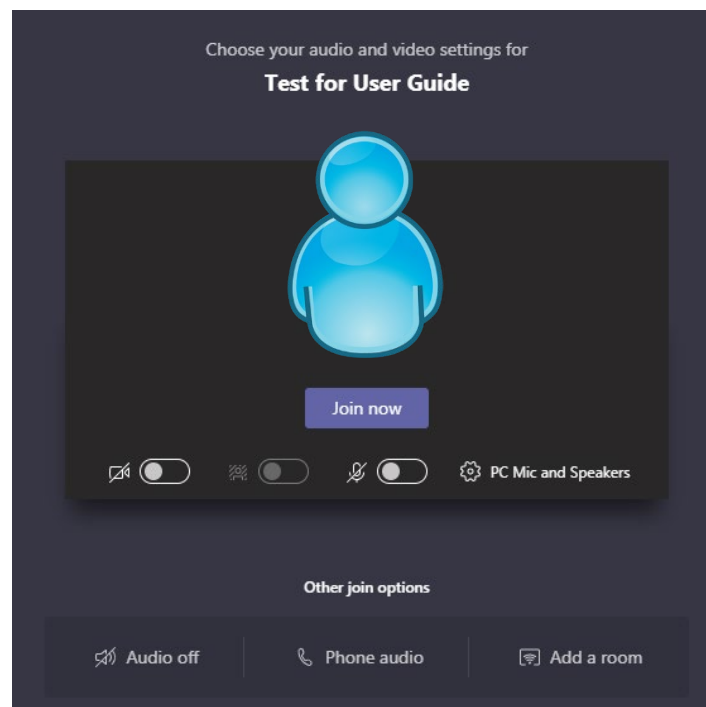
1. Click the Join Microsoft Teams Meeting link in your inbox or calendar:

### [Join Microsoft Teams Meeting](#)

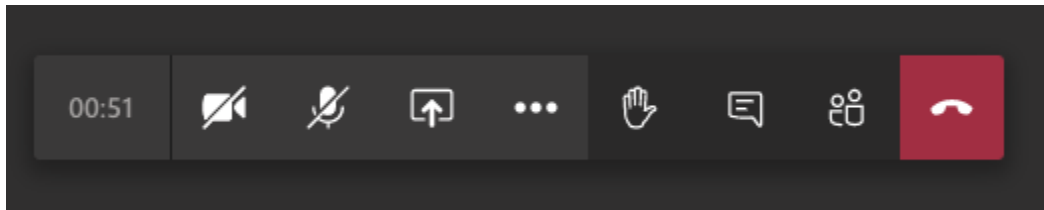
[Learn more about Teams](#) | [Meeting options](#)



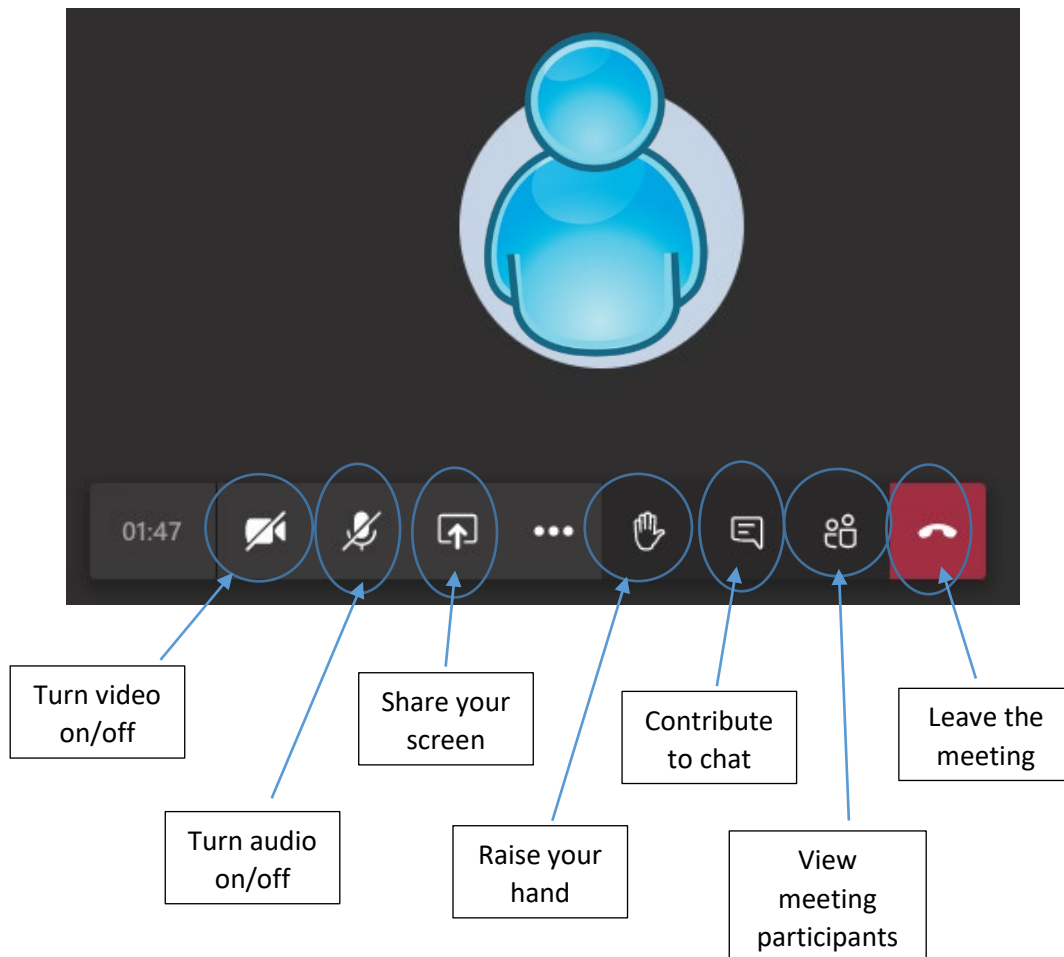
2. You will be taken directly to the live meeting. Prior to entering the meeting, you will be asked to select your preferences. This will include audio and video:



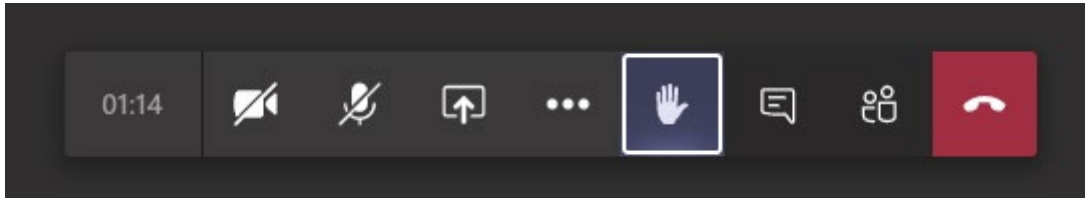
3. Once in the meeting, you are able to control your preferences and tools at the bottom of your screen:



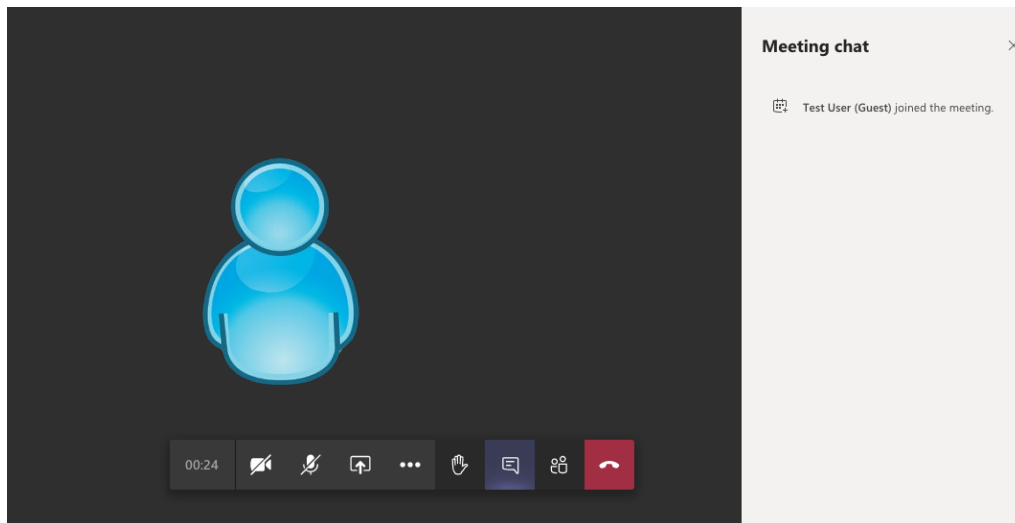
4. Select the icon at any point to contribute to the meeting:



5. **Raising your hand:** this will let the meeting organizer know that you would like to participate in the conversation. The meeting organizer will then ask you to contribute your idea or question.



6. **Meeting chat:** To contribute to the chat within the meeting, simply click on the speech bubble icon. A meeting chat will open up where participants can contribute to a conversation:



## How to Join a Meeting through Microsoft Teams Web Browser

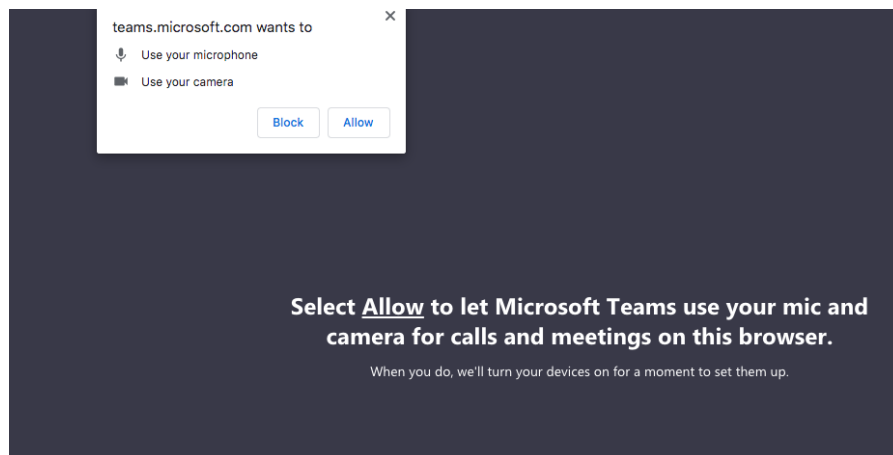
1. Click the Join Microsoft Teams Meeting link in your inbox or calendar:

[Join Microsoft Teams Meeting](#)

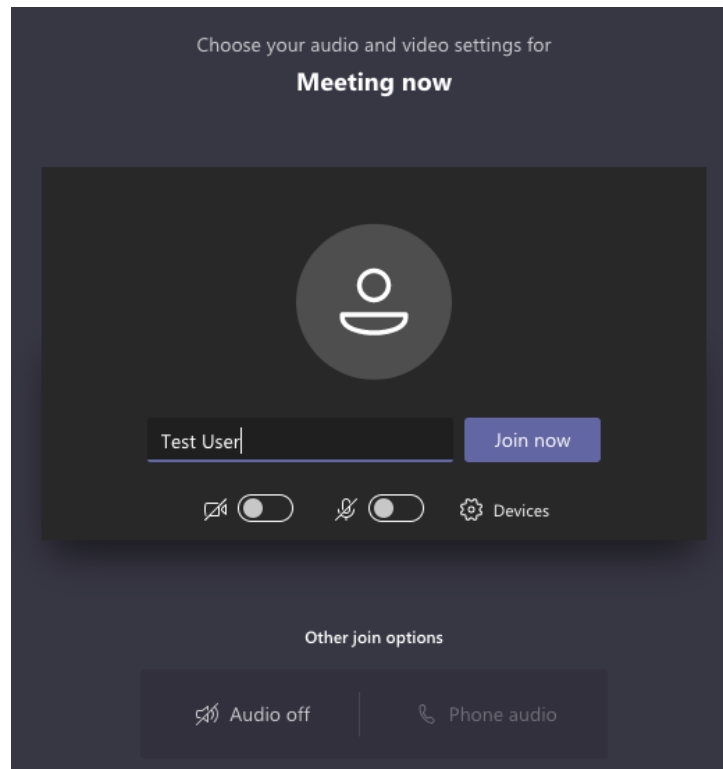
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Extraordinary Caring. Every Person. Every Time.

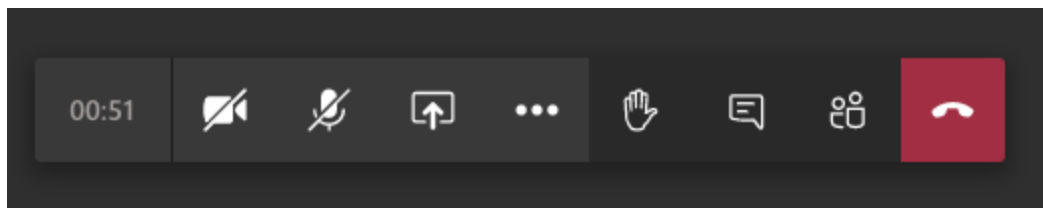
2. You will be asked to select 'Allow' for Microsoft Teams to use your microphone and camera.



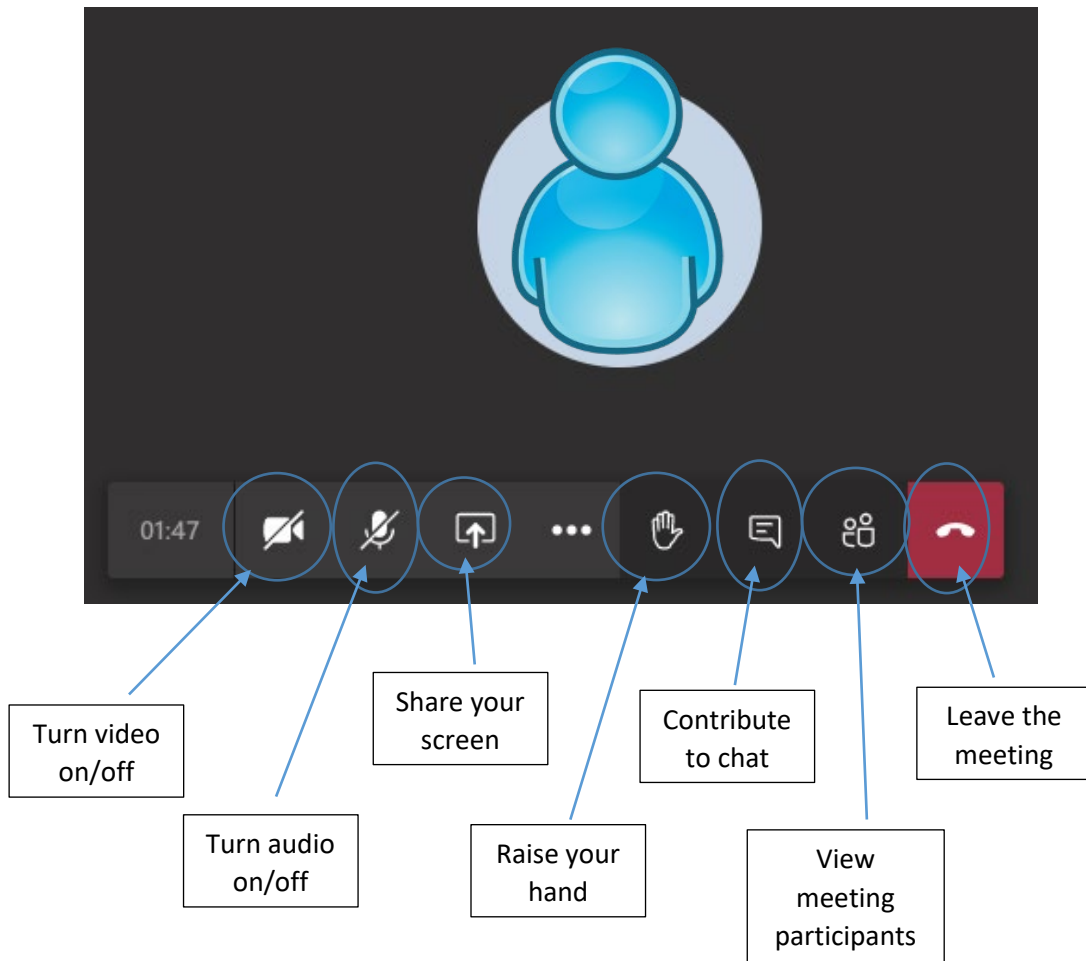
3. You will be asked to enter your name and select your audio and video preferences prior to entering the meeting:



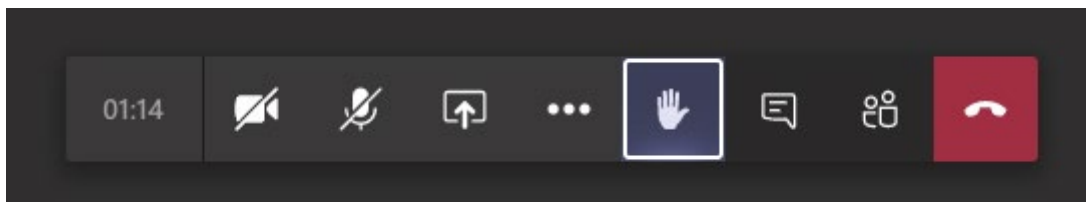
4. Once in the meeting, you are able to control your preferences and tools at the bottom of your screen:



5. Select the icon at any point to contribute to the meeting:



6. **Raising your hand:** this will let the meeting organizer know that you would like to participate in the conversation. The meeting organizer will then ask you to contribute your idea or question.



- 7. Meeting chat:** To contribute to the chat within the meeting, simply click on the speech bubble icon. A meeting chat will open up where participants can contribute to a conversation:



## How to Join a Microsoft Teams Meeting by Mobile Device

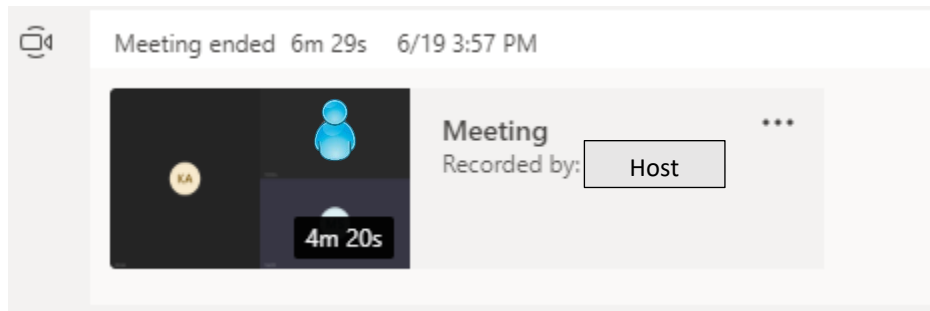
To join a Microsoft Teams meeting using your mobile device, download the Microsoft Teams App. You will be asked to enter your name and select your preferences (similar to joining by web browser).



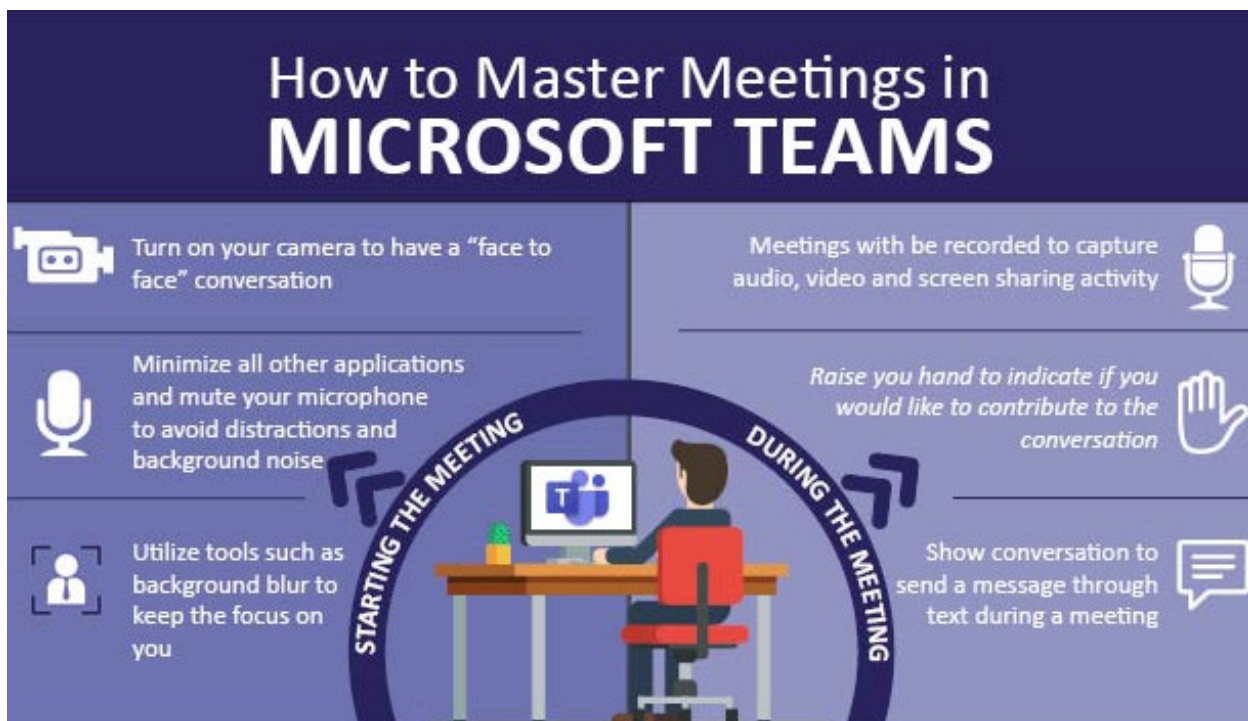


## How to access recordings

To access a recording of a past meeting, simply go to the chat of that meeting. At the top of the chat, you will see a link to the meeting recording.



## Microsoft Teams Quick Guide



## Contact Us

If you have any questions or experience any technical difficulties, reach out to us at [southniagaraproject@niagarahealth.on.ca](mailto:southniagaraproject@niagarahealth.on.ca).