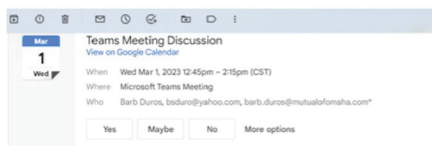


Joining Teams Meetings Externally Laptops/Desktops

Join the Meeting

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



Microsoft Teams meeting

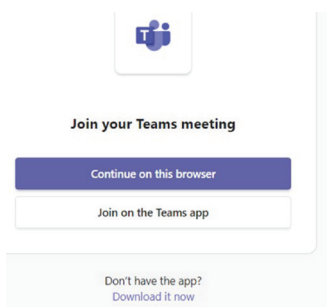
Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 258 862 069 41
Passcode: ntbryW

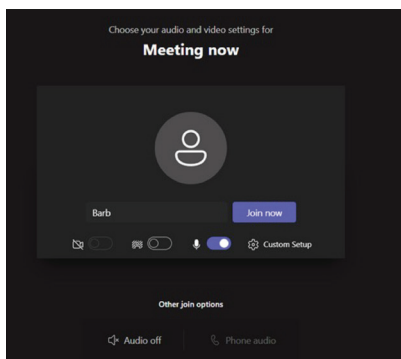
[Download Teams](#) | [Join on the web](#)

Or call in (audio only)
+1 800 979 7579-315375899# United States, Omaha
Phone Conference ID: 515 375 899#
[Find a local number](#) | [Dial IN](#)

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

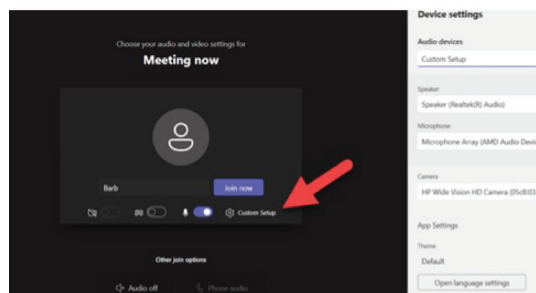


3. Click the **Join now** button to enter the meeting.

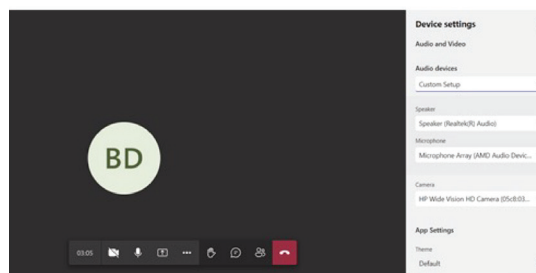


Join Teams using a headset or the computer's microphone/speakers

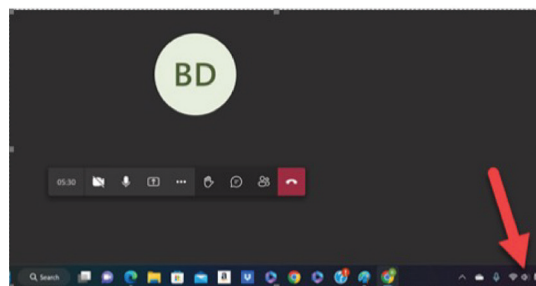
4. Click **Custom Setup**.



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



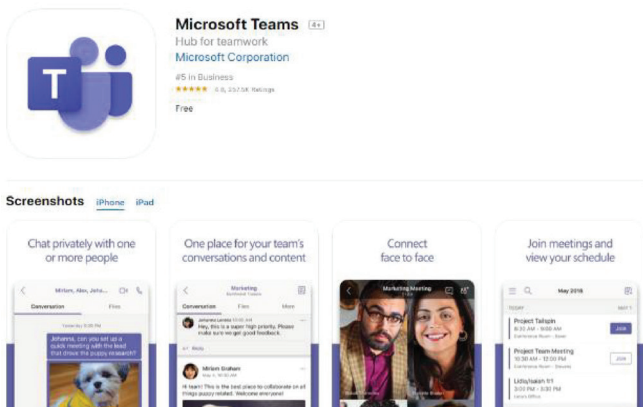
6. For additional audio settings, click the audio icon on your desktop toolbar.



Joining Teams Meetings Externally Mobile

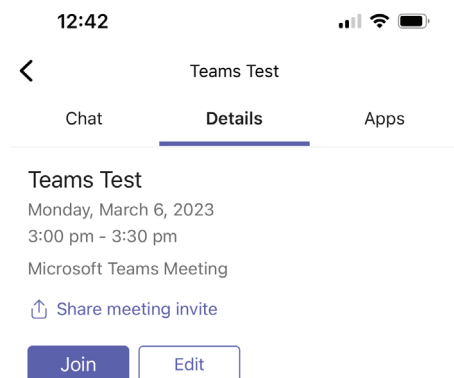
Download the Teams app

1. [Apple](#) / [Android](#) device
(Apple or Google credentials required to install apps)



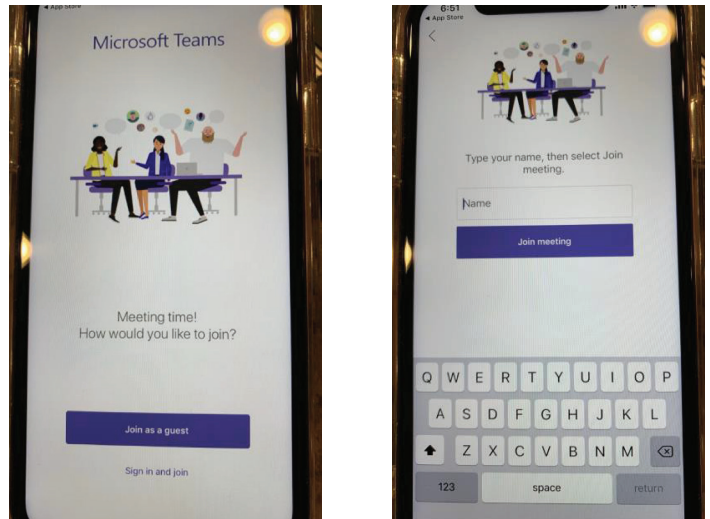
Join the meeting

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

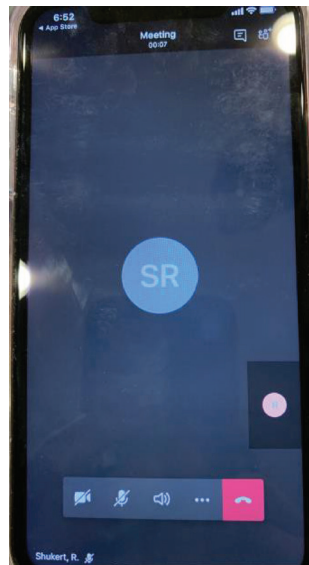


Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 237 360 028 211 Pas. [See more](#)

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

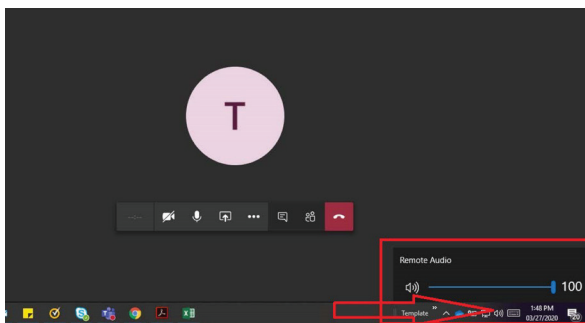


4. Enable or disable audio and video features as needed.

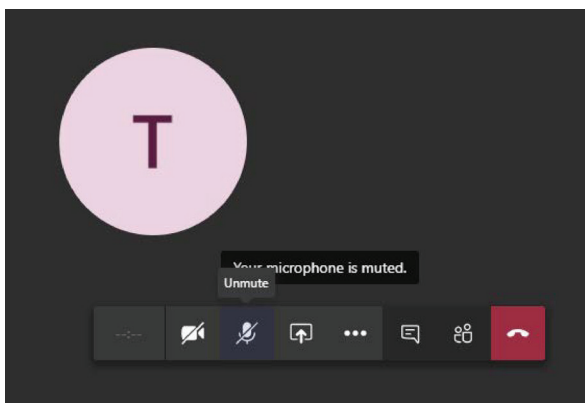


Microsoft Teams Audio Troubleshooting

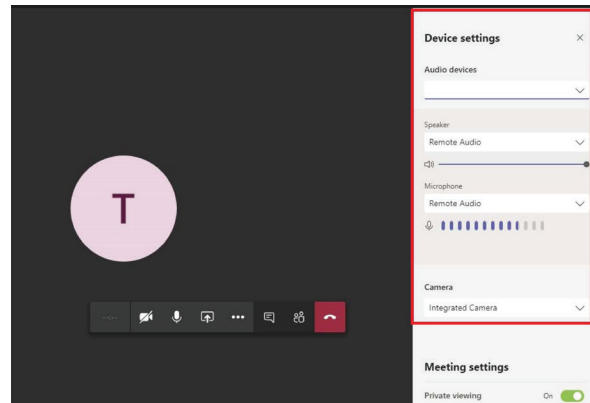
When in a Teams meeting, make sure you mute your own microphone when you aren't speaking to avoid background noise and echoing.



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.



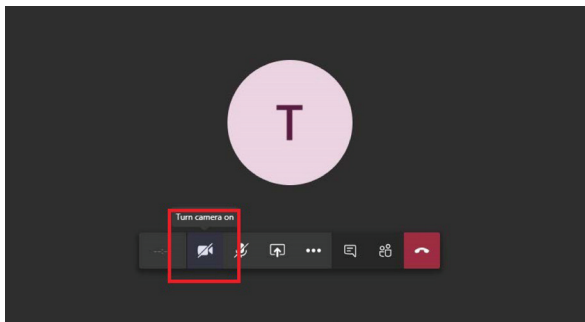
3. You can check your microphone settings by clicking the three dots (more options), and clicking **Show Device Settings**. When the side bar pops up, make sure that all audio and microphone is on, not muted and turned up.



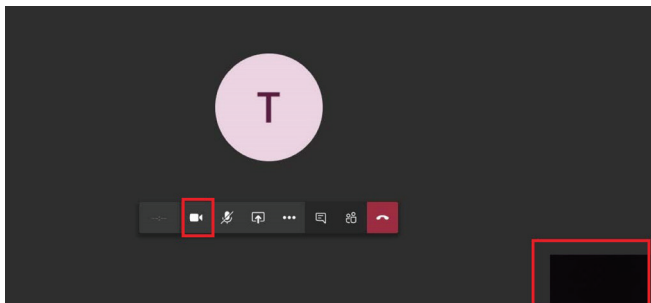
- If you are still having issues with audio, try exiting and re-entering the meeting and follow these steps again.

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.

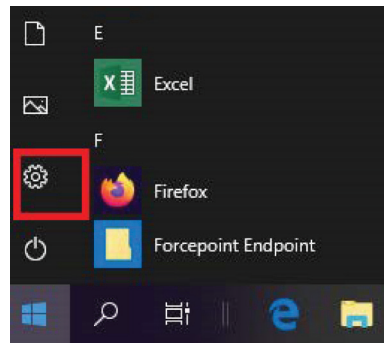


- Click the button and the cross will come off and video will start.

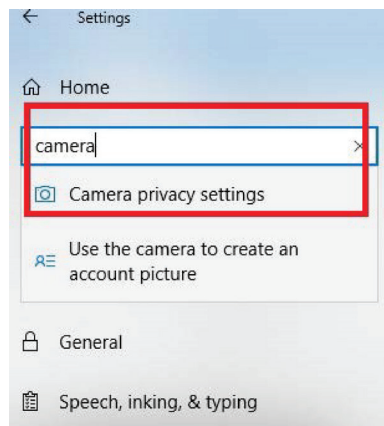


2. Make sure that your computer's settings allow access to your camera.

- First, go into your computer settings.



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

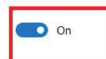


- Finally, make sure you allow apps to access your camera. If you have the Teams app, double check that the app also has access to your camera.

Camera

Allow apps to access your camera

If you allow access, you can choose which apps can access your camera by using the settings on this page. Denying access only blocks apps from accessing your camera. It does not block Windows.



Choose which apps can access your camera

Turning off an app prevents it from directly accessing your camera. It does not prevent it from requesting to open the built-in Windows Camera app, which only captures images when you ask it to do so. To prevent apps from also accessing the camera using the built-in Windows Camera app, you must also turn off access to the Camera app in the following list.

	Camera	<input checked="" type="checkbox"/> On
	CameraBarcodeScannerPreview	<input type="checkbox"/> Off
	Cortana	<input type="checkbox"/> Off
	Microsoft Edge <small>Site still needs permission</small>	<input checked="" type="checkbox"/> On