

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#

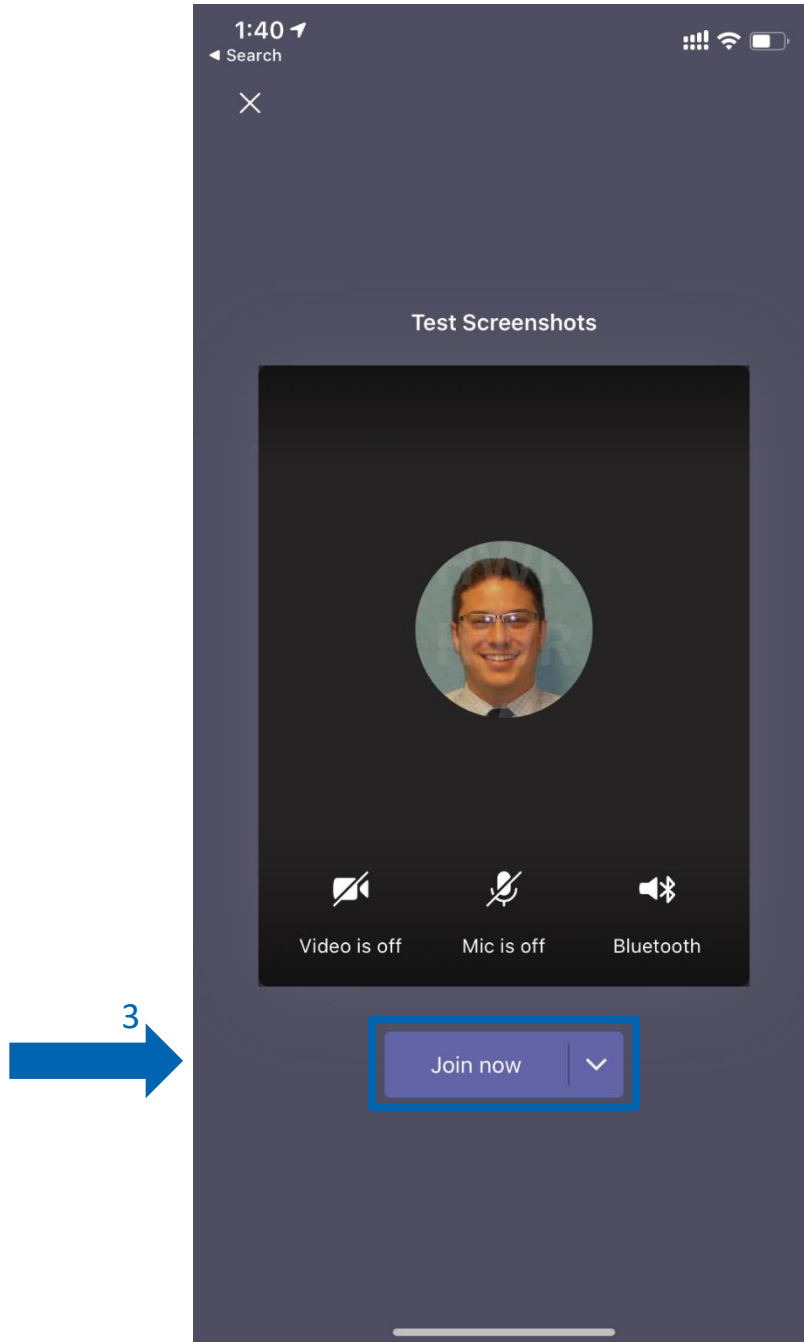
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

HOSPICE OF THE WESTERN RESERVE

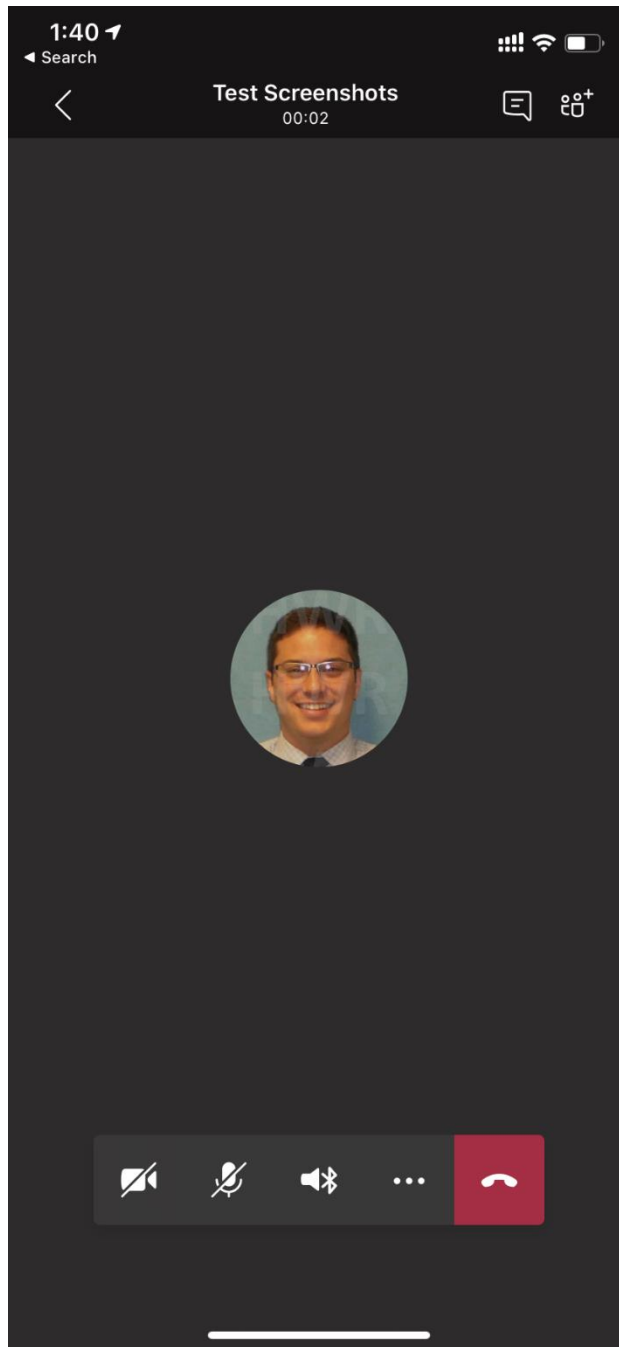
[invite.ics](#) [Download](#)

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

2. The Teams app will open or if not already downloaded, the user will be taken to the device's app store to install the free app.
3. *Teams* opens.
4. Click **Join Now**.



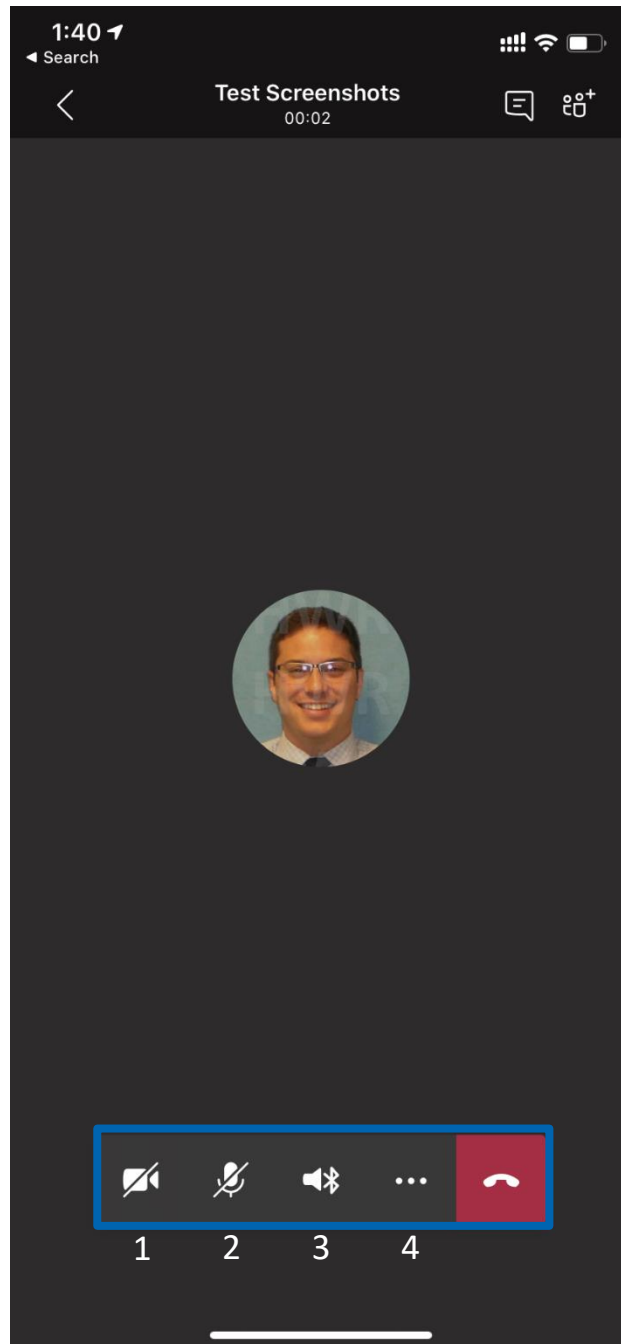
5. The *Teams* window changes to display other staff and rooms in the meeting, as well as content already being shared.



FEATURES

Features are available in the Menu Bar.

1. Video on/off
2. Audio on/off (does not control your speakers and hearing what is said)
3. Bluetooth (audio choice)
4. Additional options (ellipsis)
 - a. Chat
 - b. Participants
 - c. End conference call



VIDEO ON/OFF

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

