

Join using Computer for Audio (Join using Desktop App)

Join using Phone for Audio (Join using Desktop App)

Join using Computer for Audio (Join using Browser)

You will first click on **“Click here to join the meeting”** link to join the session on your computer.

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Open your calendar and locate the Teams Meeting.

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Click on [Click here to join the meeting](#)

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Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 604-665-6000,328486792# Canada, Vancouver

Phone Conference ID: 328 486 792#

[Find a local number](#) | [Reset PIN](#)

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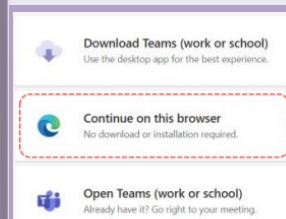
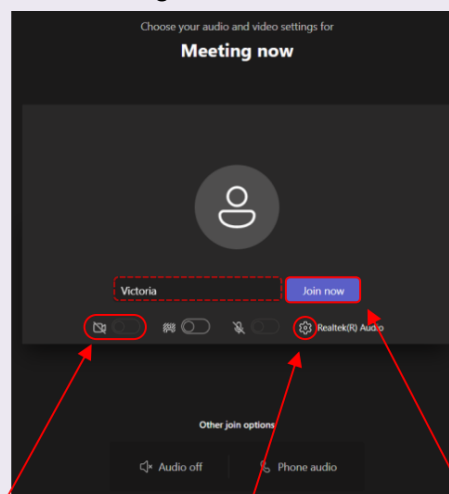
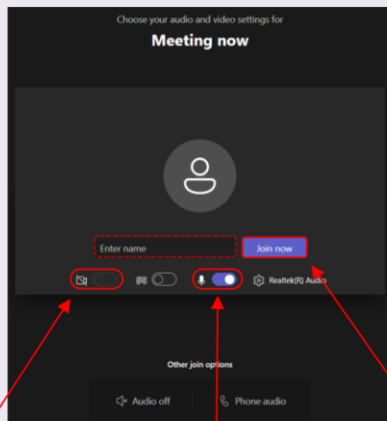
Phone Conference ID: 328 486 792#

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Joining by desktop app using computer audio. Enter your name and select your preferences.

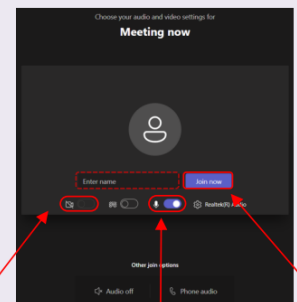
Joining by desktop app using phone for audio. Enter your name and call into the meeting using the phone number and conference ID provided in the meeting invite.

For best user experience, we recommend you use the desktop app. If you do not have the desktop app installed on your computer, you will choose how you would like to join.



To join by browser, select 'Continue on this browser'. **Note:** Teams will then request your permission to use your microphone and camera. You will need to click Allow.

Next, enter your name, select your settings, and click Join Now.



To enter the meeting with your camera on, click on the switch.

To enter the meeting muted, click on the switch.

To join the meeting click Join now.

To enter the meeting with your camera on, click on the switch.

To manage your device settings, click on the gear icon.

To join the meeting by phone, click on Join now & call the number provided.

To enter the meeting with your camera on, click on the switch.

To enter the meeting muted, click on the switch.

To join the meeting Join now.

Note: If you choose to turn your camera on, Teams offers participants the option to choose a different background.

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You will first click on **“Click here to join the meeting”** link to join the session on your computer. To connect your audio using a phone.

Open your calendar and locate the Teams Meeting.

Click on [Click here to join the meeting](#)

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

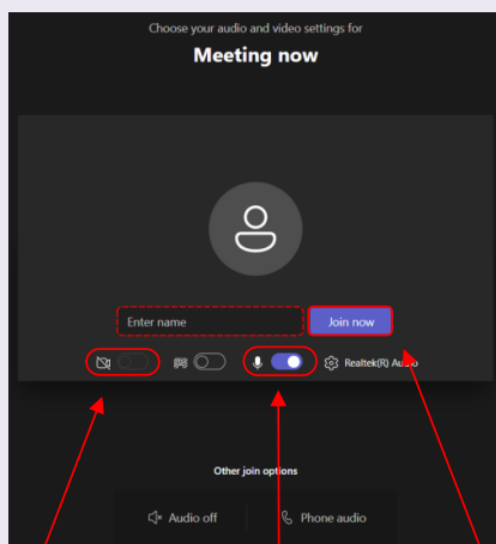
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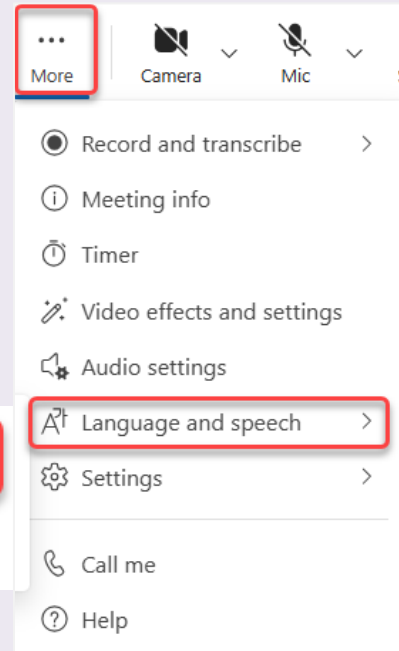
To enter the meeting with your camera on, click on the switch.

To enter the meeting muted, click on the switch.

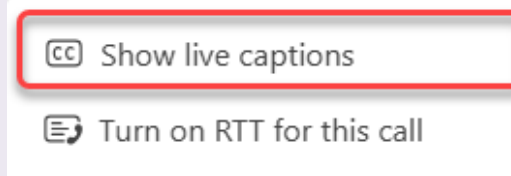
To join the meeting Join now.

Show & Manage Live Captions

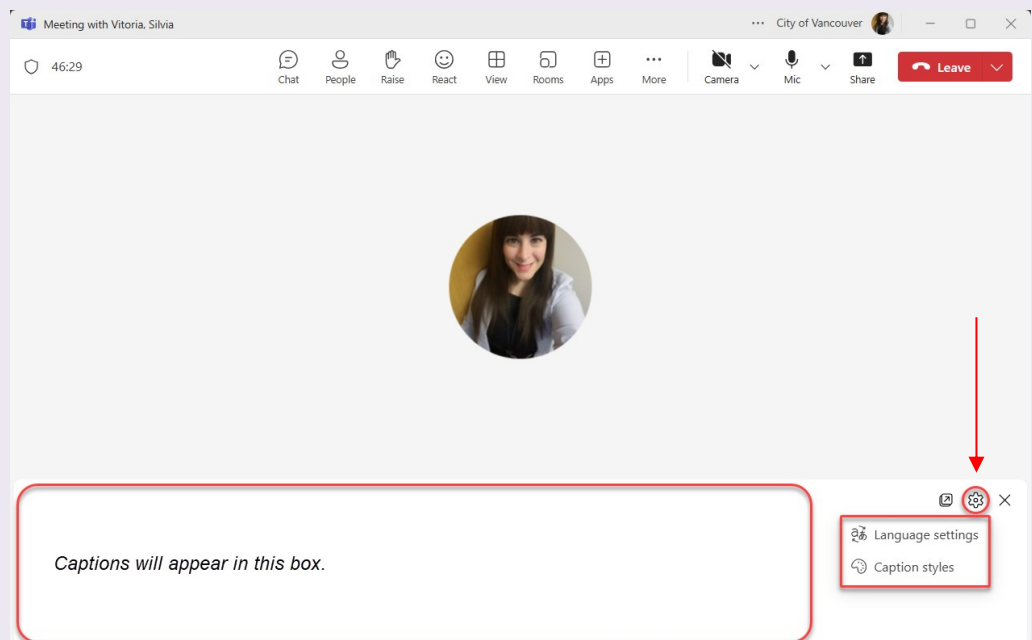
To show live captions, click on more actions



Click on **Language and speech**, then click on **Show live captions**

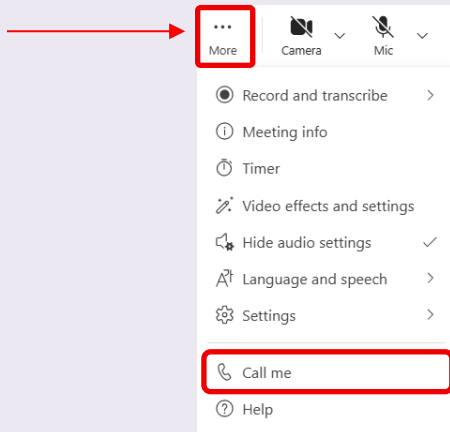


To manage caption language settings and captions styles including font color, click on the

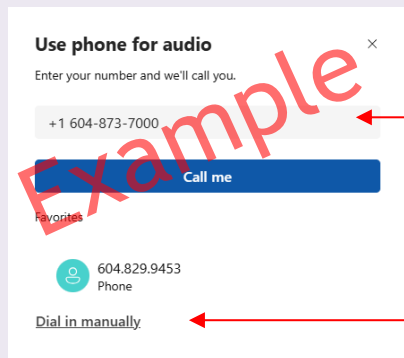


Audio Tips

To switch your audio when in a meeting from computer audio to phone audio click on the 

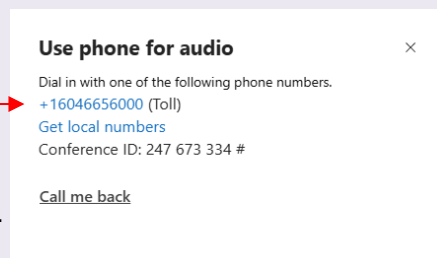


The Use Phone for Audio popup will appear. You can choose to have teams call you by entering a phone number, or you can choose to dial in manually by clicking on Dial in Manually.



Enter the phone number you wish to be called on, then click on Call me.

To manually dial, click on Dial in manually.



The Use phone for audio window with the dial in phone number will appear.



Microsoft Teams

Audio Tips Continued...

When experiencing audio troubles consider the following:

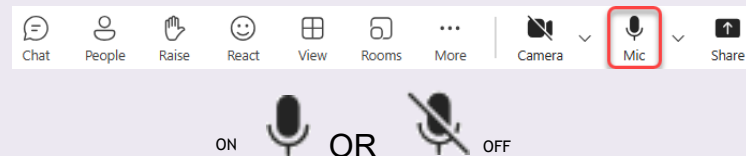
1. I can't hear anything.

- Check your speaker sound. If using a laptop, check F1 to see if it's ON or OFF.
- Check the speaker on your computer located at the bottom right of your computer, next to the time and date.

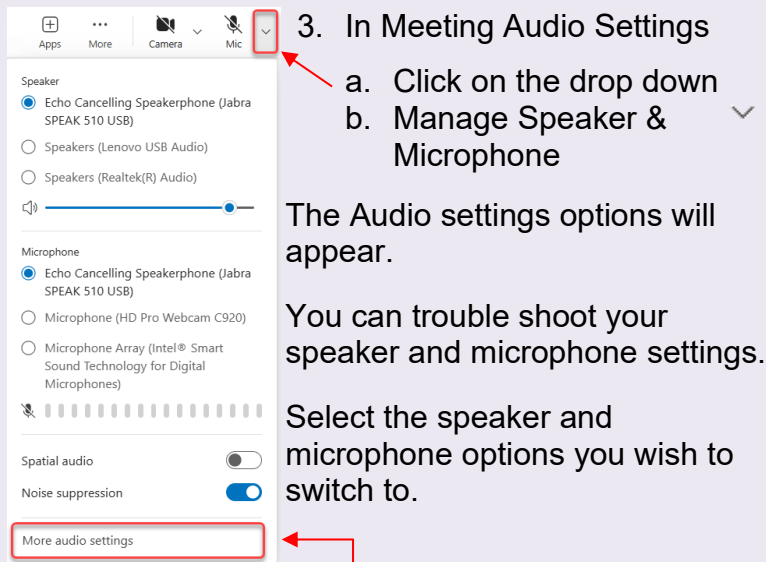
Is it ON:  or OFF: 

2. No one can hear me.

- Check your microphone sound. If using a laptop, check F4 to see if it is ON or OFF.
- If using a headset, check if the mute button is selected on the headset hand control unit.
- Check to make sure your meeting microphone is on. To check your in-meeting microphone, see if it has a line through it or not?



To switch between mute and unmute, you can click on the icons or use shortcut code (Ctrl+Shift+M).



3. In Meeting Audio Settings

- Click on the drop down
- Manage Speaker & Microphone

The Audio settings options will appear.

You can trouble shoot your speaker and microphone settings.

Select the speaker and microphone options you wish to switch to.

To access additional audio settings, click on More audio settings.