

CONNECTING TO A MEETING

1. Open your mail client (Yahoo, Gmail, Outlook, Mail on iPhone, etc.) and click **Join Microsoft Teams Meeting**.

Virtual Meeting Inbox

Swagler, Kevin D
to me

1:23 PM (0 minutes ago)

Virtual Meeting
[View on Google Calendar](#)

When Tue May 26, 2020 9am – 10am (EDT)
Where Microsoft Teams Meeting
Who Swagler, Kevin D*

Agenda
Tue May 26, 2020

No earlier events
9am Virtual Meeting
No later events

1 [Join Microsoft Teams Meeting](#)
[+1 216-202-5831](#) United States, Cleveland (Toll)
Conference ID: 637 492 296#

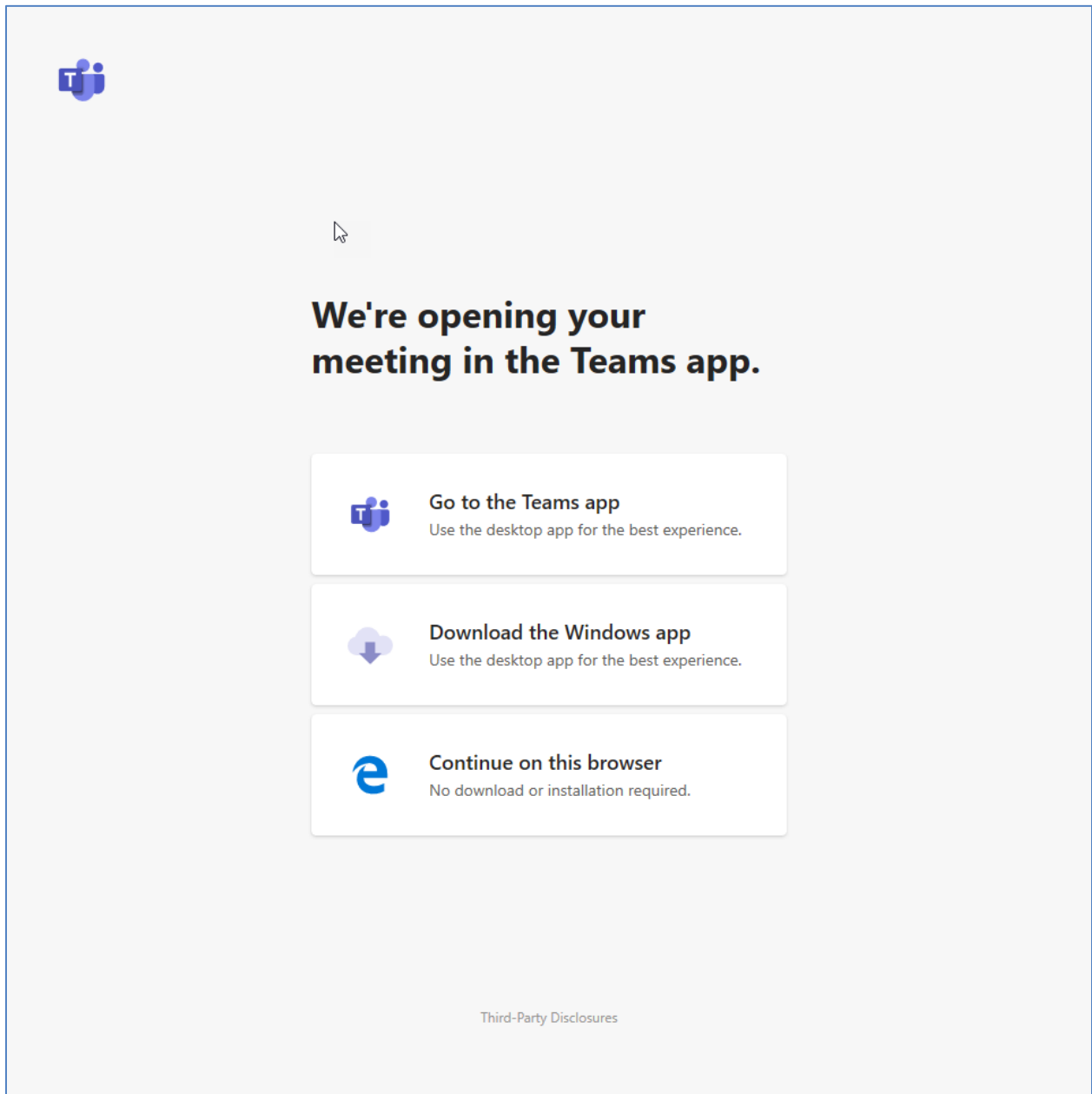
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)


HOSPICE OF THE WESTERN RESERVE


[invite.ics](#) [Download](#)

[Reply](#) [Forward](#)




2. Teams will open in the browser (Edge, Internet Explorer, Safari, Chrome, etc.), if the staff member, patient, or volunteer has **Microsoft Teams** on their computer, they can click *Go to the Teams app*, if not they can use *Continue on this browser* or *Download the Windows or Mac App*.





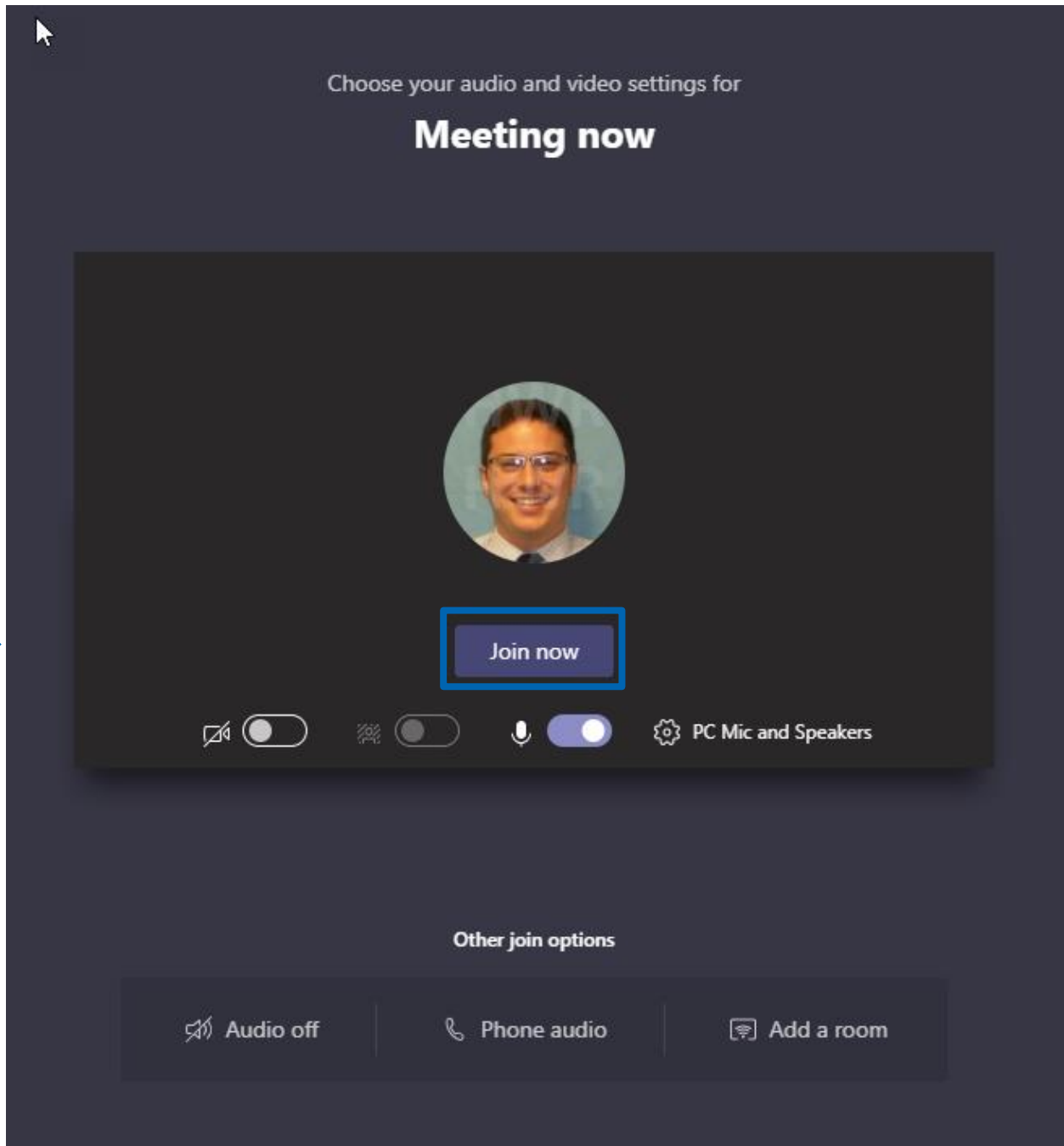


We're opening your meeting in the Teams app.

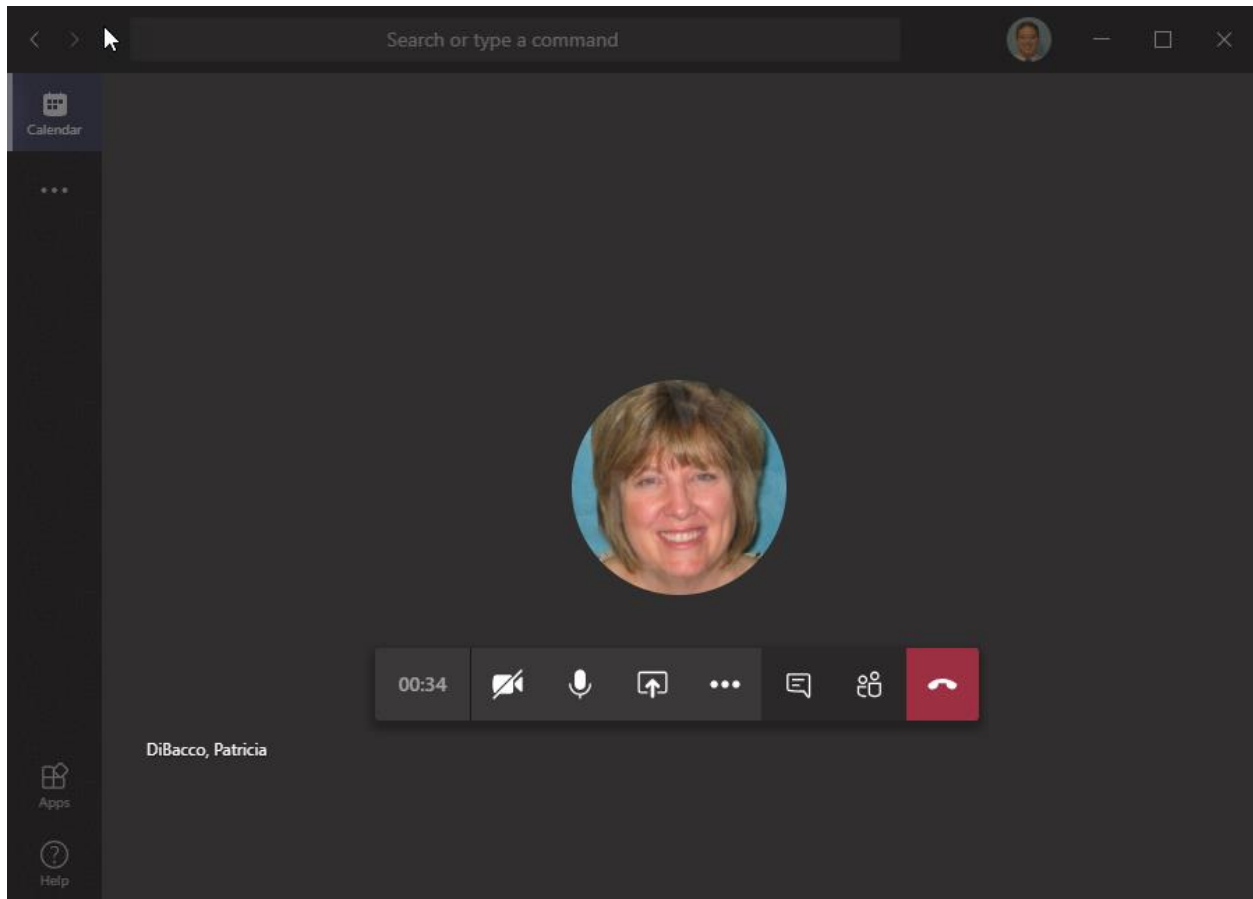
-  **Go to the Teams app**
Use the desktop app for the best experience.
-  **Download the Windows app**
Use the desktop app for the best experience.
-  **Continue on this browser**
No download or installation required.

[Third-Party Disclosures](#)

3. *Teams* opens.
4. Click **Join Now**.



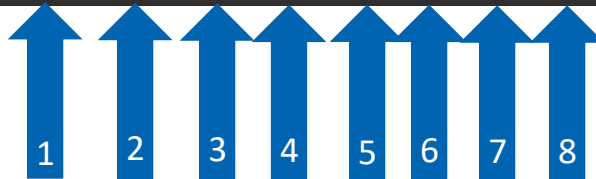
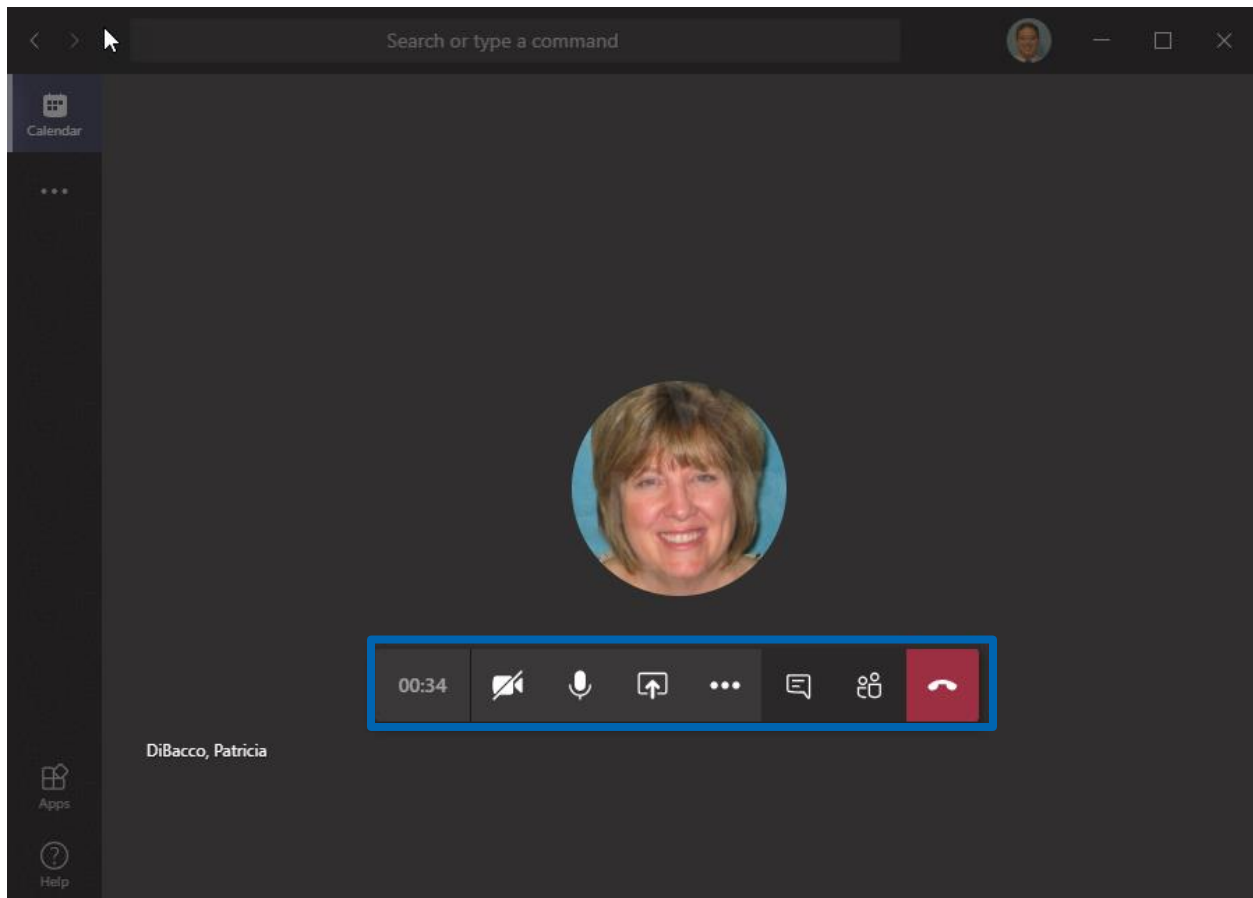
5. The *Teams* window changes to display other persons and rooms in the meeting, as well as content already being shared.



FEATURES

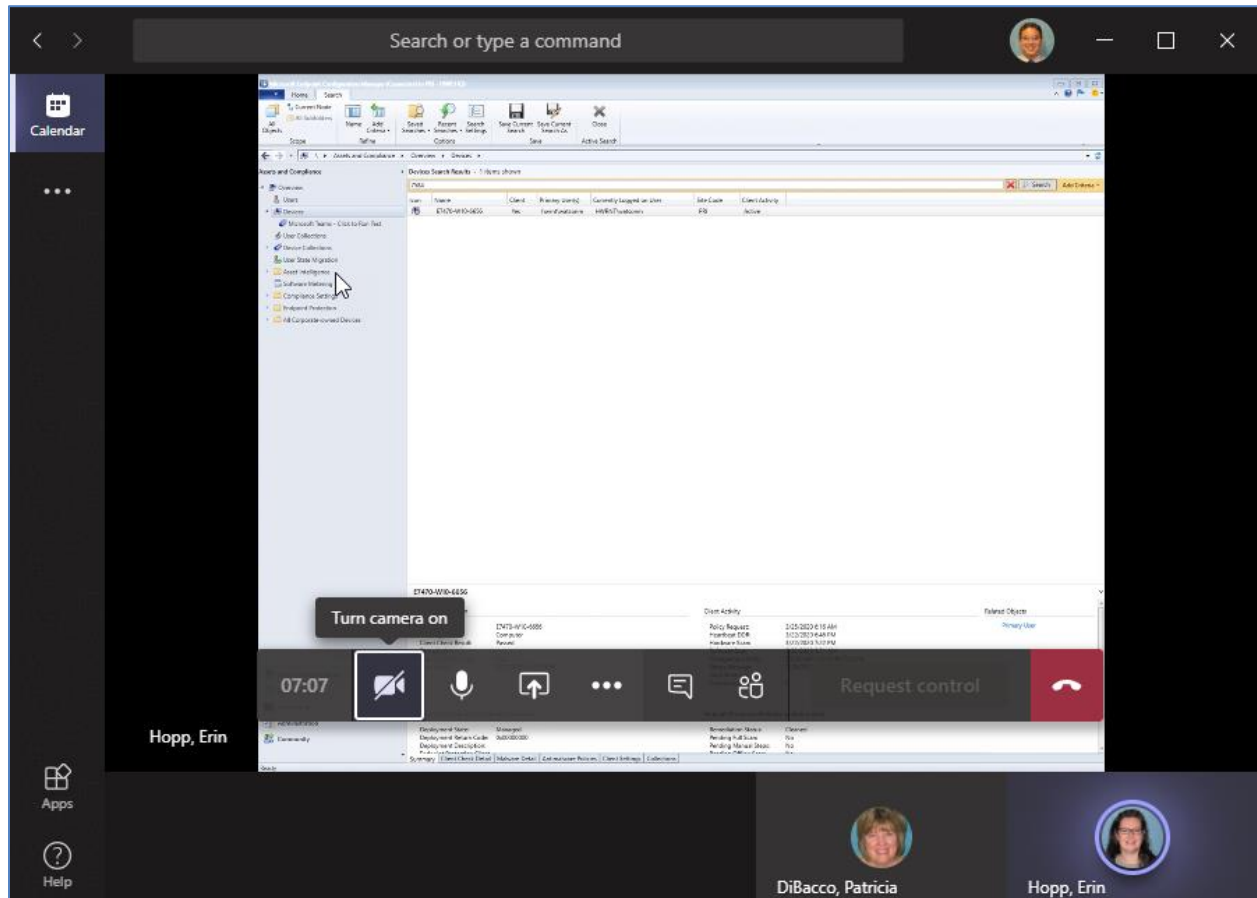
Features are available in the Menu Bar.

1. Time in meeting.
2. Video on/off
3. Audio on/off (does not control your speakers and hearing what is said)
4. Share screen
5. Additional options
6. Chat
7. Participants
8. End conference call



VIEWING SOMEONE ELSE'S SCREEN OR A PRESENTATION

When someone shares their screen or a presentation, all other users will minimize to highlight the screen.



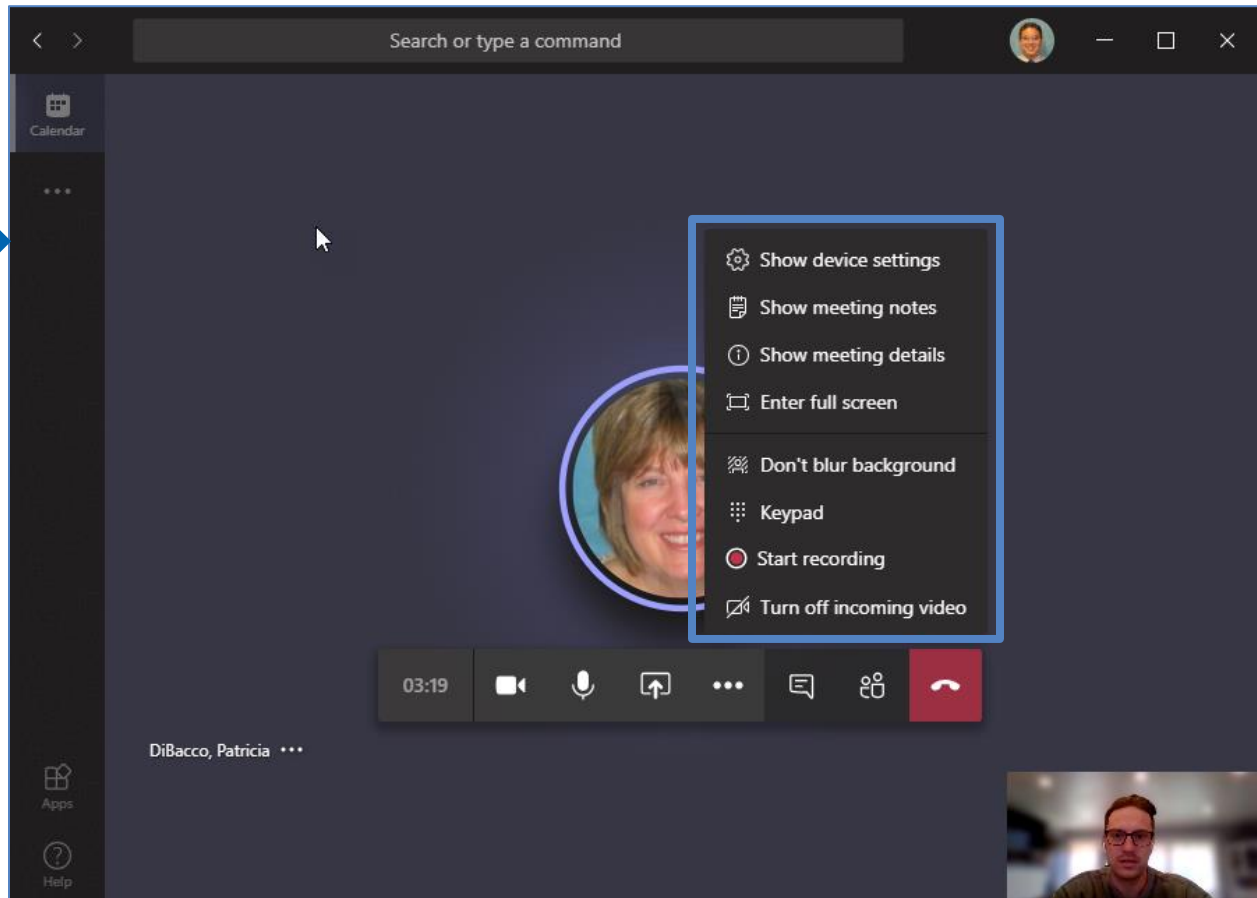
VIDEO ON/OFF

If you share your video, then you will see a small live video of yourself in the bottom right corner.



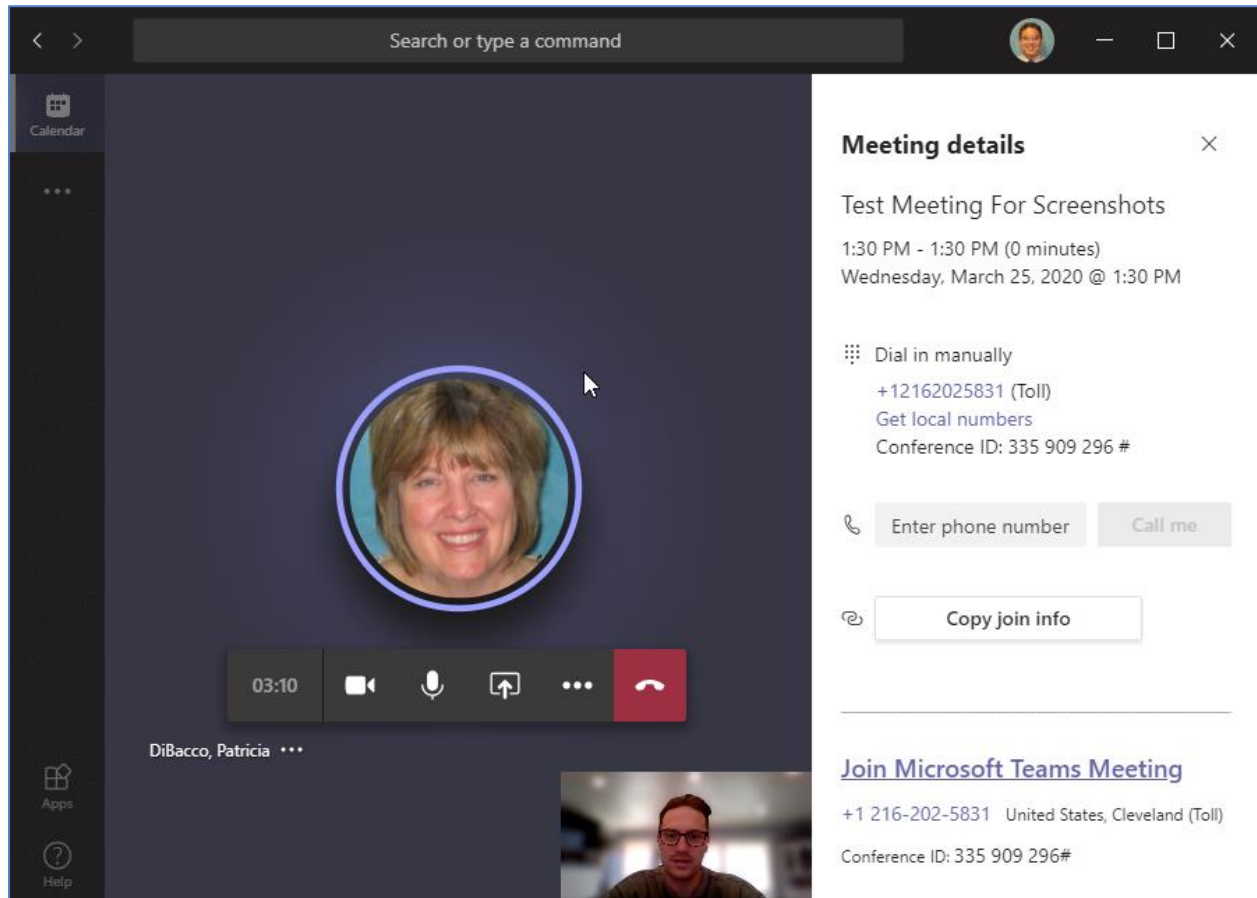
ADDITIONAL OPTIONS

There are many additional options available to users by clicking the ellipsis (three dots). Some are highlighted in further sections.



SHOW MEETING DETAILS

Meeting details will show you the phone number (if available), the room (if available), and the meeting time and date.



The screenshot displays the Microsoft Teams meeting interface. At the top, there is a search bar with the text "Search or type a command" and a user profile icon. The main area shows a large circular profile picture of a woman with blonde hair, identified as "DiBacco, Patricia". Below the profile picture is a control bar with icons for video, microphone, screen sharing, and a red end call button. The time "03:10" is displayed. In the bottom left corner, there are icons for "Apps" and "Help". On the right side, a "Meeting details" panel is open, showing the following information:


- Meeting details** (with a close button)
- Test Meeting For Screenshots
- 1:30 PM - 1:30 PM (0 minutes)
- Wednesday, March 25, 2020 @ 1:30 PM
- Dial in manually
 - +12162025831 (Toll)
 - Get local numbers
 - Conference ID: 335 909 296 #
- Buttons: "Enter phone number" and "Call me"
- Button: "Copy join info"
- Join Microsoft Teams Meeting**
- +1 216-202-5831 United States, Cleveland (Toll)
- Conference ID: 335 909 296#

CHAT

Search or type a command

Calendar

...



01:06

DiBacco, Patricia

Apps

Help

Meeting chat

Swagler, Kevin D joined the meeting.

Swagler, Kevin D added DiBacco, Patricia to the meeting.

1:32 PM
Hello

Type a new message

! @ GIF

The image shows a Microsoft Teams chat window during a meeting. The main area displays a video feed of Patricia DiBacco, with a control bar below it showing a timer at 01:06 and icons for mute, video, screen share, and end call. The chat panel on the right shows a 'Meeting chat' window with a close button. It contains two system messages: 'Swagler, Kevin D joined the meeting.' and 'Swagler, Kevin D added DiBacco, Patricia to the meeting.' Below these is a message from Patricia DiBacco, timestamped '1:32 PM', which says 'Hello'. At the bottom of the chat panel is a text input field with the placeholder 'Type a new message' and a row of icons for attachments, emojis, and GIFs.

PARTICIPANTS

This option shows a list of participants and give you the option to invite participants (via email or phone).

