

Individuals/Providers Joining a Teams Meeting

Tip Sheet | March 25, 2020

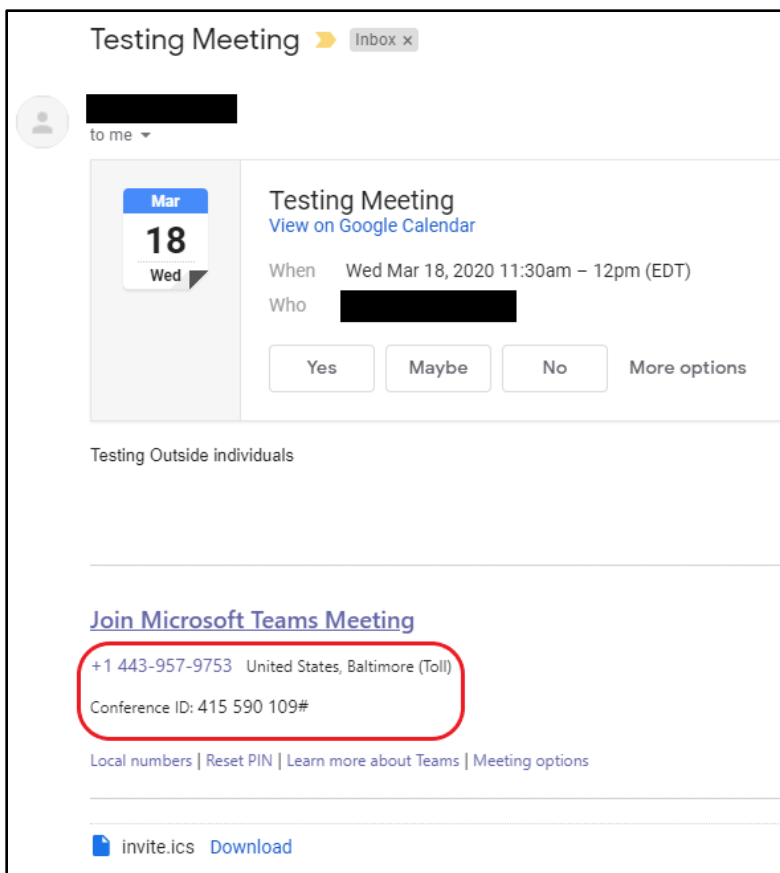


Individuals/Providers Joining a Teams Meeting

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.

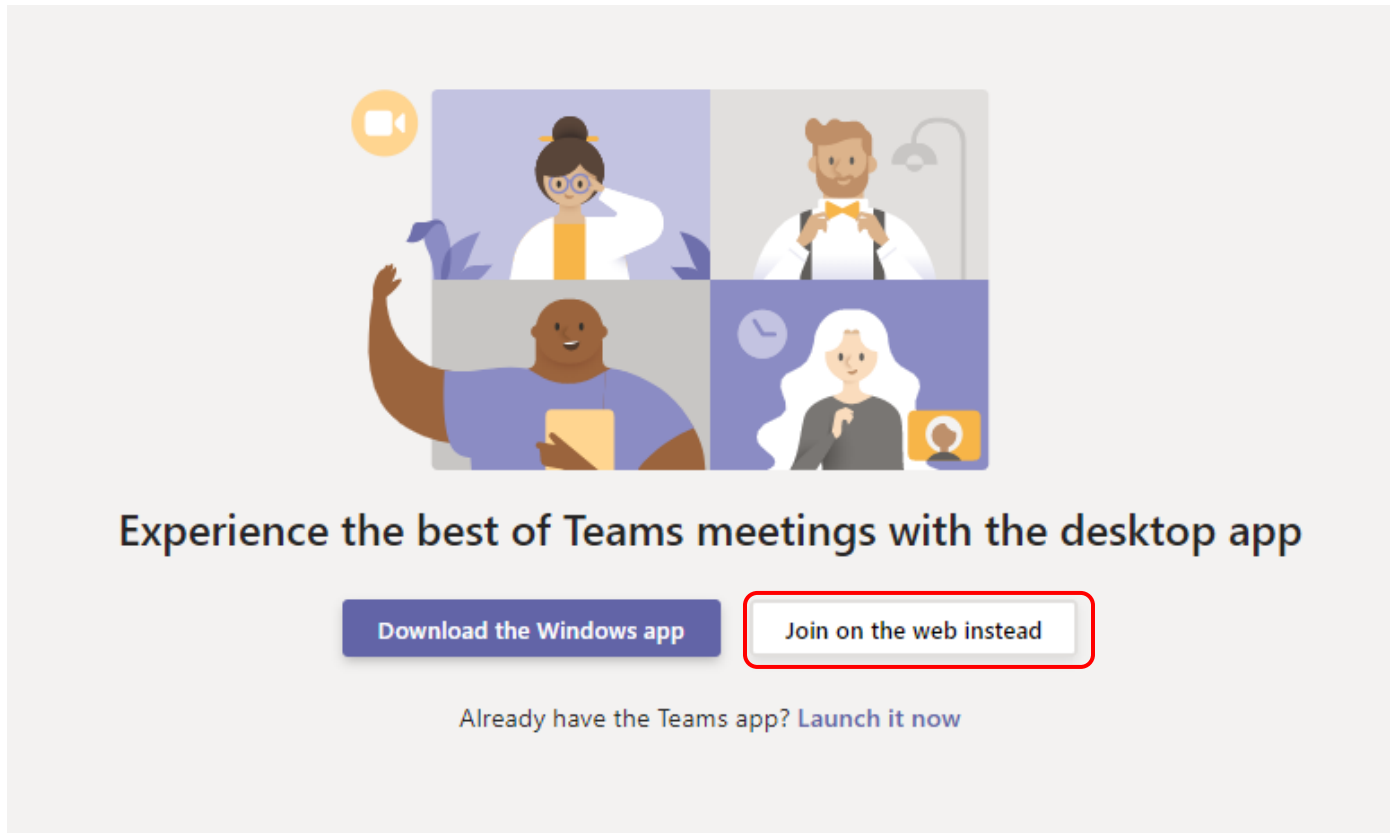
NOTE: You don't **have to have Teams installed** on your computer, tablet or phone in order to join the meeting – you can join using a web-based version or calling a toll number for conferencing.

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 and phone number to join the meeting similar to what is shown below:



If you want to call in with your phone, all the necessary instructions to join will be provided once you call the number.

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**:



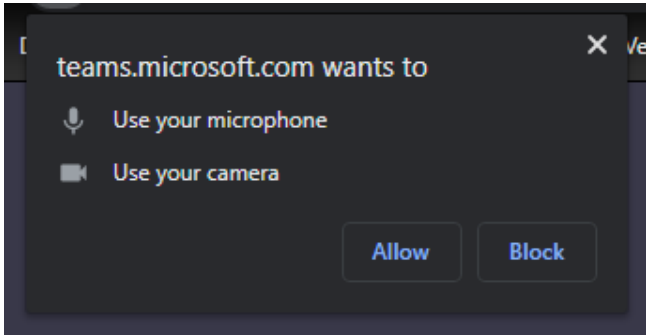
After clicking **Join on the Web Instead**, the next web page will prompt you to allow Teams to use your Microphone and/or Camera. This is so the meeting can utilize the computer's microphone and camera for chat functionality.

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

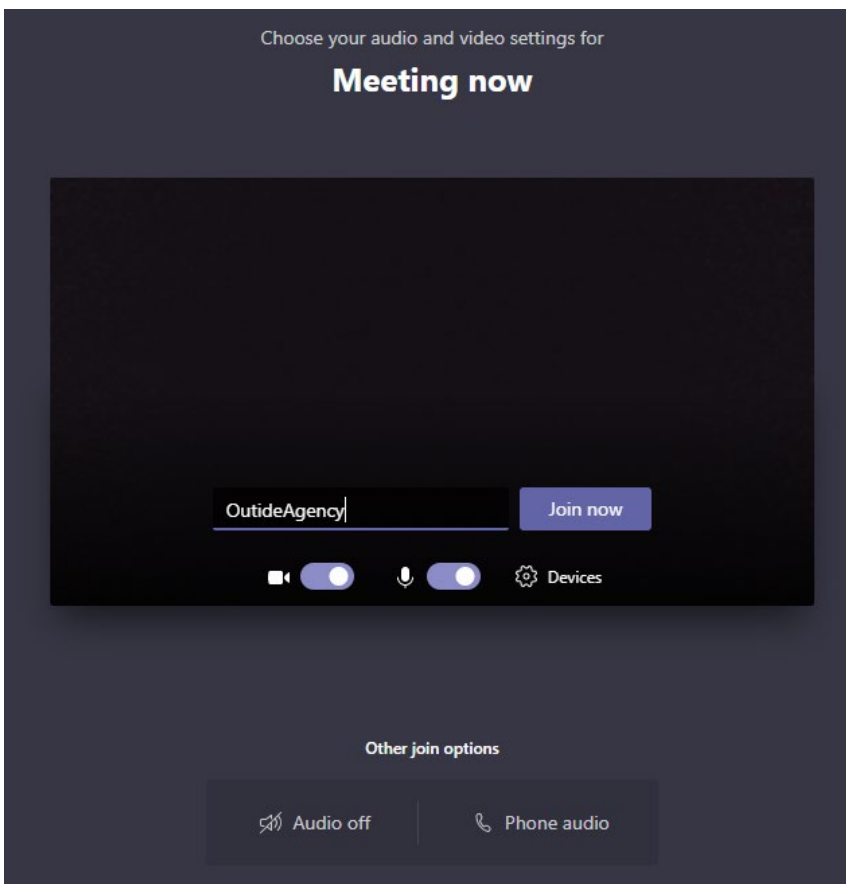
Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

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

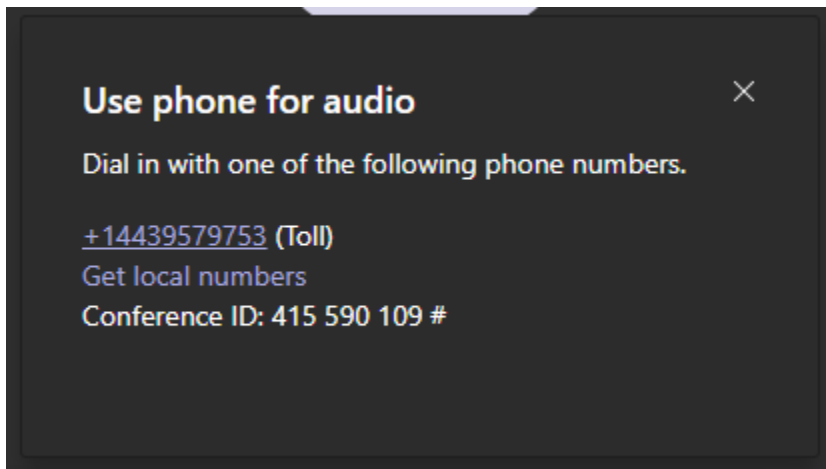
The prompt window might look something like what is shown below. (This example was taken from Chrome, so if another browser is used it may look slightly different):



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:



you can join the meeting this way too if you prefer. Keep in mind that the number shown here is for example and the number you receive may be different.

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