

How to join Microsoft Teams Meetings



Do you need an account to use Microsoft Teams?

You can join a Teams meeting anytime, from any device, without an account. If you don't have an account, follow the steps to join as a guest. For more information please read [here](#). We recommend that you create a free Microsoft Teams account for ease of use.

How to attend a meeting on Microsoft Teams:

Step 1. Receive the email invitation



National Office will send you an email invitation

This email will include the date and time of the meeting as well as a link to click on to join the meeting. **Please note** the meeting time will be in **local Sydney time**.

We recommend you **save this email** so you can easily locate it or you could **add this event to your calendar**.

[Join the meeting now](#)

Step 2. [Optional]
Download Microsoft Teams



We recommend you download Microsoft Teams

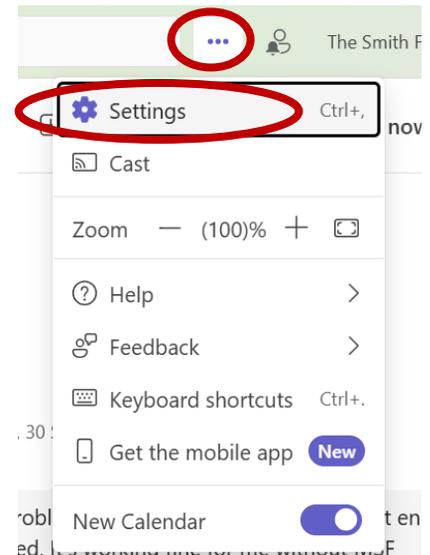
Go to this [link](#) and click “**Download Teams**”. You can also install the **Microsoft Teams** application on your phone or tablet.

Step 3. If you haven't used Teams before you can run a test call.



Open teams and select the three dots and then settings. From the settings menu select device and then “Make a test call”.

The test call bot will walk you through testing your microphone and speakers.



Step 4. Join from a PC, Mac, iPad, iPhone or Android device.

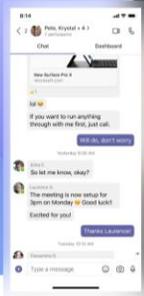


Join the Meeting

To attend the meeting simply go to your invitation email and click on “Join event” button.

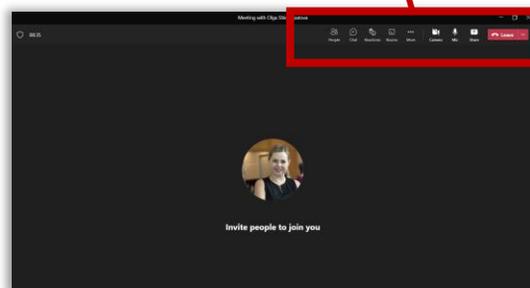
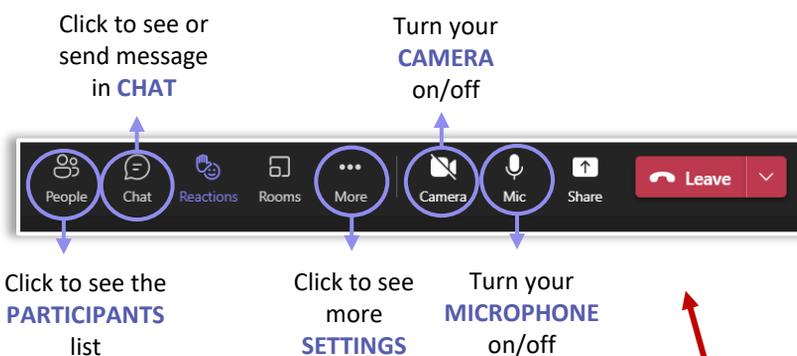
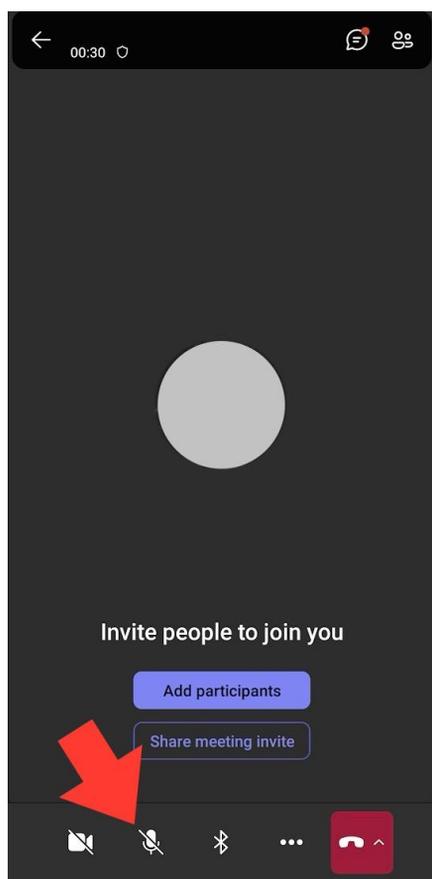


Erika F.



How to use Microsoft Teams

Prior to your meeting, get familiar with your device **audio/video equipment** and Teams **control panel**.



= **mute**



= **not muted**

Take note of the **microphone icon**. This will tell you when your microphone has been muted.

You should leave your microphone on mute when you are not talking to avoid any background noise interfering with the call.

Remember to take your microphone off mute when you want to talk!