

Microsoft Teams

Access and Use Guide

Accessing Microsoft Teams

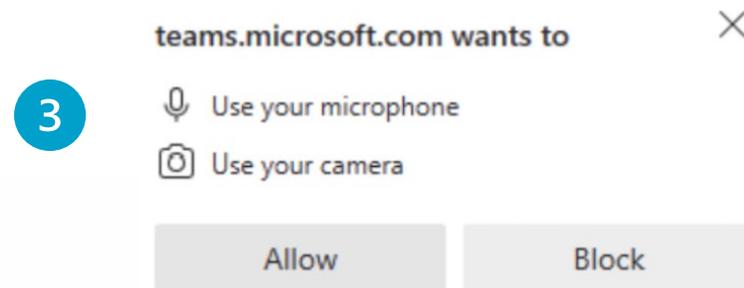
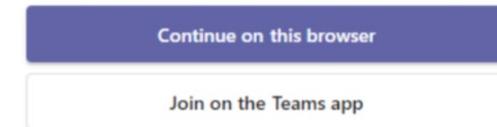
You can join a Teams meeting anytime from any device, whether you have a Teams account or not. The below steps will guide you through accessing the Teams meeting:

1. Click on the meeting link provided in the focus group invitation email
2. This will open a web page and you will be given two choices, continue this browser and join on the Teams app. If you have the app installed you will choose that option, if not, click on, **“Continue on this browser”**
3. If you are joining through a browser, you may be asked if it is okay for Teams to use your microphone and camera. Please select **“Allow”**, you can always turn off the microphone and/or camera once you join the meeting.

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



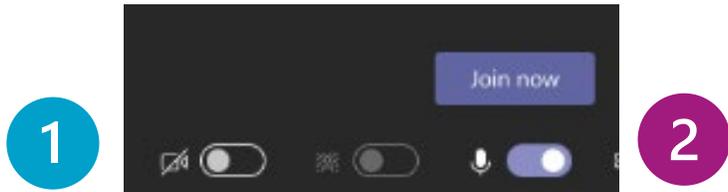
2 **Join your Teams meeting**



Camera and Microphone- Turning Off and On

To set before joining:

1. For your camera, you may turn it on, by sliding the switch to the right, or you may leave it off.
2. For your microphone, you may turn it on by sliding the switch to the right, or off by sliding it to the left.

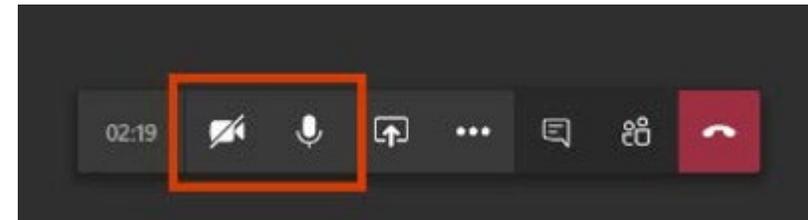


If there is line through your camera and/or microphone icon, then they are turned off

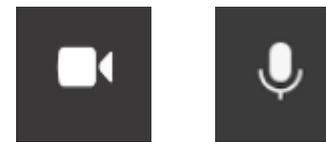


To set after joining:

At any time during the meeting, you can turn your camera or microphone on or off by clicking on the icon for each. Please note, that you may need to move your mouse to bring up the control panel to see the icons.



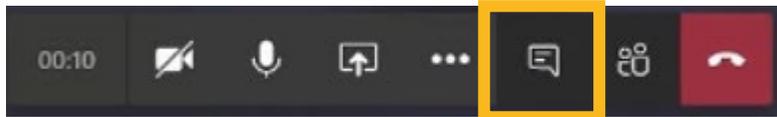
If there is not a line through your camera and/or microphone icon, then they are turned on



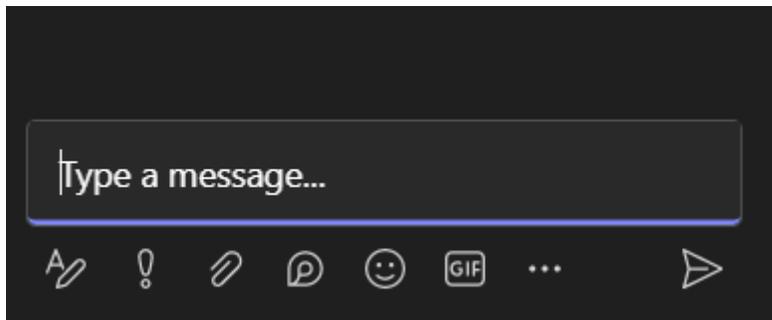
Teams Chat Function

The chat function in Teams can be used at any time during the meeting. Please note, you may need to move your mouse to bring up the control panel to see the chat icon.

1. To access the chat, click on the text bubble.



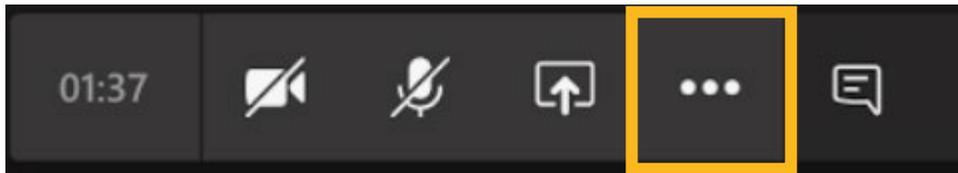
2. When the chat window is open, you will be able to see messages posted by other participants, type questions, or respond to messages from the other participants.



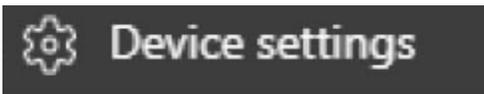
Checking or Changing Device Settings

You can change or troubleshoot microphone or audio issues by accessing the device settings within Teams. Please note you may need to move your mouse to bring up the control panel icons.

1. Click on the three dots in the control panel.



2. Click on device settings



3. You can check that your microphone or speakers are connected and change if needed.

