Using Microsoft Teams

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Anyone can join a Teams meeting from any device

PC or laptop:
- Go to the meeting invite in email
- Next will appear two choices: Download the Windows app or Continue on browser – select Browser
- Enter your name and select Join

Mac:
- Go to the Applications folder and click Microsoft Teams

iPhone or iPad:
- Open App store, search Microsoft Teams
- Once app opens, download and install Teams
- Open email and click on meeting link
- Enter your name and select Join

Conference Room Etiquette

- While in your meetings please **remain on mute** to reduce background noise
- **Join a few minutes early if possible**. This allows you to make sure everything is working and gives time to make any adjustments.
- **Mute other devices and apps**. Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.
- **Enter muted**. Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.
- **Get familiar with the mute button**
- When not speaking it's **good practice to switch your audio to mute**. Your video window will display to other attendees every time you make a noise, so a cough or background noise can interfere with the flow of the meeting.
- To speak during a meeting use the **Raise your hand** option to get **the** speaker's and moderator's attention.
- Wait until you are recognized before you speak. It's sometimes difficult to distinguish between multiple conversations.
- Speak clearly, and concisely so that everyone can hear and understand you.
- Using (or not using) **your camera** is up to you. A limited number of windows will show for attendees of the meeting. These automatically show/hide based on participation. Don't walk around with your camera on (mobile device) – It is also distracting.