

TROUBLESHOOTING TEAMS Logon Problems

T Microsoft Teams How to join a Microsoft Teams Meeting as a guest in 3 steps

1

When it's time to join the meeting, click on the "Join Microsoft Teams Meeting" link in the calendar invite.

It can be helpful to plug in your headphones to your laptop.

Please note that there will be an echo if two laptops in the same room have their sound or microphone on during the meeting.

2

If a **browser opens**, you will be given the option to open/join through the App or "Join on the web instead".

Join on the web: You do not need to download or install the Teams app to join via web. The website can take a few minutes to load up and is best used in **Google Chrome** (instead of Internet Explorer).

3

When Teams opens, **enter your name** and click on the "Join Now" button – you can mute yourself or turn your camera off anytime during the meeting.

You may be prompted to **give permission** for the browser to use your laptop microphone and camera.

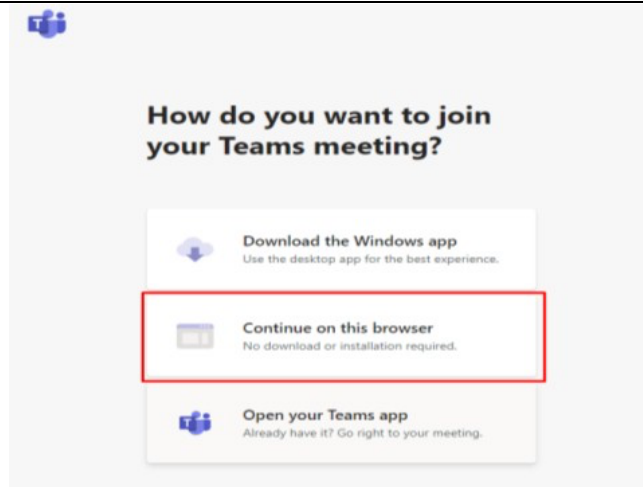
Or

Your system may have added the meeting direct to your calendar

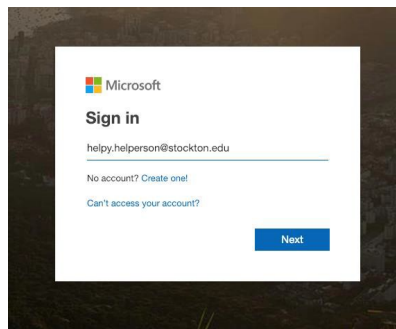
<p>if so you can click on the event to join (Picture 2).</p> <p>Alternately, you can restore the invitation to your Inbox and join from picture 1.</p>	
<p>On attempting to join you may get this error screen</p>	



Click dismiss



Sign in pop up – fill in your email. It will either automatically let you in or you may have to put your password in too.



Creating a Microsoft account

If your email address has not previously been used to create a Microsoft account, you may need to create one.

- A. On the Create account dialog, select Next, create a password, and select Next.
- B. To verify your email address, open the verification email, and copy the security code.
- C. Enter your security code in the Verify email dialog, select Next, enter the CAPTCHA in the Enter the characters you see line, select Next, then Accept.

Join Teams Meeting as Guest on IOS and Android

Locate the App Store or Play Store on your Device.

1. Open the App and look for the Search button or bar, then search for and install Microsoft Teams.
2. You will receive a Teams Meeting invite from Spindletop to the E-mail address you provided.
3. Open the Email app that you use on your phone, locate the email, and click on Join Microsoft Teams Meeting.



If you are not familiar with TEAMS Below are the important controls to understand during the meeting	
	<p>Your Video or Microphone is OFF – we will not be able to see or hear you but you will be able to listen to discussions</p>
	<p>Your Video is OFF – we will not be able to see you but you will be able to listen to discussions and we will be able to hear you</p>
	<p>Your Video is ON – we will be able to see you, you will be able to listen to discussions but we will not be able to hear you</p>
	<p>Your Video or Microphone is ON</p>
	<p>IF you want to speak and get everyone's attention you can press the hand</p>
	<p>For some meetings you may be asked to MUTE during any presentation/discussion until contributions are asked You can mute the microphone simply by pressing the microphone button</p>