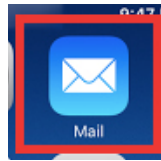
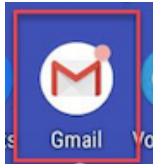


How to Join a Teams Meeting from a Computer



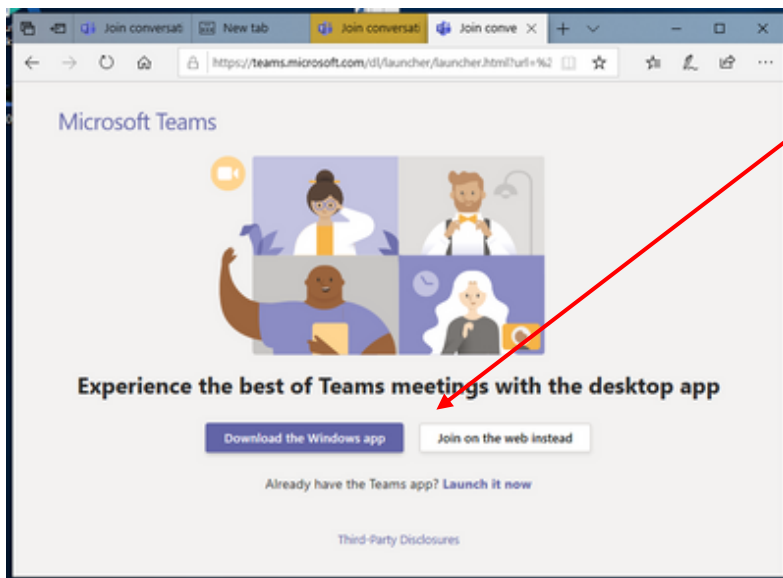
Open your email on your computer and find the email from the meeting host with the link in it. Or if it is on your calendar, find it there.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

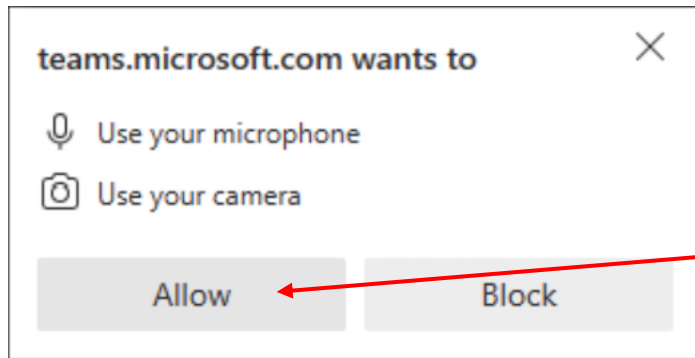
Select **Click Join here to join meeting**



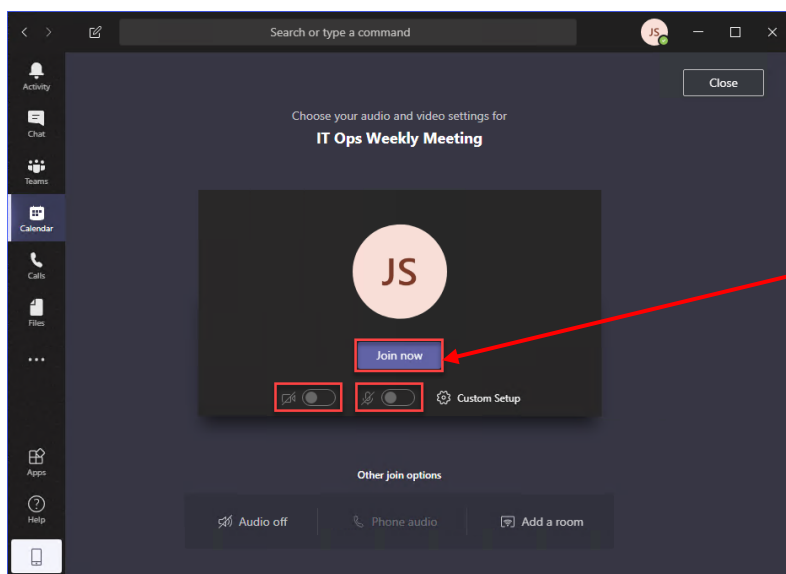
Choose **Join on the Web** or **Download the App**

If you have the Teams app, the meeting will open in the app automatically.

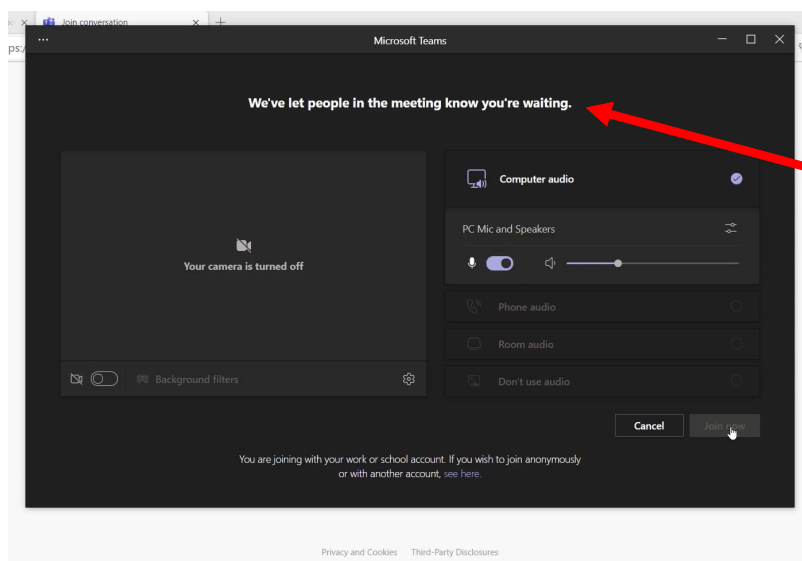
If you don't want to sign in, enter your email, and verify it, it is better to join on the web.



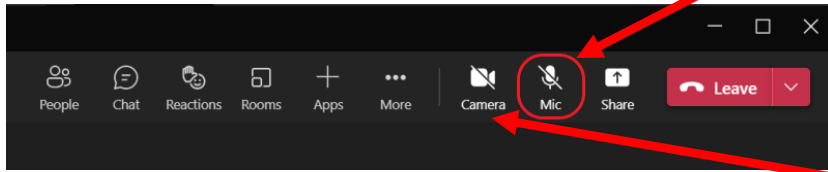
If you join the meeting on your browser, it may ask if it's ok to use your mic and camera. Select **Allow**.



Click **Join Now**

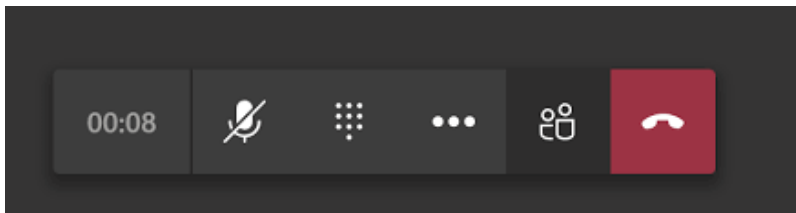


If you enter the Meeting Lobby, wait until someone lets you in.

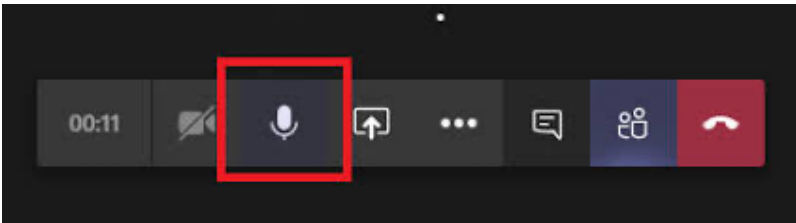


After you are in the meeting, you can **mute and unmute**

or turn your **camera on or off**



This is what it looks like when you are muted and can't be heard.



This is what it looks like when your mic is on and you can be heard.



This guide was put together by The Self-Advocacy Association of New York State (SANYS) for **educational purposes only** with funding from the New York State Developmental Disabilities Planning Council (DDPC).