

# Individuals/Providers Joining a Teams Meeting

Tip Sheet | March 30, 2020

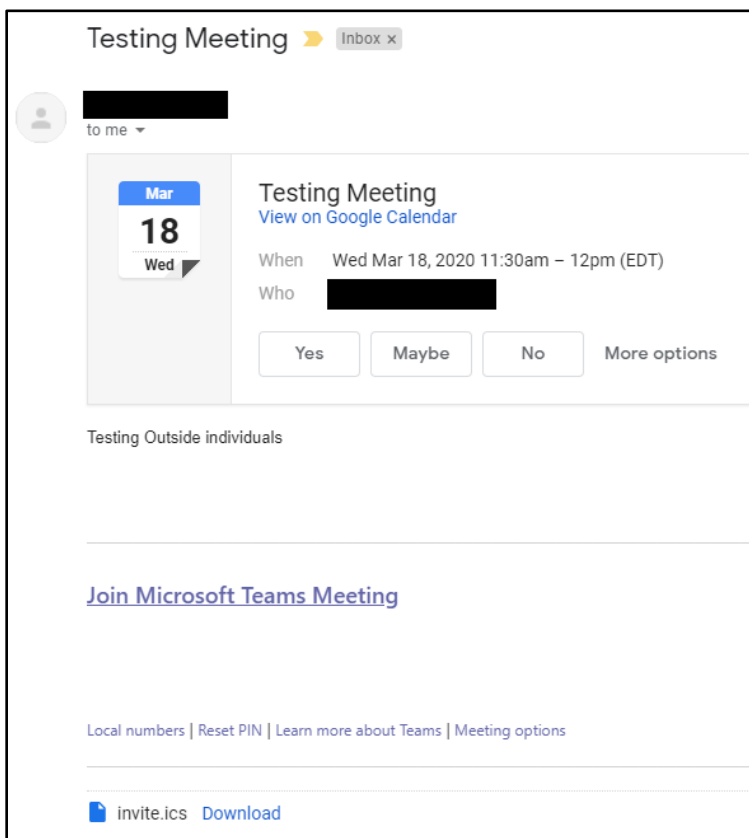


# Individuals/Providers Joining a Teams Meeting

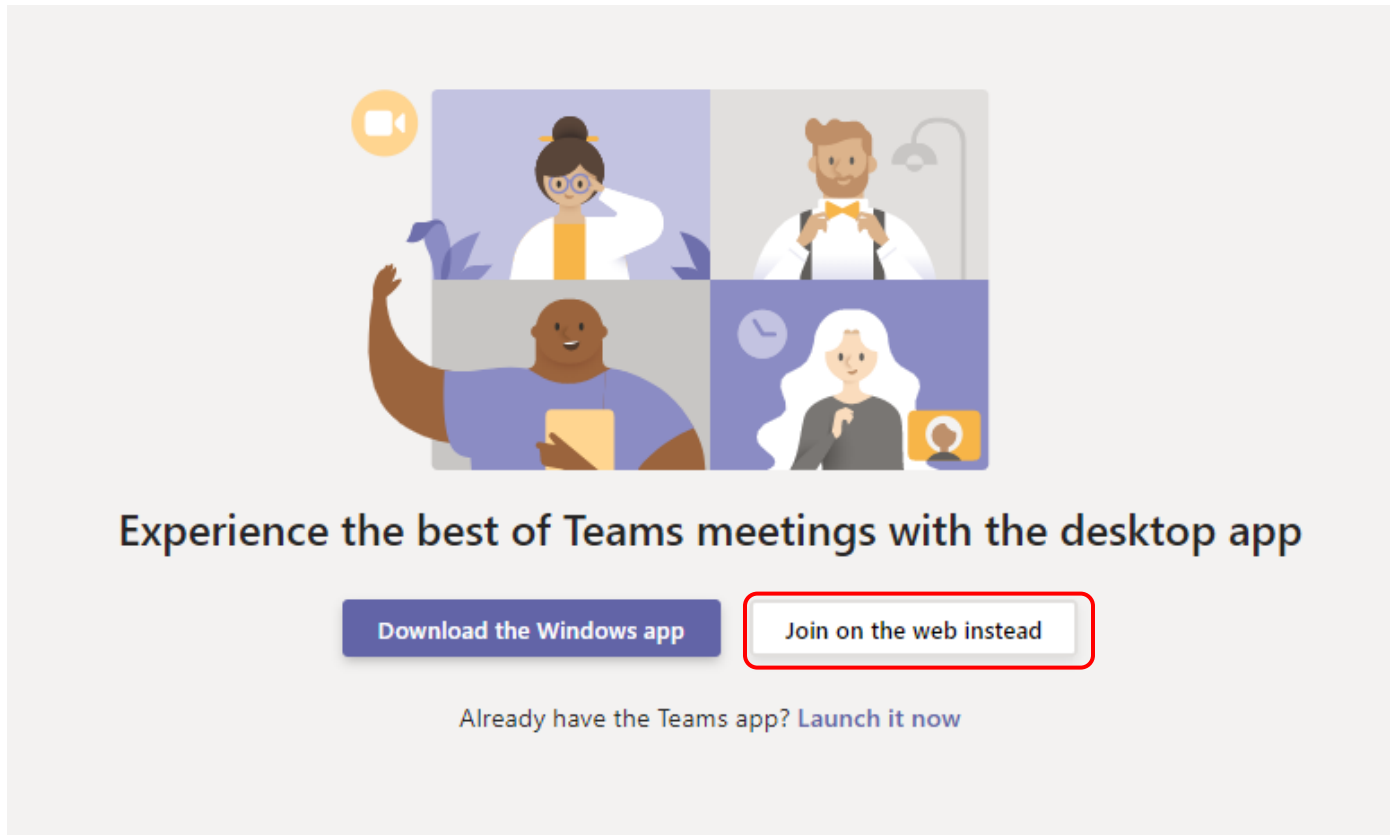
This document provides instructions for connecting our individuals/providers to a Teams Meeting initiated or invited by an SCI Contact. You will have to provide the SCI contact your **full email address** to be invited to the meeting. Below provide guidelines for helping you get connected to your meeting.

**NOTE:** You don't **have to have Teams installed** on your computer, tablet or phone in order to join the meeting – You can join using a web-based version on the computer or by installing the app on your smart phone.

Once you receive a meeting invite via your email address you provided. The invite will include date and time of the meeting as well as a click-able link similar to what is shown below:



To join by your computer or the Toll number is not there, clicking on the invite to the Teams meeting will direct you to a web page where you need to select **Join on the Web Instead**:



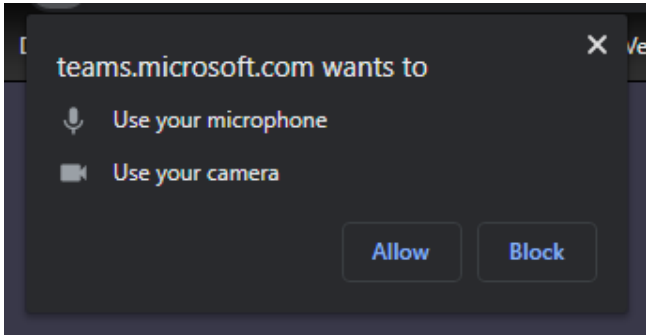
After clicking **Join on the Web Instead**, the next web page will prompt you to allow Teams to use your Microphone and/or Camera. This is so the meeting can utilize the computer's microphone and camera for chat functionality.

**Note:** Not every machine will have a camera, so at a minimum they will be prompted to allow access to the Microphone:

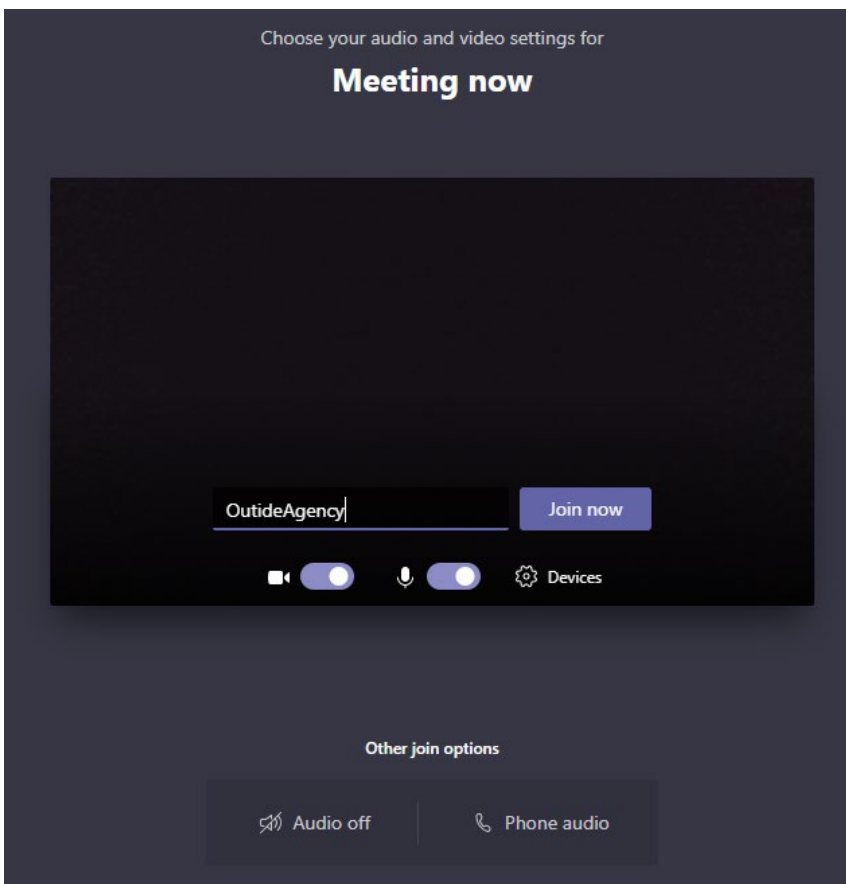
**Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.**

When you do, we'll turn your devices on for a moment to set them up.

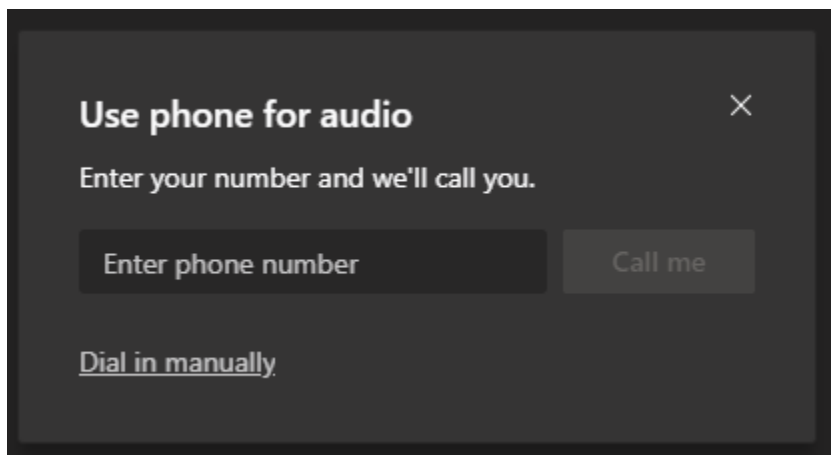
The prompt window might look something like what is shown below. (This example was taken from Chrome, so if another browser is used it may look slightly different):



Select **Allow**, where you will be automatically directed to the Join Meeting page (below). From here, you can type in a name to use for the meeting and toggle on or off their camera and microphone, as necessary. Click **Join Now** and where you will be connected to the meeting:

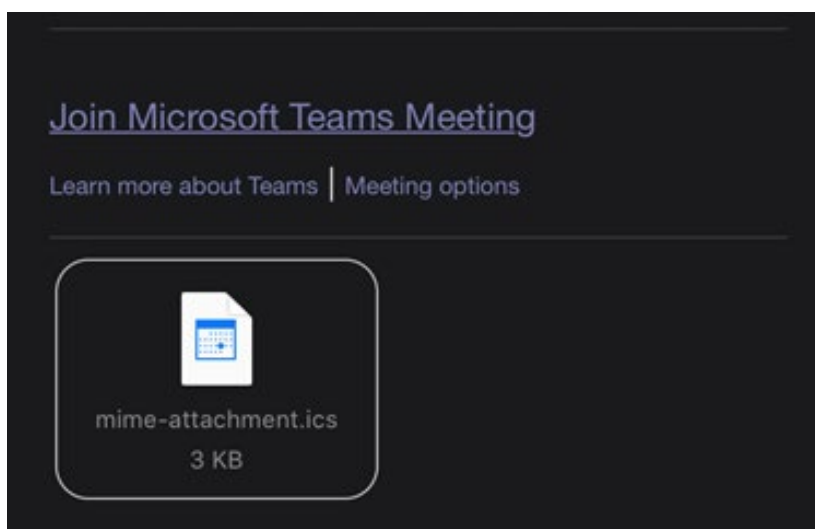


There is also the option to join by phone for audio and still watch the presentation on their PC – by clicking the **Phone Audio** button, they will be given a Toll number to dial with a conference ID:



## Joining a Teams Meeting via Smartphone

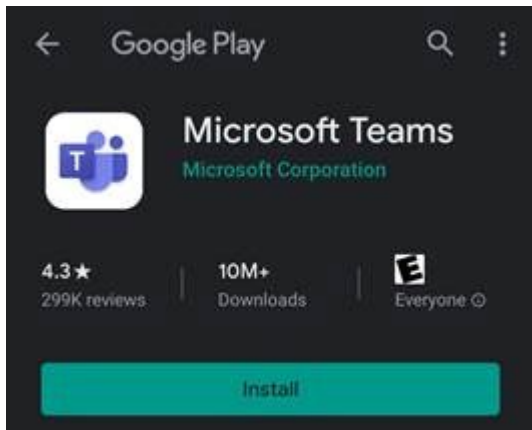
If you do not have access to a computer, but own a Smartphone, the process for joining a Teams meeting is slightly different. You will receive a link to “Join Microsoft Teams Meeting” in your email which you will need to select to start the process.



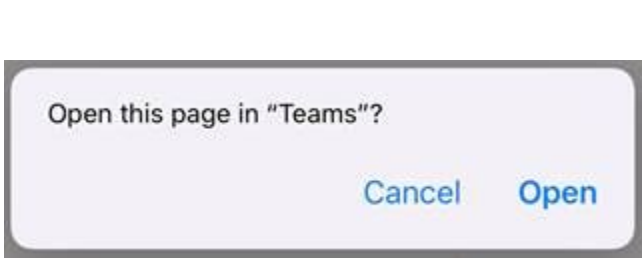
When the invite is opened from in your email on a mobile device, you will be directed to a download page where the app can be downloaded:



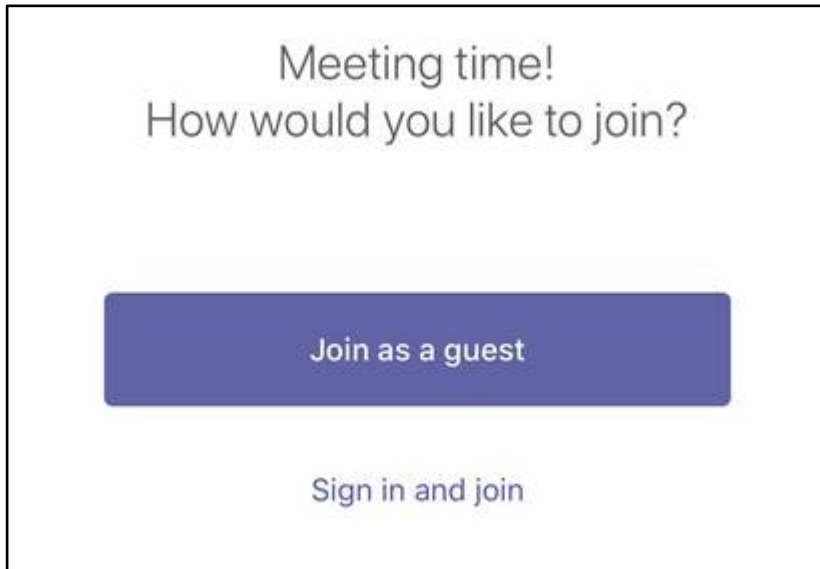
Select the app/play store option to go straight to the Teams download page. On the next screen, select **Download/Install**.



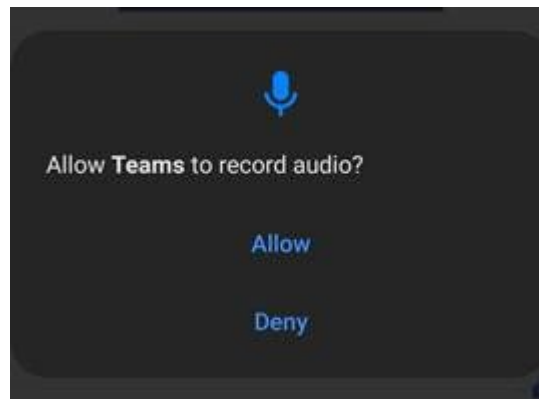
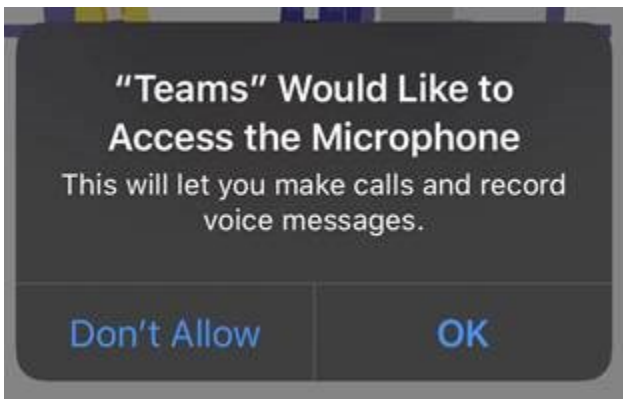
Once it has finished installing, go back to your email and tap on the Teams meeting invite. It will ask you to open the invite in the Teams app, so select **Open** when prompted.



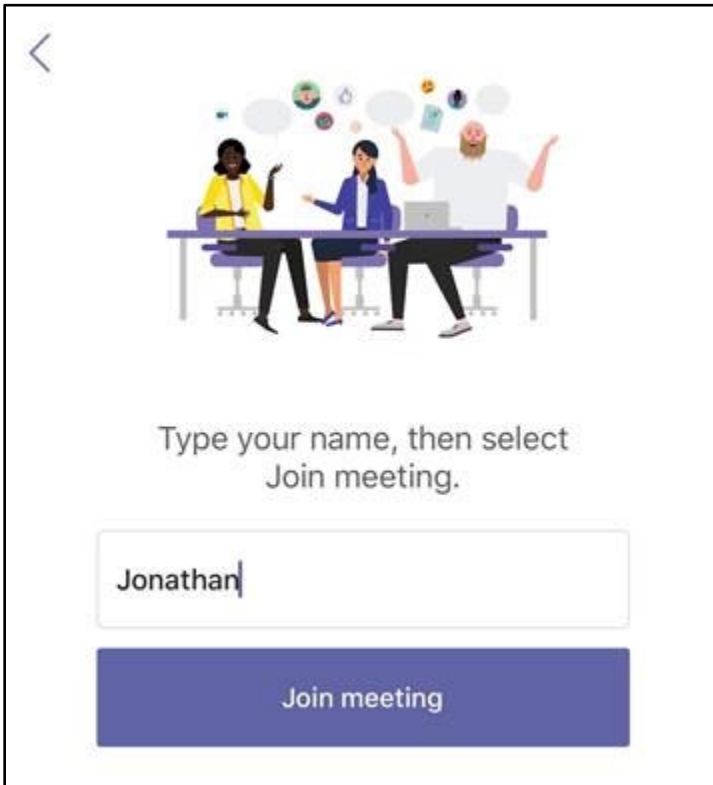
Once inside the app, you will be asked to join as a guest, or sign in and join. To keep it easy, select **Join as a Guest**.



On iPhones, permission to access the microphone will be asked before you select your name to sign in as. On Android, it pops up after you enter your name. Either way, please be sure to **allow** the app to access your microphone. If you do not, there will be no audio!



Once you have allowed access to the microphone, select **Join Meeting** and you will be connected, and the meeting can begin.



**Note:** For future meetings, individuals will only need to “continue as a guest” to join any Teams meeting invite requests you send.

## Alternatives to Teams for Conference Calling Capabilities

For those individuals who do not have access to a computer or smartphone, there are alternatives that can be used for conference calling. One service that we have personally utilized is [freeconferencecall.com](http://freeconferencecall.com).

All that needs to be done is to create a login with an email address and password. Feel free to use your work email address **but please do not use the same password. This is strictly for security reasons.** You can use your personal email address (gmail, etc) if you wanted to as well. It will work the same regardless.



## Free Conference Call

### A Conferencing Solution You Can Feel Good About

We offer all the features and capabilities of the largest paid-for conferencing brands but for free. Why? Because we believe everyone deserves access to world class communication tools, even if they can't pay right now. If you can pay a little, that's great. Our revolutionary pay what you can pricing lets you pay whatever you think is fair, and you can feel good knowing your contribution helps create a place where people all over the world can freely connect and share.

Enter email

Create password

Create My Free Account

or

Continue with Facebook

By signing up, I agree to the [Terms of service](#)  
[Existing user? Log in](#)

Once you create your account (don't forget your password!) you will receive a confirmation email outlining your conference call line, access number, and PIN:

## My Meeting Credentials

- Dial-in number: (978) [REDACTED]**  
The host and participants call the dial-in number to begin. Have an international caller? [Provide their local in-country dial-in number.](#)
- Access Number: [REDACTED]**  
When prompted, enter the access code the join the conference.
- Host PIN: [REDACTED]**  
Enter the Host PIN at anytime during your conference meeting for added controls and features including [recording](#), [muting](#) and [more](#).
- Online meeting ID:**  
Required for online meetings with screen sharing and video conferencing. [Download the free desktop or mobile app](#) to start an online meeting.
- Online Account**  
You can [log in to your account](#) any time with your email and password to manage your profile, update your meeting credentials and add features.

To start a conference call meeting, all you need to do is dial in with the provided number. Then, when prompted, enter your **access number** then press pound (#).

If there are any other questions, please reach out to your SCI Contact.