

## Microsoft Teams Meeting User Guide

Microsoft Teams offers easy to follow directions for those participating in or hosting meetings. This user guide will highlight a few of the features. Additional information can be accessed online at [Microsoft Support](#). As you read through the User Guide, links have been inserted to alert you additional information is available on the specific topic.

### Joining a Teams Meeting

#### [Join by Link](#)

Select “**Join Microsoft Teams Meeting**” located in the meeting invitation. The meeting invitation is generally sent by email or through a calendar invitation. Clicking on the “Join Microsoft Teams Meeting” will provide an option to join on the web or to download the desktop app. If you already have the Teams app, the meeting will open automatically. **Please note, you also can join a Microsoft Teams Meeting through a [Mobile App](#).**

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

+1 317-721-3969 United States, Indianapolis (Toll)

Conference ID: 854 963 790#

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

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If you don't have a Microsoft Teams account, you may join the meeting as a guest. If you have a Microsoft Teams account, select “**Sign in**” to join with access to the meeting chat and more.

A video is available on Microsoft Office Support to show you options of [Joining a Microsoft Teams Meeting](#).

#### [Join by Calling In](#)

If you're unable to use the Teams app or Teams on the web, you can join meetings by calling a phone number. Call the phone number provided in the invitation and enter the conference ID when prompted. **Please note, when joining a Microsoft Teams Meeting by phone, you will have limited features to participate in the meeting. Also note, when joining the meeting by phone, the host will be unable to identify you.** If possible, unmute your phone prior to the meeting officially beginning or after the meeting ends to provide your name and to let the host know you were on the line. If you are unable to notify the host while in the Microsoft Teams Meeting, email your host with your phone number and notify the host you participated in the meeting.

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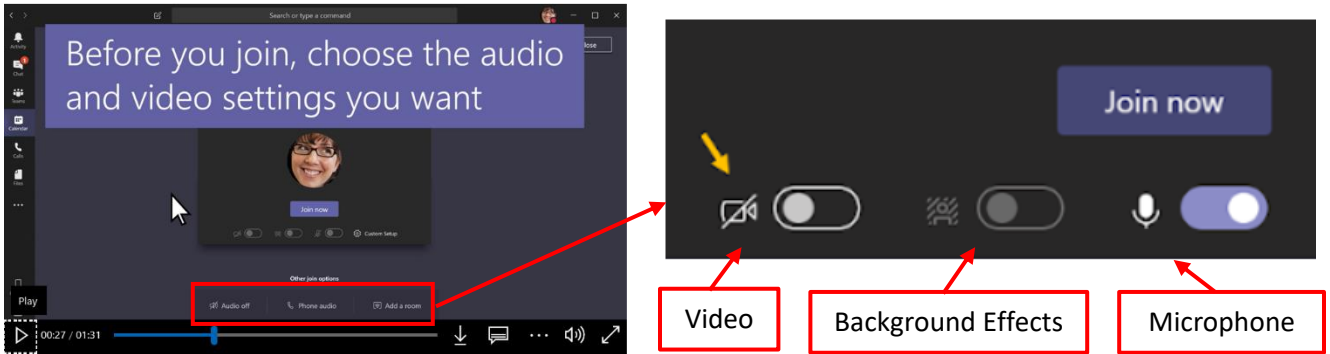
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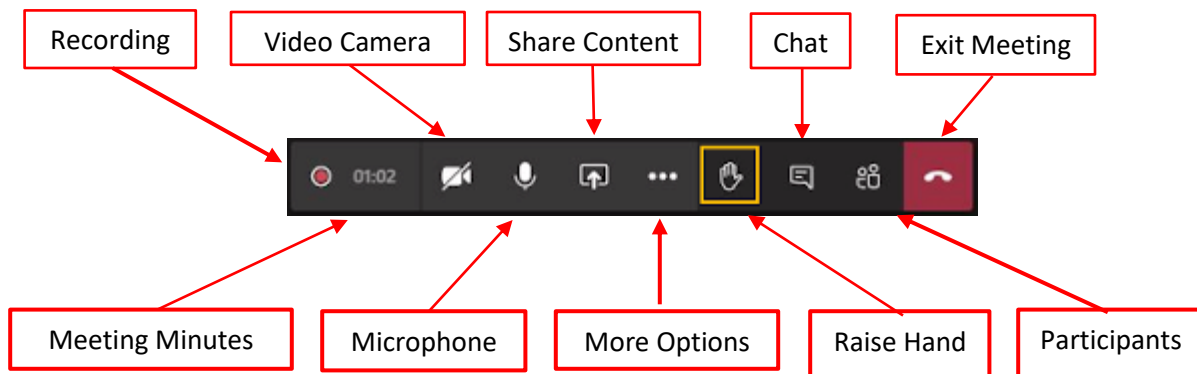
## Setting Up Audio and Video

Once you have clicked on the Join Microsoft Teams Meeting, set up your audio and video.




## Navigating in Microsoft Teams Meetings

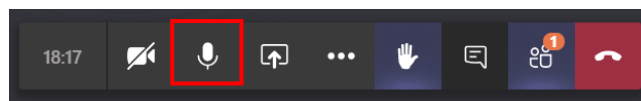
When participating by computer or laptop, a meeting control bar is located near the bottom of the screen. Familiarizing yourself with these features will enhance your teams' meeting experience.



## Muting and Unmuting

To enhance the quality of the meeting and/or recording, the meeting host may mute all individuals or ask individuals to mute themselves. To mute or unmute yourself, click on the **Microphone** icon  in the meeting control bar. Please note, the host can mute your line, but cannot unmute your line.

Individuals joining by phone can unmute their line by using \*6.




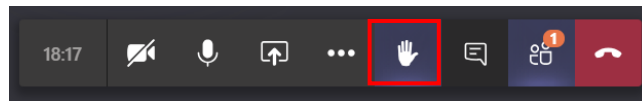
## Ensuring Quality Audio

Teams meetings may consist of several participants and the meeting may be recorded for future use. It is important participants are respectful of each other to ensure everyone has a quality audio experience. Please be conscious of your environment when unmuting your line. Many individuals are working from home right now. Whether working from home, outside, in an office, or in the hospital, noises in your environment will be picked up and sometimes amplified when you unmute your line, including fans,


phones, televisions, radios, coworkers, family, and pets. Many of these noises may not be controllable. When possible, position yourself and your environment to promote a quality audio experience by going to a quiet room, turning off or muting cell phones, turning off fans, and limiting other distractions in your environment.

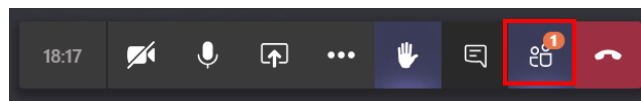
### Raising Your Hand

Participant engagement is important to our meetings, whether it is to ask questions or make comments. The **Raise Your Hand** feature allows participants to notify the host when they would like to contribute to the conversation. To raise your hand, click on the **Raise your hand** icon  in the control bar. The host will notify you when it is your turn to join the conversation. At that time, you must unmute your line by clicking on the microphone icon.

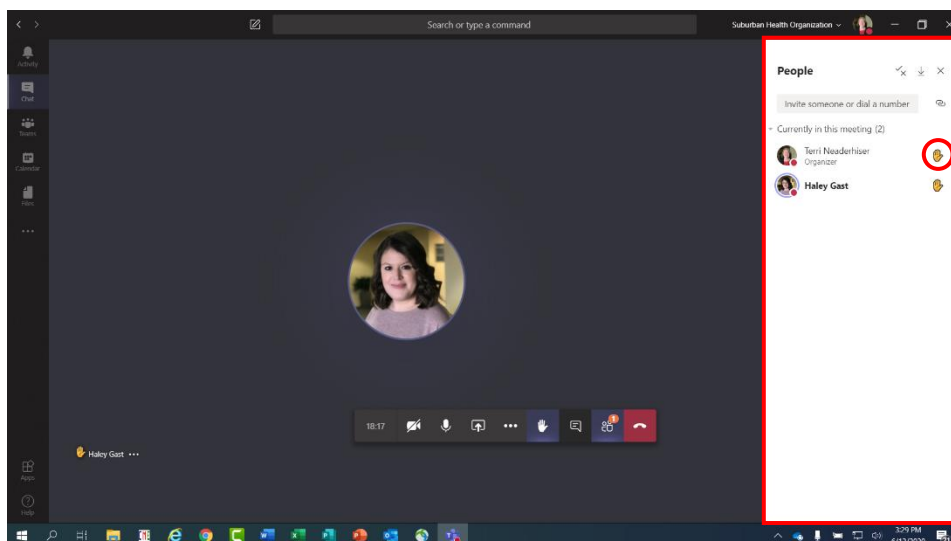


### Displaying the People/Participant List


Individuals can see who is participating in the meeting, by clicking on the **Show Participants** icon  in the meeting control bar. A phone number only will display for individuals joining by phone.

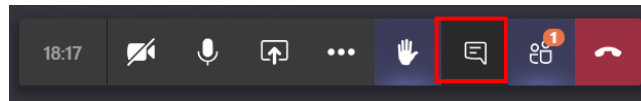



When displaying the people/participant list, you can see who has raised their hand in the order received.

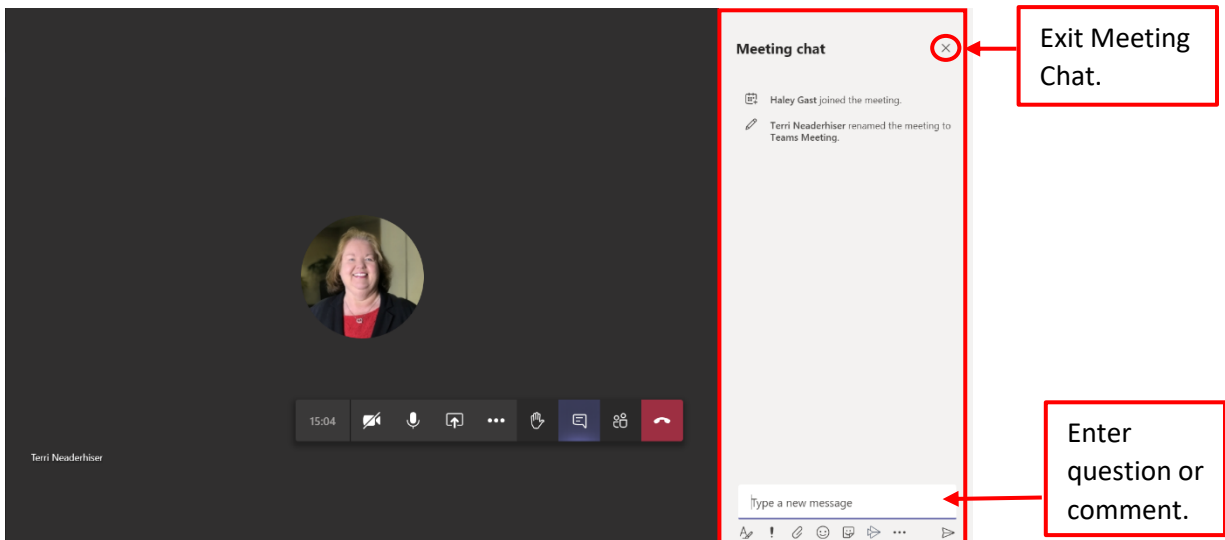



## Accessing and Communicating via the Meeting Chat Feature

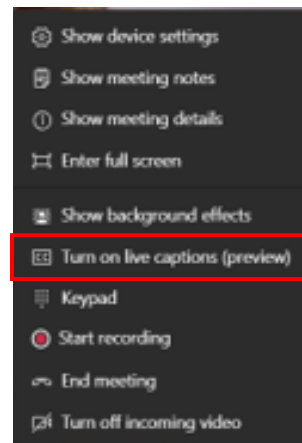
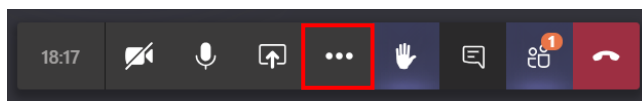
Participants can communicate with the host through a **Meeting Chat** feature. To access and follow the chat conversation, click the chat icon  on the meeting control bar on the bottom of your screen.




Once clicked, the **Meeting Chat** box will appear to the right of your screen. To use the chat feature, enter your question or comment in the **Type a New Message** field located at the bottom of the chat box. To exit the **Meeting Chat**, click the **X** located at the top right of the **Meeting Chat** box or by clicking on the **Meeting Chat** icon  in the meeting control bar.

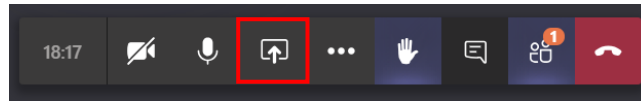


Participants can turn on live captions, if needed. To do so, click on the ellipses icon  and select "Turn on live captions" from the menu. Other options are also available from this menu.

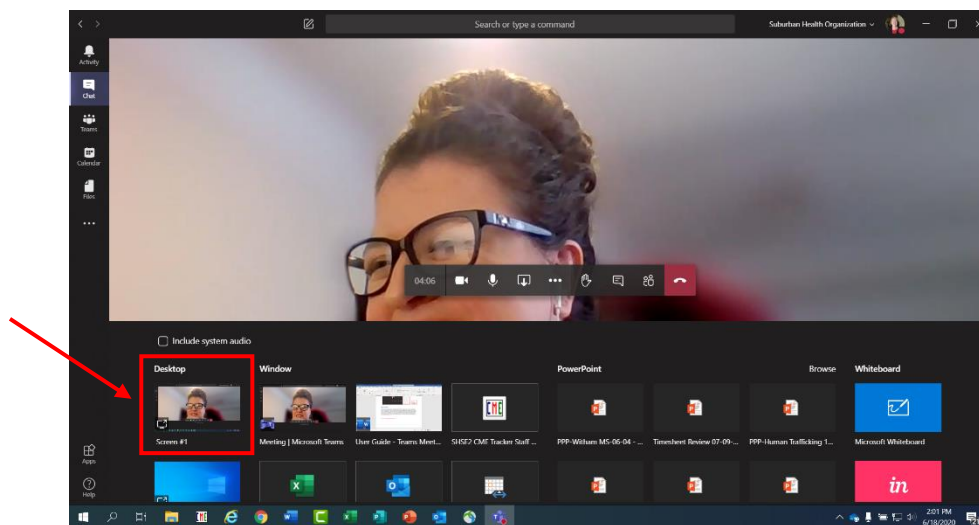


## Sharing Your Screen

Participants, specifically speakers, will be asked to share their screen in order to show a presentation slide or other document. In order to share your screen, click the **Share** icon  located in the Meeting Control box located at the bottom of your screen. **Individuals sharing their screen will want to turn off any notifications or apps that might pop up on their screen, such as Outlook. The participants will see what pops up on your screen when you are sharing.**



If using multiple screens, select the screen you want to share. This will generally be the Desktop. Please note, if you are using Microsoft Teams on the web, you will only be able to share your screen if you are using Google Chrome or the latest version of Microsoft Edge. Mac users will be prompted to change privacy settings before you are able to share your screen. Sharing is not available for Linux users.



A red box will appear around the screen you are sharing.

