

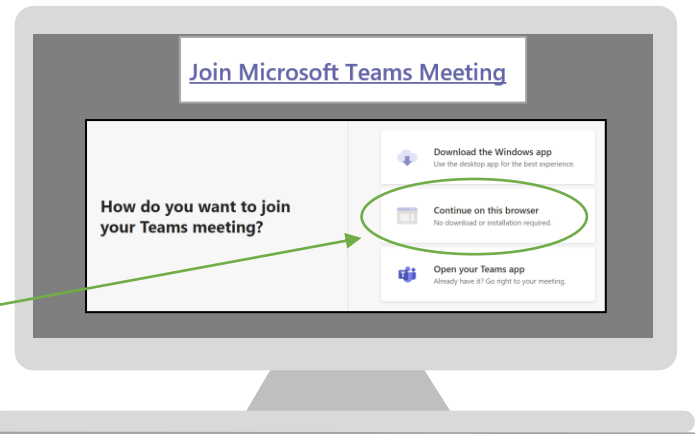
## DID YOU RECEIVE A LINK TO JOIN A TEAMS MEETING?

Anyone can join a Teams Meeting – you don't need Office 365 or Microsoft Teams to join.

Microsoft Teams Meetings is BJC's online conferencing tool. You've been invited to join a Teams Meeting if you received a Join Microsoft Teams Meeting link in your email message. It's easy to join, you just need an internet connection. You can use your PC's speaker and microphone or your phone to listen to the audio.

Review the steps below to join the meeting and learn how to use the Teams Meeting Controls on the following page.

*When a participant without Office 365 clicks on the link this message pops up. Click **Continue on this Browser** if you don't have the Teams application on your PC.*



### How to Join a Teams Meeting on your PC:


1. Open the **Meeting appointment** that includes the Teams Meeting link.
2. Within the meeting invite, click the **Join Microsoft Teams Meeting** link. It gives you the option to download the app on your PC but you will need to sign up for a free Microsoft account which takes a few minutes and is not needed to join.)
3. Click **Continue on this browser** and the Teams Meeting will open a the user's default browser. (Chrome is the best choice). This provides the quickest way to access the meeting without having to download the Teams app.
4. Teams will ask to use your webcam and microphone (if available). Click **Yes**.

#### Join Microsoft Teams Meeting 2

+1 314-626-3842 United States, St. Louis (Toll)  
Conference ID: 118 716 308#

Use the conference line if you only want to join with audio – **NOTE:** It displays your cell phone # in the attendee list.

#### Continue on this browser 3

 Continue on this browser  
No download or installation required.

Let teams.microsoft.com use your webcam and microphone?

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Yes

No

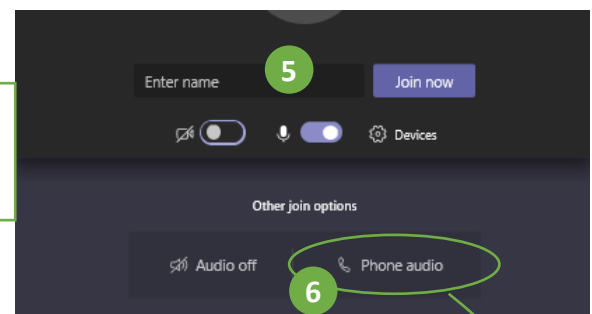
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5. Enter your **Name** in the box and decide if you want to use your PC's audio or call in to hear the audio from your phone.

#### Audio Options:

- If you want to use your phone for audio, first click **Phone Audio**.
- If you want to use your PC's audio continue by clicking **Join Now**.

6. If you chose **Phone Audio** then dial the number displayed and when prompted, enter the **Conference ID #**.



#### Use phone for audio

Dial in with one of the following phone numbers.

+13146263842 (Toll)  
Get local numbers  
Conference ID: 454 796 704 #

### Audio Feedback? Here's Reasons Why:

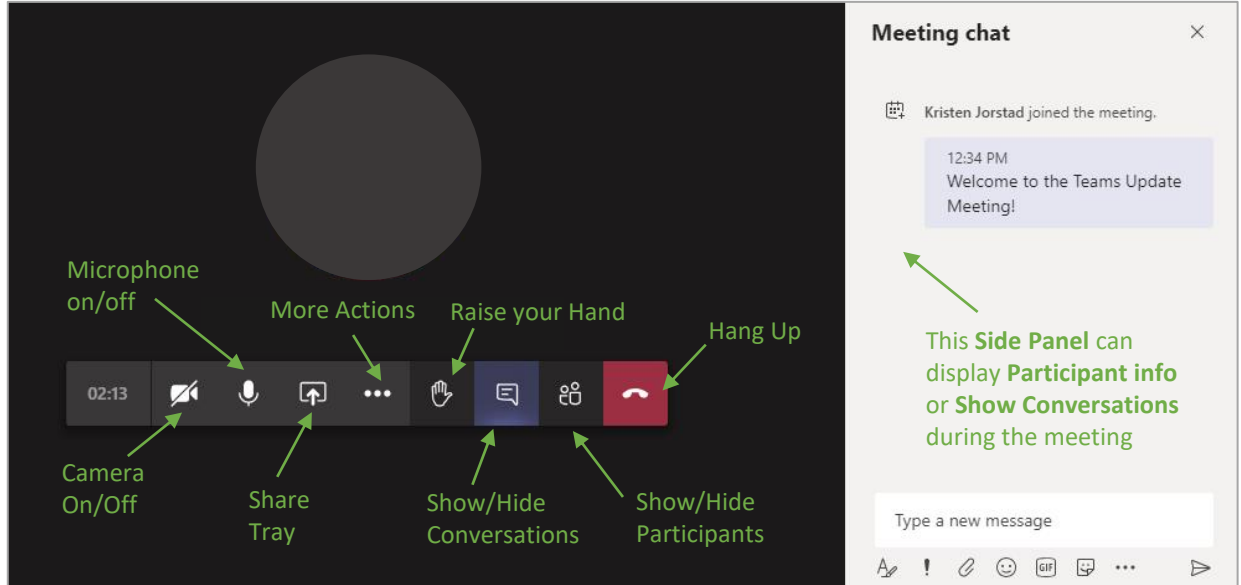


- The microphone is too close to the speaker.
- Two sources of audio are being used (i.e., Joining the meeting using your PC screen AND audio and then also calling in separately using the conference line).
- The audio driver on the PC is having an issue or is outdated.

# USING TEAMS MEETING CONTROLS

This is what a Teams Meeting display looks like when you join using a browser such as Chrome or Microsoft Edge.

**NOTE:** Chrome or Microsoft Edge are the recommended browsers to use when joining a BJC Teams meeting.



This Side Panel can display Participant info or Show Conversations during the meeting

## Meeting Controls

The **Meeting Controls** appear in the bottom center of the meeting window. The **Show Conversation** and **Show Participants** buttons open side panels for easy viewing.

Notice that the controls will disappear if you haven't used your mouse in a few minutes. Move your mouse to display them again.

00:54	<b>Timer</b>	Keeps track of meeting length.
	<b>Camera On/Off</b>	Controls your PC's camera.
	<b>Mute/Unmute</b>	Controls your PC's microphone.
	<b>Share Tray</b>	Use to share your entire desktop or a specific app window.
	<b>More Actions</b>	Use to access meeting details, audio options, etc.
	<b>Raise Your Hand</b>	Use to indicate you want to talk without interrupting the presenter.
	<b>Show Conversation</b>	Opens a chat side panel to message participants during the meeting.
	<b>Show Participants</b>	Opens a participant side panel so you can see who is connected, muted, etc.
	<b>Hang Up</b>	Disconnects from the meeting (meeting ends when the last person hangs up.)

**BEST PRACTICE:** If you use your phone for the audio portion of your online meeting don't forget to hang up on both the screen as well as on the phone.

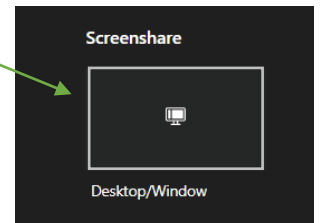
## Sharing your Screen

All attendees of BJC meetings can share an entire screen or open application window.

### To Share your Desktop/Window:

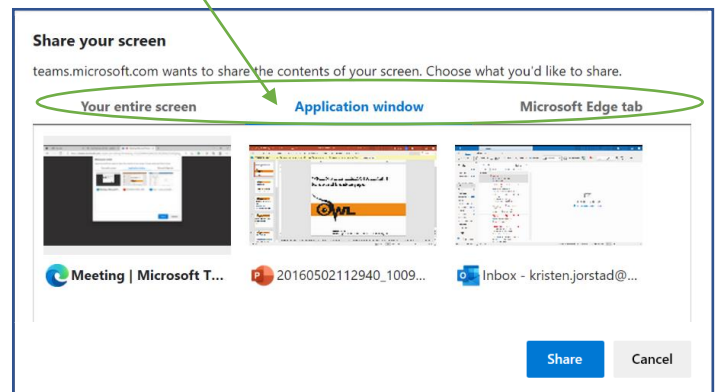
1. Click the **Share** button.
2. Click **Desktop/Window**.
3. Choose between your **Entire Screen** or an **Application Window** or a **Browser window** (like Edge or Chrome).
4. Click **Share**.
5. When finished, click **Stop Sharing**.

Click to display sharing options

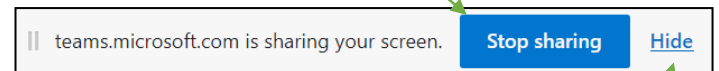


Choose what you want to share

**NOTE:** Before sharing make sure the correct application and file is open and ready to share with the audience.



Click **Stop Sharing** when finished



Click to hide this bar during your sharing session