

# Joining a Teams Meeting

When joining a Teams meeting, the system defaults to using your computers microphone and speakers. To call in via phone, please follow the steps outlines below:

1. Calendar Invite
  - a. Use the call in number and Conference ID listed in the invite to call in via phone.
  - b. Use the “Join Microsoft Team Meeting” link to view screens and/or join the audio via computer.

**Please respond.**  
The organizer created this meeting in the following time zone: (UTC-05:00) Eastern Time (US & Canada).  
This appointment conflicts with another one on your calendar.

Organizer: [Redacted]  
Subject: [Redacted]  
Location: [Redacted]  
Start time: Thu 5/2/2019 10:00 AM  All day event  
End time: Thu 5/2/2019 11:00 AM

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[Join Microsoft Teams Meeting](#) Use the link to view screens and/or join audio via computer

+1 585-420-6781 United States, Rochester (Toll) Use this to call in via phone  
Conference ID: 97 [Redacted] 24#  
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#)

<https://www.conduent.com/>  
[Help](#) | [Legal](#)

2. The link will open a website (if you do not have Teams installed). If you do not have the Windows Teams app installed (and do not wish to install it), click on the “Join on the web instead” link

Microsoft Teams

Experience the best of Teams meetings with the desktop app

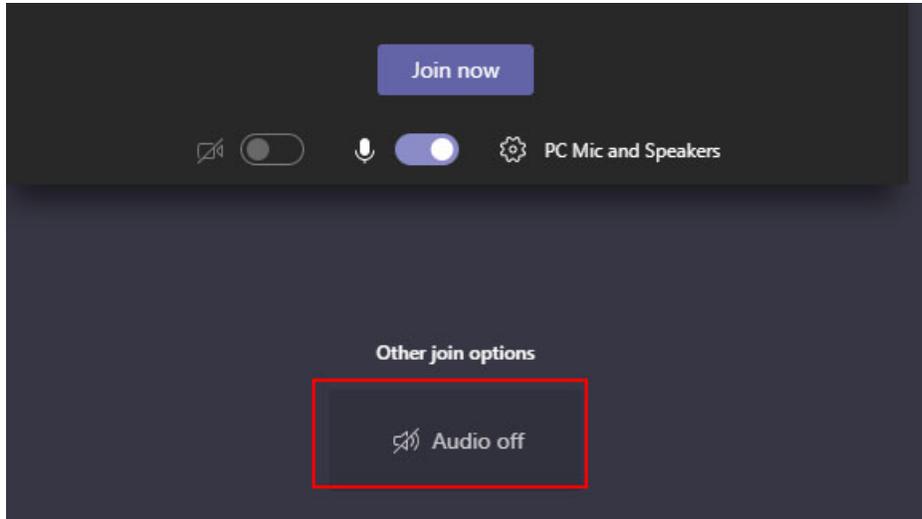
Download the Windows app

Join on the web instead

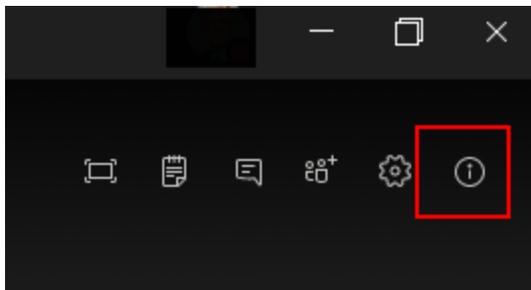
Already have the Teams app? [Launch it now](#)

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3. When the Teams screen opens, if you are not joining the audio via computer, then select the “Audio Off” link
  - a. Note: If you are calling in via phone and accidentally select the ‘Join now” then when the session opens mute your computer speaks to prevent an echo

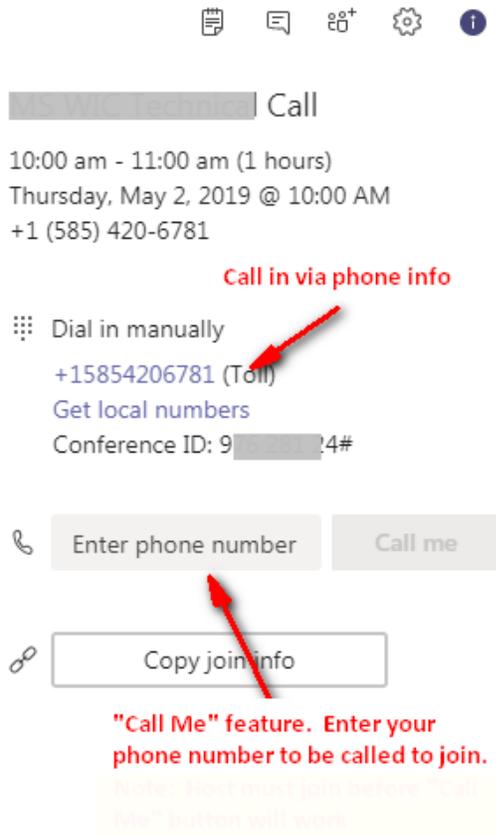


4. The call information is also available after you join the meeting by clicking on the “Call Info” button in the top right corner:



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5. After the Call Info screen opens, there is also a “Call Me” feature in addition to the call info:



The screenshot shows the 'Call' screen in Microsoft Teams. At the top, there are icons for agenda, chat, add people, settings, and help. Below these, the word 'Call' is displayed in a grey box. The meeting details are: '10:00 am - 11:00 am (1 hours)', 'Thursday, May 2, 2019 @ 10:00 AM', and '+1 (585) 420-6781'. A red arrow points to the 'Call in via phone info' text. Below this, there are three options: 'Dial in manually' with a red arrow pointing to the phone number '+15854206781 (Toll)', 'Get local numbers', and 'Conference ID: 97[redacted]4#'. At the bottom, there is a 'Call me' button with a red arrow pointing to it, and a 'Copy join info' button. A red arrow also points to the 'Enter phone number' input field. A yellow note at the bottom states: '“Call Me” feature. Enter your phone number to be called to join. Note: Host must join before “Call Me” button will work.'

Call

10:00 am - 11:00 am (1 hours)  
Thursday, May 2, 2019 @ 10:00 AM  
+1 (585) 420-6781

Call in via phone info

Dial in manually  
+15854206781 (Toll)  
Get local numbers  
Conference ID: 97[redacted]4#

Enter phone number Call me

Copy join info

**“Call Me” feature. Enter your phone number to be called to join.**  
Note: Host must join before “Call Me” button will work

### Join Microsoft Teams Meeting

+1 585-420-6781 United States, Rochester (Toll)

Conference ID: 97[redacted]4#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#)