# How to Join a Microsoft Teams Meeting

10/12/2024 9:21 pm +10

#### In this article:

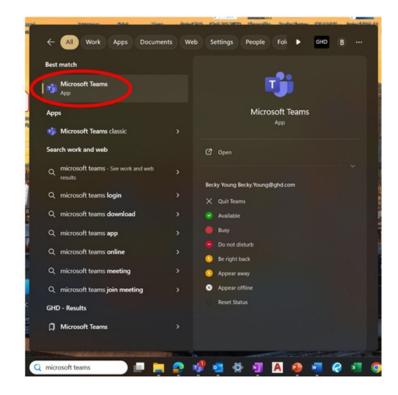
- Open Mircosoft Teams
- Select the Calendar tab
- Find the meeting and select 'Join'
- Meeting controls

#### **Open Mircosoft Teams**

Search for 'Microsoft Teams' using the search function on the bottom left corner of the screen.

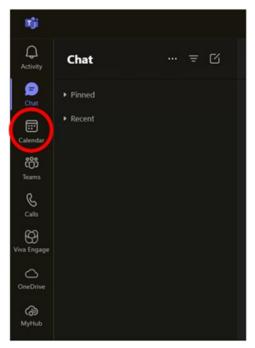


Click on the Microsoft Teams application.



#### Select the Calendar tab

Click on the Calendar tab on the far left hand column.



## Find the meeting and select 'Join'

Make sure that your calendar view is on Today's view, by clicking 'Today' in the top left corner of the calendar tab. If someone has sent you an invite for a meeting, it will automatically appear in your Microsoft Teams Calendar.

	< > Q. Search (Ctrl	+ E)			🔗
Calendar				# Join with an ID	[] Meet now
Today < > December 2024 ~					
	10 Tuesday	11 Wednesday	12 Thursday		13 Friday
		Test Meeting Microsoft Teams Meeting			
(12 am) 1 am 2 am 3 am 4 am 5 am 6 am	09 Monday           12 am           1 am           2 am           3 am           5 am           6 am	Calendar         C3 Today       > December 2024 ~         09       10         Monday       Tuesday         1 am	Calendar         Coday       > December 2024 ~         09       10       11         Monday       10       11         Vectoreday       10       Vectoreday         12 am	Celendar         Coday       December 2024 ~         Og       10       11       12         Monday       Nuesday       Inumday         I am       I a	Image: Calendar       # Join with an DD         Image: Calendar       Image: Calendar       # Join with an DD         Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar         Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar         Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar         Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar       Image: Calendar <thimage: calendar<="" th="">       Image: Calendar</thimage:>

NOTE: You should join the meeting at the time the meeting starts.

Click on the box that represents the meeting you want to join and select 'Join'.

- 11 Wednesday	12 Thursday	13 <sub>Friday</sub>					
Test Meeting Microsoft Teams Meeting	My calendar <b>Test Meeting</b> Wednesday, 11 December 4:00 am – 5:00 am Join RSVP ∨						
Will Conibear	<ul> <li>Microsoft Teams Meeting</li> <li>https://teams.microsoft.com/l/meetup-join/</li> <li>Chat with participants</li> <li>Will Conibear</li> <li>Omnior</li> </ul>	O					
	Organizer						

A pop-up will appear that will allow you to select if you want your camera and microphone to be on. This is also where you can adjust where your sound will be coming out of (computer or headphones). When your settings are chosen, select 'Join now' to join the meeting.

**NOTE**: If an external provider has sent the meeting invite, you may have to wait to be admitted into the meeting by the meeting organiser.

**Prior to the meeting** (anytime from when you got sent the meeting invite, up until when the meeting will start), you can 'RSVP' to the meeting organiser to let them know if you will be at the meeting or not. You can do this by clicking the dropdown arrow next to 'RSVP'.

11 Wednesday	12 Thursday	13 Friday					
	My calendar						
	Test Meeting						
	Wednesday, 11 December 4:00 am – 5:00 am						
{ Test Meeting	Join RSVP 🗸						
Microsoft Teams Meeting Will Conibear	Microsoft 1:						
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	Chat with participants						
	O Will Conibear Organizer						

### **Meeting controls**

After successfully joining the call, at the top of the screen, there will be the following controls.

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00:29	(=) Chat	O	Paisa							Comoro V	Mic	∕ ↑ Share	🔷 Leave	$\sim$
	2	People	Raise	React	View	Notes	Rooms	Apps	More	Camera	12	13		

- 1. Timer Check how long the meeting has been running
- 2. Chat Show or hide the meeting chat
- 3. People Show or hide all participants
- 4. **Raise** Raise your hand during a meeting to let others know you have something to share without interrupting the speaker.
- 5. React Express a reaction. Choose an emoji reaction to something someone is saying
- 6. View Choose and change how you see other participants.
- 7. Notes Take meeting notes
- 8. Rooms If you're the meeting organiser, you can create a breakout room
- 9. Apps If you're the meeting organiser, you can add and app to the meeting
- 10. More Other actions that can be taken in the meeitng is to start recording or apply background effects.
- 11. Camera Turn your camera on or off. Clicking the dropdown arrow will allow you to change your camera

settings.

- 12. Mic Mute or unmute your microphone. Clicking the dropdown arrow will allow you to change your microphone settings.
- 13. Share Present your screen to the other people on the call
- 14. Leave Leave the meeting