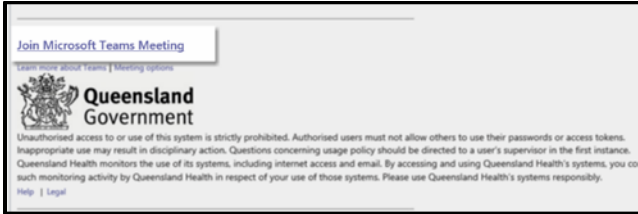


Join a Teams Meeting through Outlook

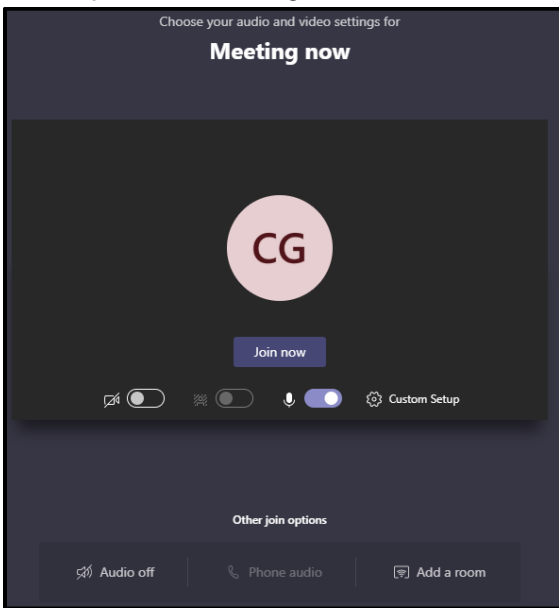
Quick Reference Guide

1. From your Outlook calendar click Join Microsoft Teams Meeting in the calendar appointment.



i If you do not have a camera, you will still be able to participate in the meeting either via chat or your device speakers.

2. To join the meeting, click on Join now



i It is good practice to mute your microphone when joining a **Microsoft Teams** meeting.

	Video Control Button If you don't have a camera, you will still be able to hear the meeting.
	Mute Button This button mute your device and prevents your background noise disturbing the meeting.
	More Button Allows for some extra features
	Keypad Recording options – you can record your meeting. NOTE: as a courtesy you should ensure that all participates are in agreement before recording starts. Turn off incoming video
	End Call
	Full Screen
	Meeting Notes You can take notes as you go.
	Blur Background You can blur the background before and during a Teams meeting for added privacy

