

You may receive a Meeting invite through your Teams classroom, or your teacher might set up a meeting in a channel of your Team, or they may send you an email invitation.

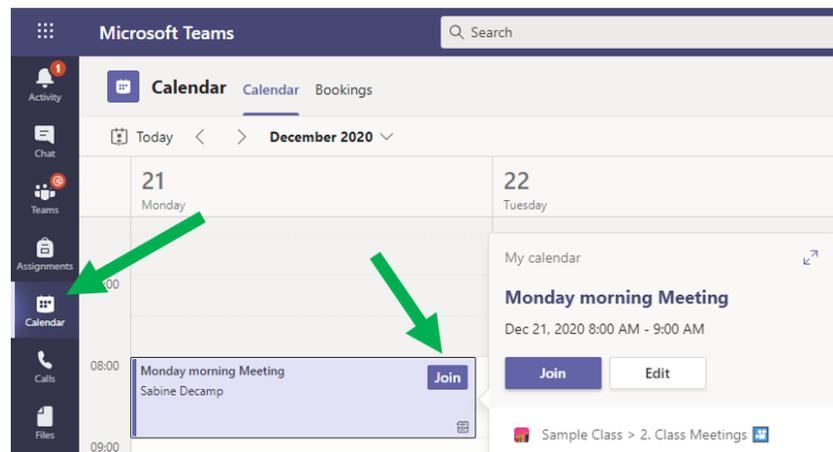
The simplest way to join a meeting is to check your calendar in the left hand side of MS Teams. Sometimes, you might have to go to the channel in which the meeting was created to be able to join, or you might have to check your email. How you are able to join a meeting will depend on how your teacher set it up.

In this document, you will learn [how to find your meeting link](#) (from your Teams Calendar, a post in Teams or an Email invitation), [how to enter your meeting properly](#), and [what are the meeting controls](#).

Step 1 – Find your meeting!

Option 1. Check your calendar for your meeting

1. Click on the **calendar icon** on the left hand side.
2. Look for the **day and time** of your meeting.
You will see the meeting with a button to **Join**. This means that this meeting is already in progress.
If you don't see that Join button, you are probably a bit early. You can still click once on the meeting box and you will then see a button to Join appear on the side.



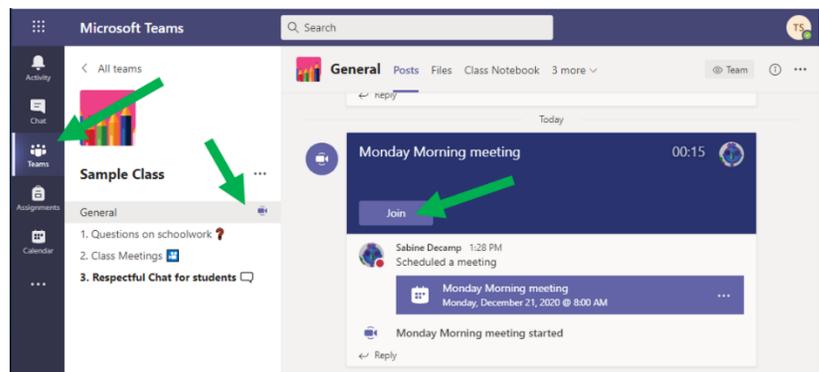
3. Click on **join** in the calendar meeting.
4. Go to [step 2](#) to see **how to properly enter your meeting**.

Option 2: The meeting is posted in a channel of your Team:

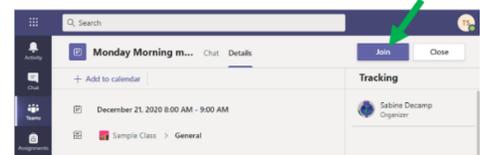
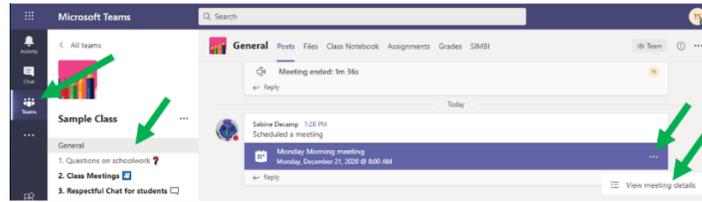
If your teacher posted the meeting link directly in a channel of you Team, you can join it from your Team.

1. Enter your Teams and find the correct channel
2. **If the meeting has already started**, you will see a camera icon in the channel.

Click on **Join** in the posted meeting, or click on the link posted.



If the meeting hasn't started yet, click on the three horizontal dots.
Then click on **View Meeting Details**.
Click on **Join**.



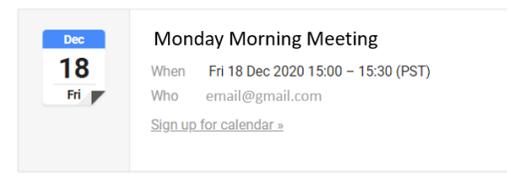
3. Go to [step 2](#) to see **how to properly enter your meeting**

Option 3: The meeting link was sent by email:

If your teacher sent you an email invitation to join a meeting:

1. Open the email you received that contains the date and time of the meeting and a clickable link to join the Microsoft Teams meeting.
2. click on the link in your email, which could say **Click here to join the meeting**
3. A new web-page will open.

If you see the following window, click on **Cancel**

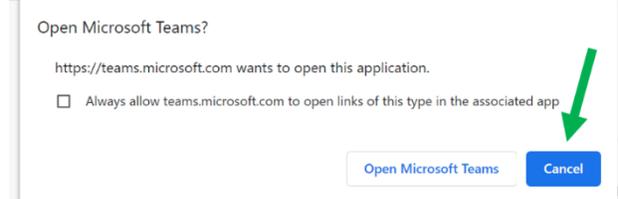
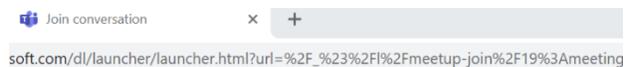


Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More | Meeting options](#)

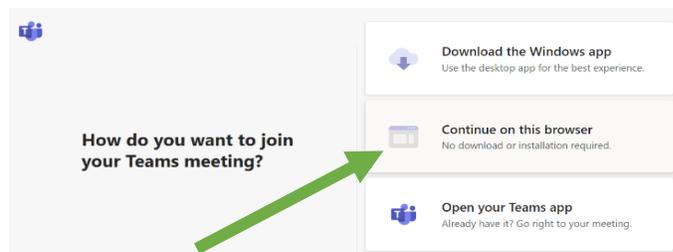


4. On the webpage asking “**How do you want to join your Teams meeting?**”:

If you are using a computer or Chromebook, **you do not need to download the app.**

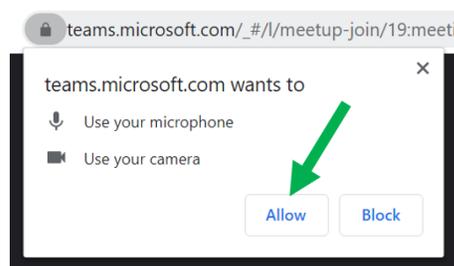
Click on **Continue on this browser**. The meeting link will open in your browser.

If you are using a tablet, phone or iPads you may need to install the app.



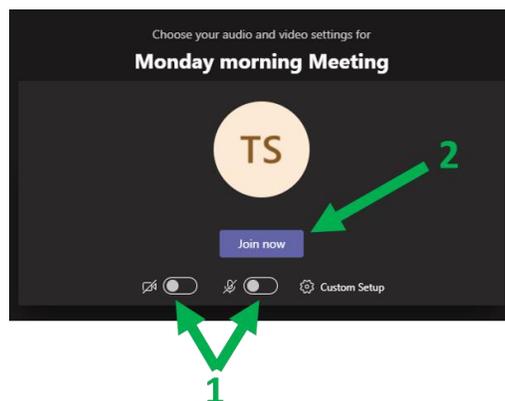
Some computers may automatically open the meeting in MS Teams if you have the app installed on your computer.

5. If you see a pop up window asking to use your microphone and camera, click on **Allow**



Step 2 – Enter your meeting

- Before entering the meeting, you can choose your **Video** and **Audio** settings. Please make sure **both are turned off**, to avoid disrupting the meeting in progress.
- Click on **Join now** to enter the meeting.



- Depending on how the teacher set up the meeting, you might be entering the meeting immediately, or you might be waiting in a lobby.

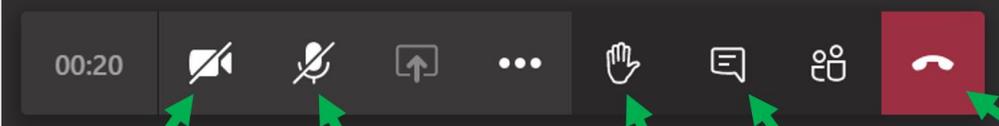
If a lobby was set up, you will see either of the following messages

- When the meeting starts, we'll let people know you're waiting.** It means that the meeting hasn't started yet. Please **wait here** until the organiser joins the meeting and lets you in.
- We've let people in the meeting know you're waiting.** It means that the meeting has already started, but there is a lobby and when your teacher is ready, they will let you in the meeting. Please **wait here** until the organiser joins the meeting and lets you in.

Step 3 - Your meeting controls

Once you are in your online meeting, you have access to a few controls. You can:

- Turn on or off your camera
- Mute or unmute your microphone to speak
- Share your screen
- More Options
- Raise your hand to let the meeting organiser know you have a question
- Use the Chat feature
- See the list of participants
- Leave the meeting



00:20

Click here to turn on and off your **camera**

Click here to turn on and off your **microphone**

Click here to **raise your hand** to notify the organiser you would like to speak

Click here to **hang up** and **leave** the meeting

Click here to access the **Chat** feature

Your camera is on
Your camera is off

Your mic is on
Your mic is off

Your hand is up
Your hand is down

Meeting chat
Click here to type in your message
Type a new message
Click here to send your message

If you are having difficulties joining the meeting, please reach out to the meeting organiser!