Joining Teams Meetings Externally Laptops/Desktops
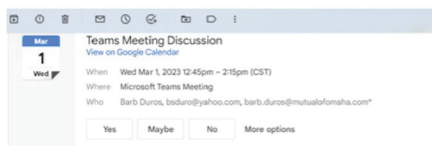
Join the Meeting

1. Select the **Click here to join the meeting** link from your invite.

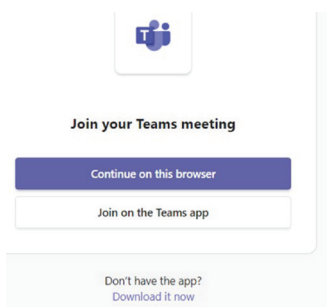2. Select how you want to join the meeting — click the **Continue in this browser** or **Join on the Teams app** button.
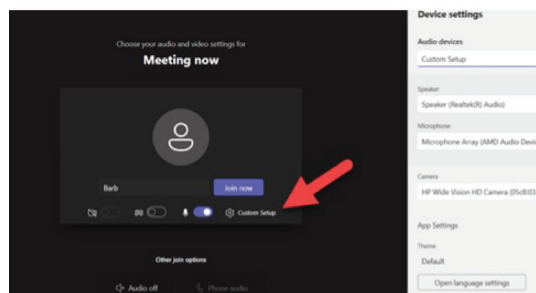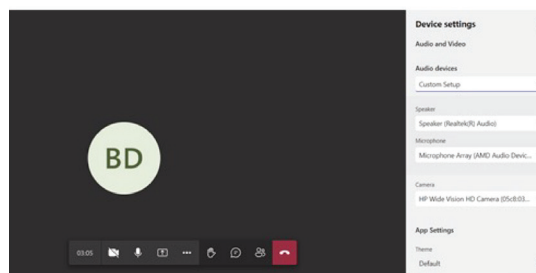

3. Click the **Join now** button to enter the meeting.
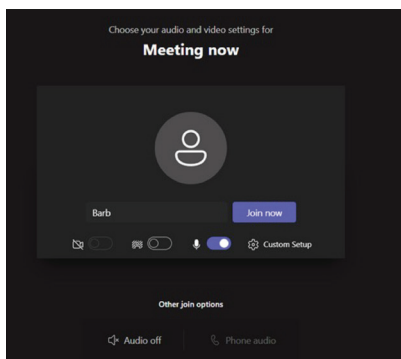
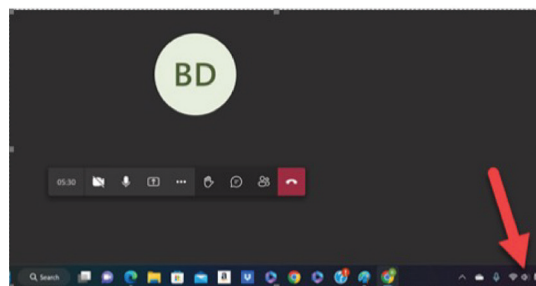## Join Teams using a headset or the computer's microphone/speakers

4. Click **Custom Setup**.

5. Choose your appropriate audio/video settings. *(Options will differ depending on your device)*
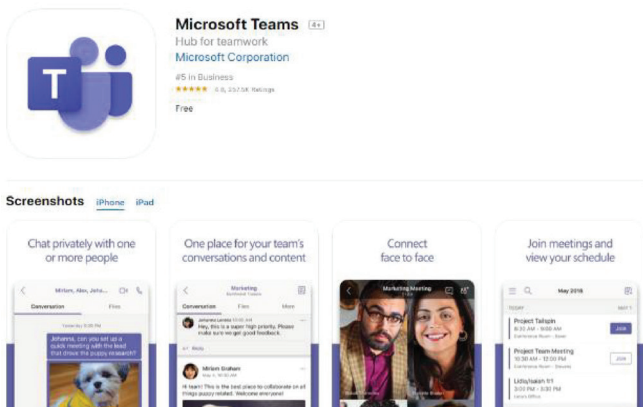

6. For additional audio settings, click the audio icon on your desktop toolbar.
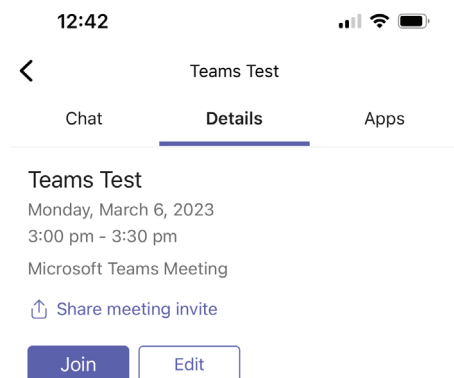
Joining Teams Meetings Externally Mobile

Download the Teams app

1. Apple / Android device
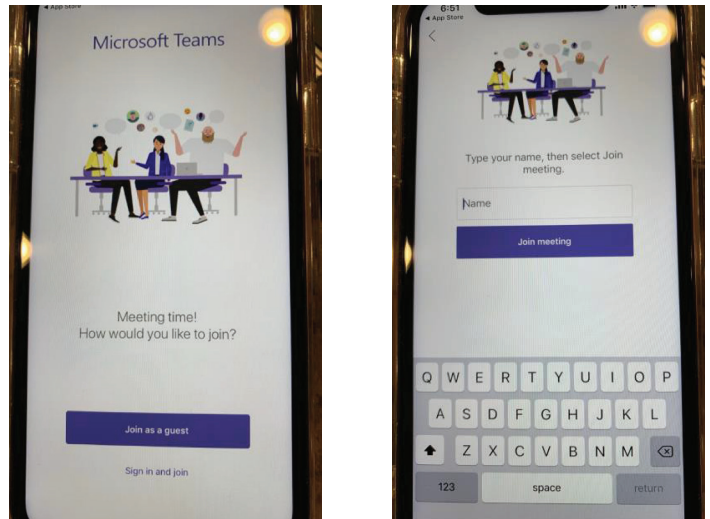   *(Apple or Google credentials required to install apps)*

Join the meeting

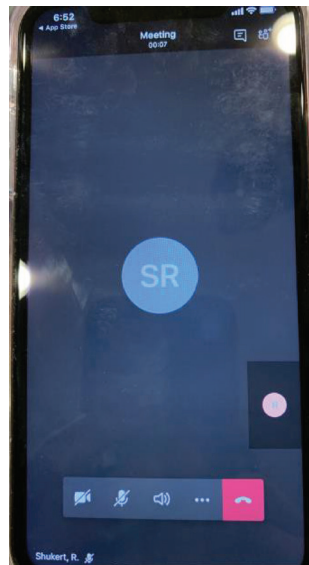2. Your invitation should look similar to this. Click the **Join** button or the link to join the meeting.

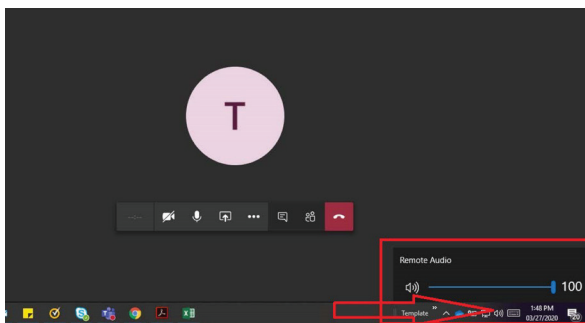3. Choose **Join as guest** and enter your name.

4. Enable or disable audio and video features as needed.
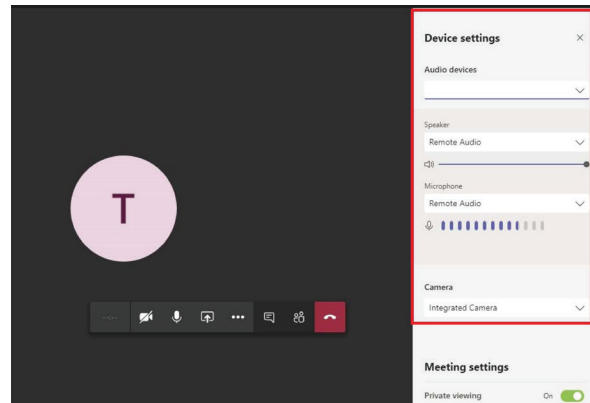
Microsoft Teams Audio Troubleshooting

When in a Teams meeting, make sure you mute your own microphone when you aren't speaking to avoid background noise and echoing.

1. If you can't hear others in the meeting, make sure your sound is on and turned up.

2. If others in the meeting can't hear you, make sure your microphone isn't muted. Your microphone will be crossed through, like the image below, if it's muted.
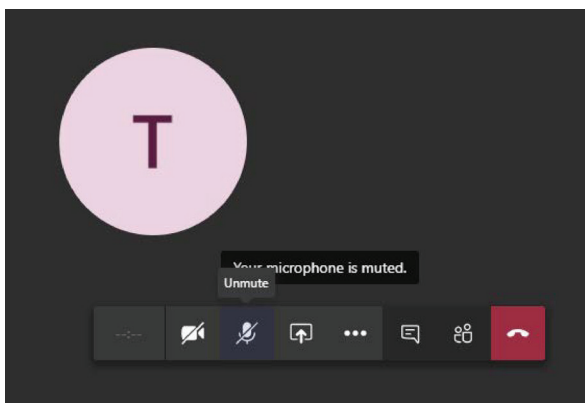

3. You can check your microphone settings by clicking the three dots (more options), and clicking **Show Device Settings.** When the side bar pops up, make sure that all audio and microphone is on, not muted and turned up.


- If you are still having issues with audio, try exiting and re-entering the meeting and follow these steps again.

Microsoft Teams Video Troubleshooting

1. If others can't see you in the meeting, make sure that your video is turned on by moving your mouse over the video button. It will be crossed through if it's turned off.
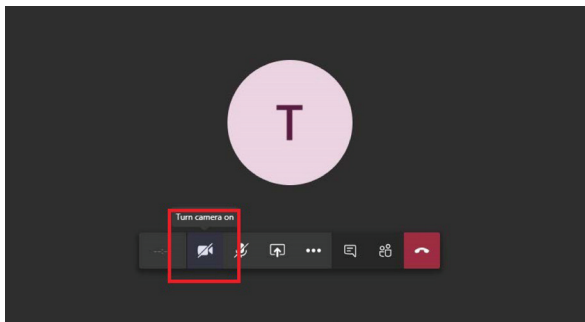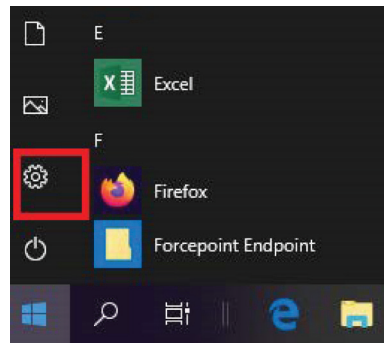

   • Click the button and the cross will come off and video will start.
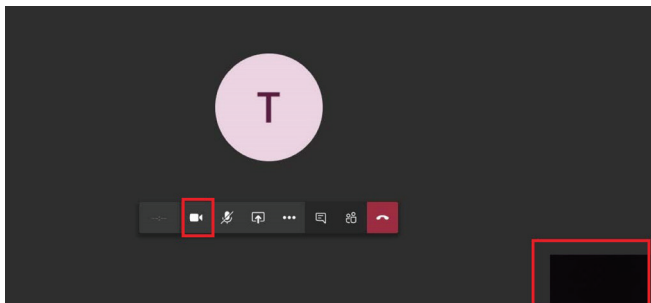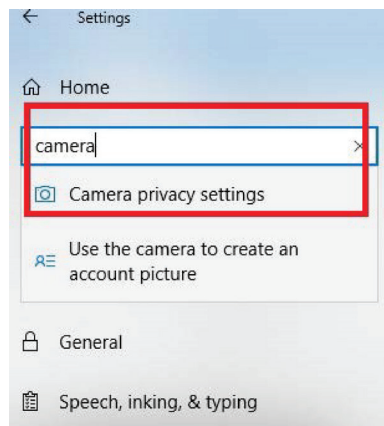

2. Make sure that your computer's settings allow access to your camera.

   • First, go into your computer settings.

   • Next, type in **camera** into the search bar and click **camera privacy settings**.
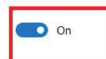

   • Finally, make sure you allow apps to access your camera. If you have the Teams app, double check that the app also has access to your camera.