



Using Teams for Online Programs

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

Joining a Meeting/Program

After registering for our program using our online calendar you will receive an email with the link to the Teams meeting.

Desktops/Laptops:

1. In your email invite, select **Click here to join the meeting**. If you already have the Teams app, the meeting will open there automatically.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

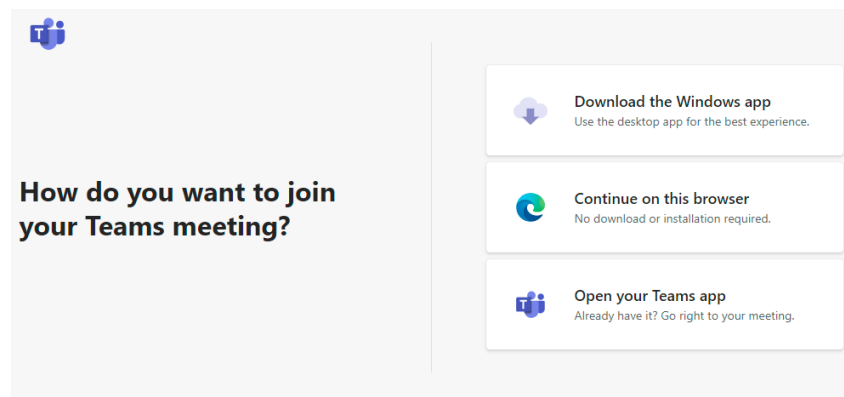
[+1 437-703-4487, 677953862#](#) Canada, Toronto

Phone Conference ID: 677 953 862#

[Find a local number](#) | [Reset PIN](#)

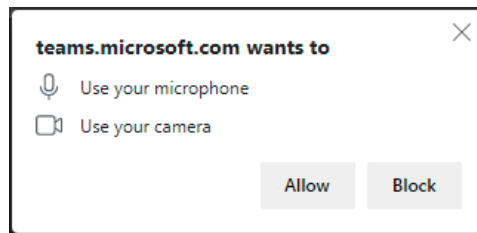
[Learn more](#) | [Meeting options](#)

2. Teams will show you three choices (if you haven't used Teams before):

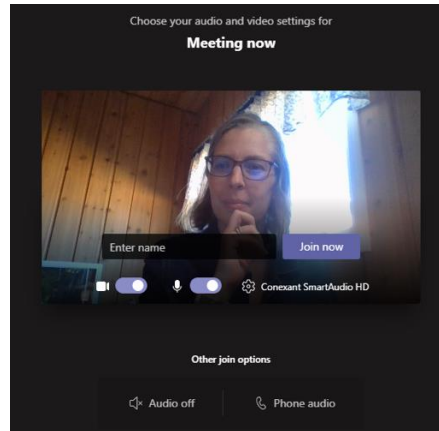


- **Download the Windows app:** Download the Teams desktop app.
- **Continue on this browser:** Join a Teams meeting on the web.
- **Open your Teams app:** If you already have the Teams app, go right to your meeting.

3. You may be asked to allow Teams to use your microphone and camera. Click allow.



4. Type your name and choose your audio and video settings.



5. Select **Join now**.
6. You will be put into the lobby where someone in the meeting will admit you.

When the meeting starts, we'll let people know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.

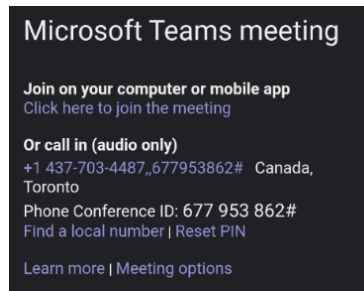
NOTE: If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.

To learn more, check out the [Join a Teams meeting](#) video.

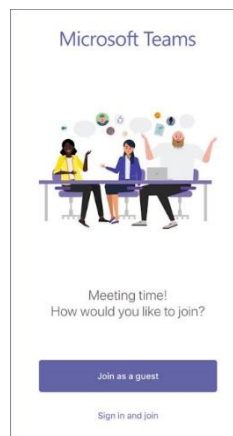


Mobile Devices

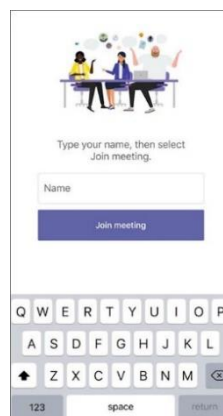
1. In the meeting invite, select Join Microsoft Teams Meeting.



2. If you don't have the Teams mobile app, you'll be taken to your app store to download it. Download and open the app.
If you have an Android device, open the app right from the app store page.
If you have an iOS device, tap the meeting link again to open the app.
Teams will ask if it's okay to use your mic. Others will only be able to hear you if you allow it.
3. Next, you'll be given two options for joining your meeting: Join as a guest or Sign in and join. Choose Join as a guest.



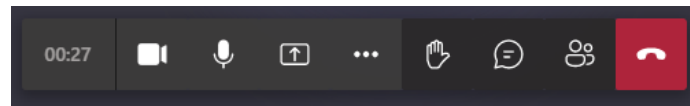
4. Type your name and tap Join meeting.



Please join a few minutes before the meeting starts, to allow staff to admit everyone into the meeting and start the program on time.

In the Meeting

Once you have entered the meeting, you can use buttons in the *Meeting controls panel* in the bottom middle of the meeting window to turn on/off your microphone and camera, open the conversation (chat), and access other meeting features. If the controls panel disappears, hover your mouse on the meeting screen and they will reappear:



Please see [Microsoft Teams - Teams Meeting Controls](#) for more information.

For mobile phones, touching the screen will bring up user controls.

Helpful tips

- Your microphone will be muted when you join the program. Please unmute your microphone when you want to speak in the meeting. After you have finished, please mute your microphone again.
- Our staff really appreciate seeing faces when hosting a program. Please keep your camera turned on if your system allows you to.
- The best lighting comes when there is a bit of indirect lighting from the front.
- Remember that others can see what is behind you. Teams has an option to blur the background or select a stock background.
- If you have sound issues headphones or a headset with a microphone can help.

Check out Microsoft's [Support page](#) for more help. You can also reach library staff by calling 1-844-649-8127 or emailing help@orl.bc.ca.

