

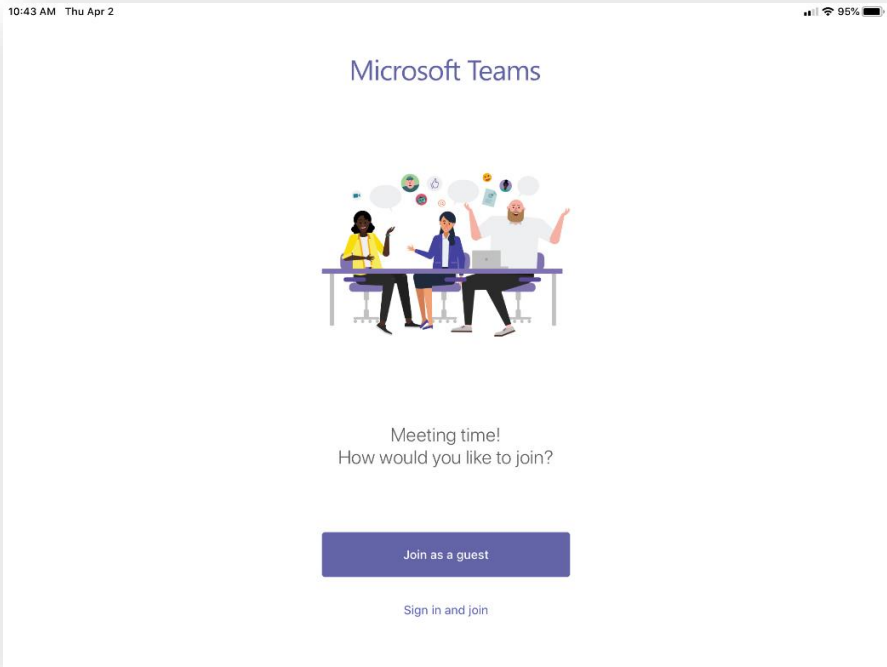
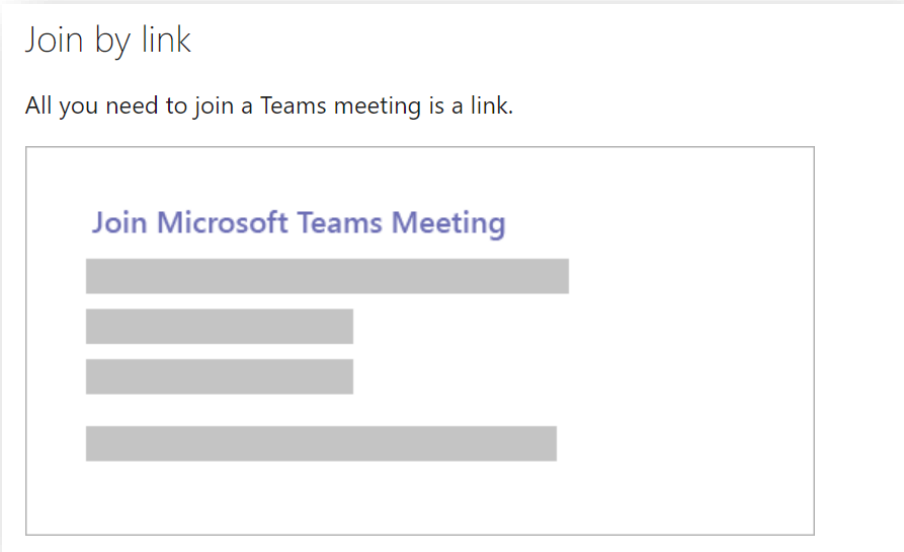


## May 18, 2020 Commission Meeting Joining a Microsoft Teams Meeting via Mobile Device or Laptop

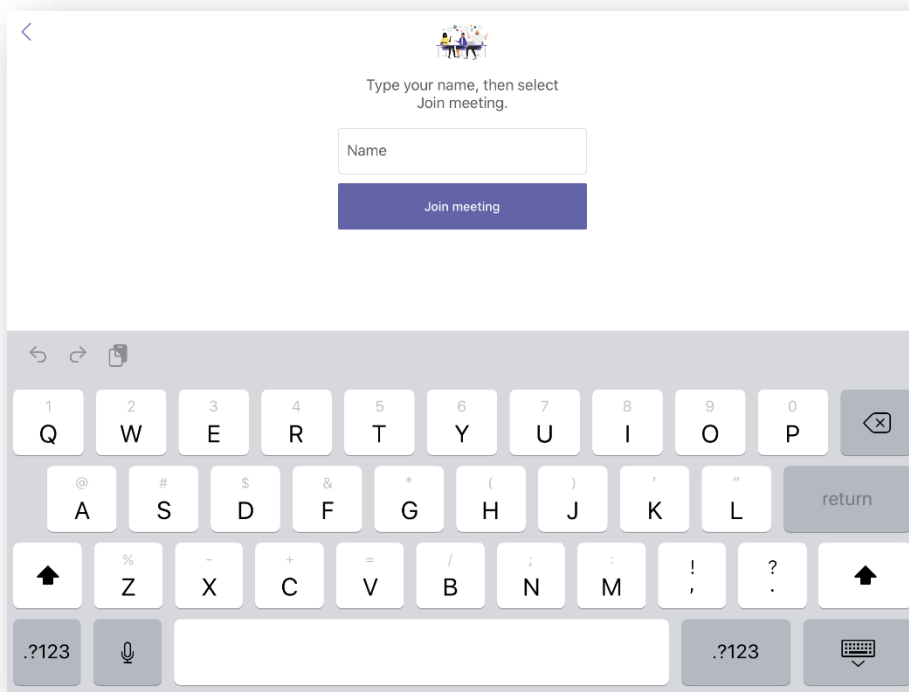
### JOINING FROM AN IPAD OR MOBILE DEVICE

First, download the Microsoft Teams application from the App Store.

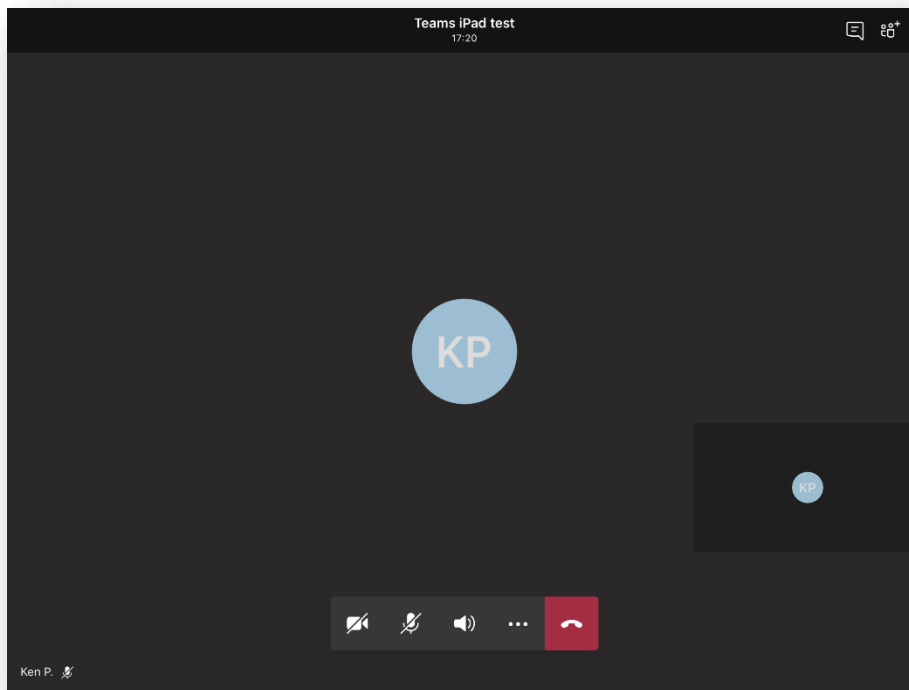
Once the App is downloaded, go to your meeting invitation and click on “Join Microsoft Teams Meeting”



Select “Join as guest”



Enter your name and click “Join meeting”



Once you’ve joined the meeting, you’ll see a control bar where you can mute/unmute your microphone and enable/disable your camera.



Camera is disabled

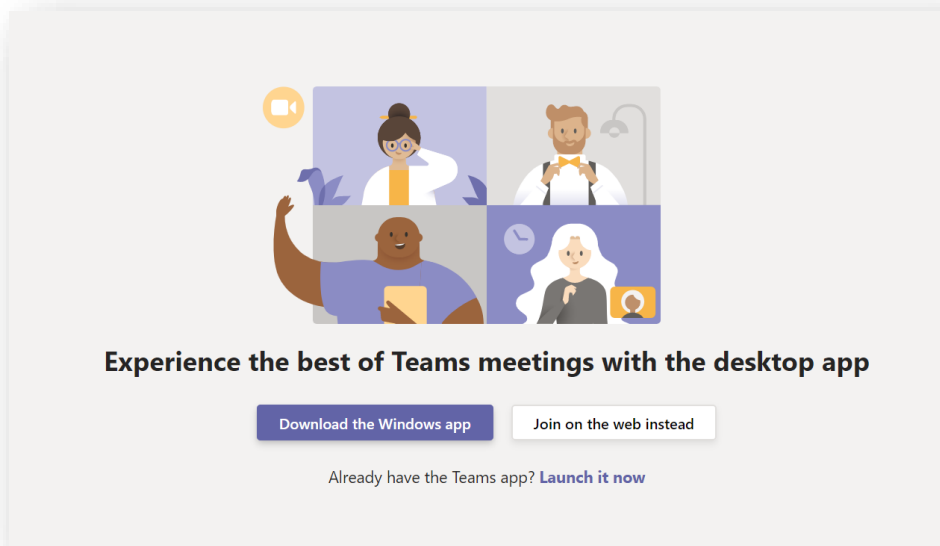


Microphone is disabled

## JOINING A TEAMS MEETING FROM A LAPTOP

When joining from a laptop, select “Join Microsoft Teams Meeting” in your meeting invite. This will open a webpage where you can join the meeting from a browser. If you’re using a Mac, you’ll need to download Google Chrome to join via the web (it will not work using Safari).

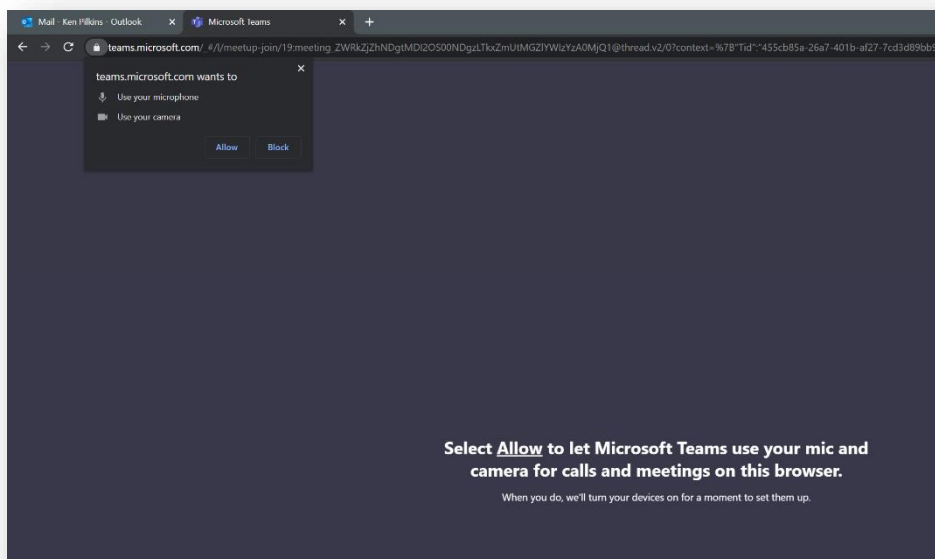
Alternatively, download the Teams App to your Laptop; this will enable more features



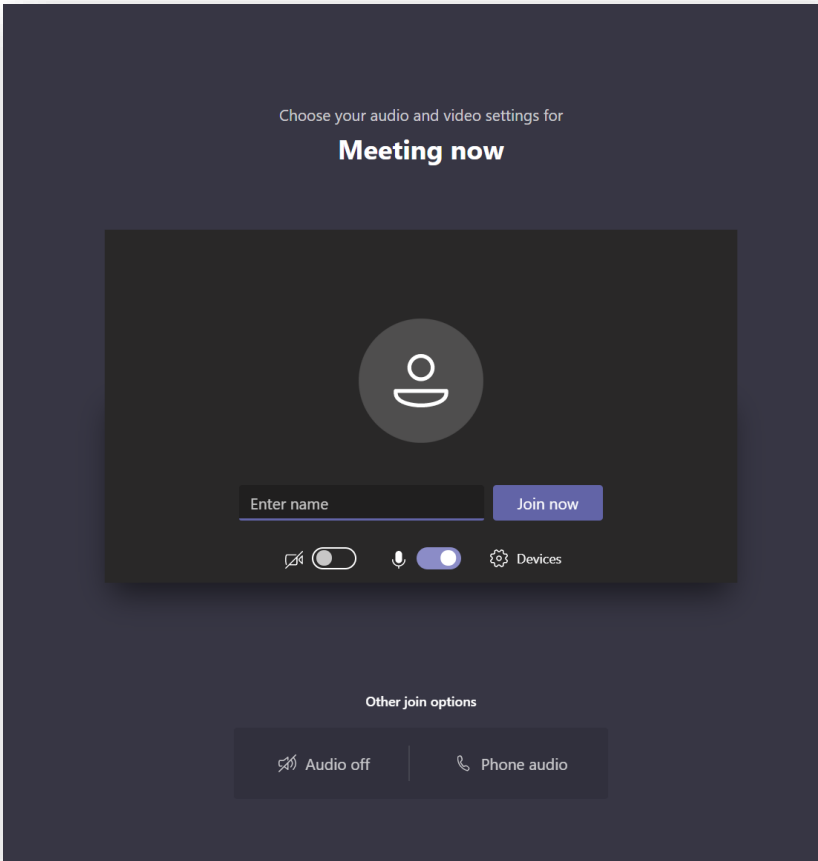
Select “Join on the web instead”.

or

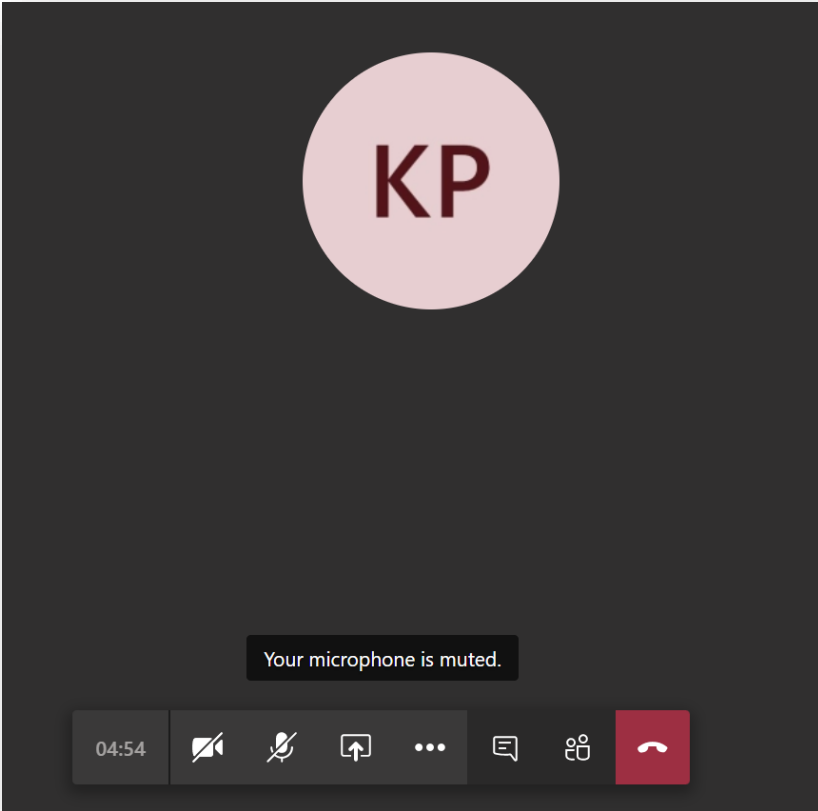
Select “Download the App”



Select “Allow” to enable Microphone and Camera during the meeting.



Enter your name and enable/disable both camera and microphone. Click "Join now" to join the meeting



Once you've joined the meeting, you'll see a control where you can mute/unmute your microphone and



Camera is disabled



Microphone is disabled

**Helpful Video:**

[How to Join a Teams Meeting](#)