

# IIT MS Teams Web Conference

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IIT Teams Web Conference

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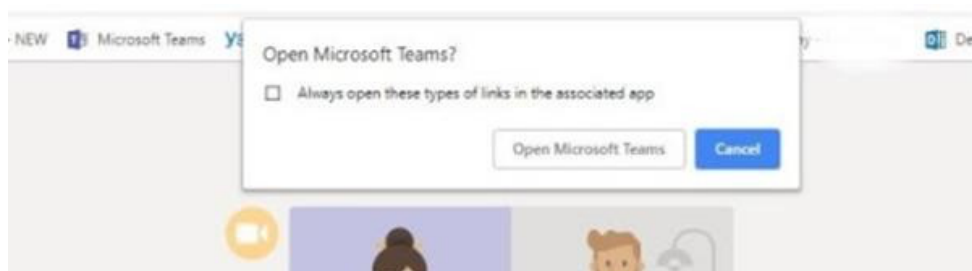
## 1. Connect to a Web Conference using Microsoft Teams.

To join a conference with Microsoft Teams, click the link “Join Microsoft Teams Meeting” situated at the bottom of the mail that you have received with the invitation to the conference:

### Join Microsoft Teams Meeting

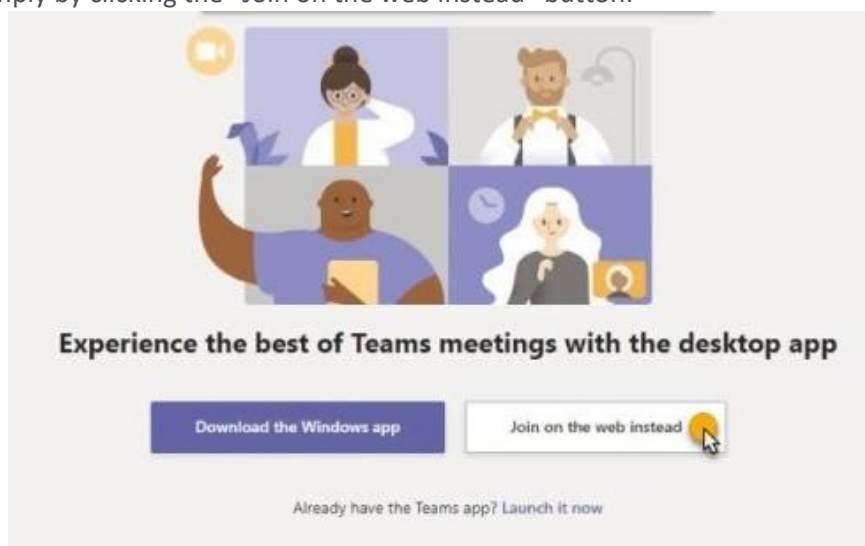
[Learn more about Teams](#) | [Meeting options](#)

If you have the Microsoft Teams Client installed, you can click on the “Open Microsoft Teams” button to open the client and connect to the conference.



### 1.1 User with no IIT Account (any e-mail address)

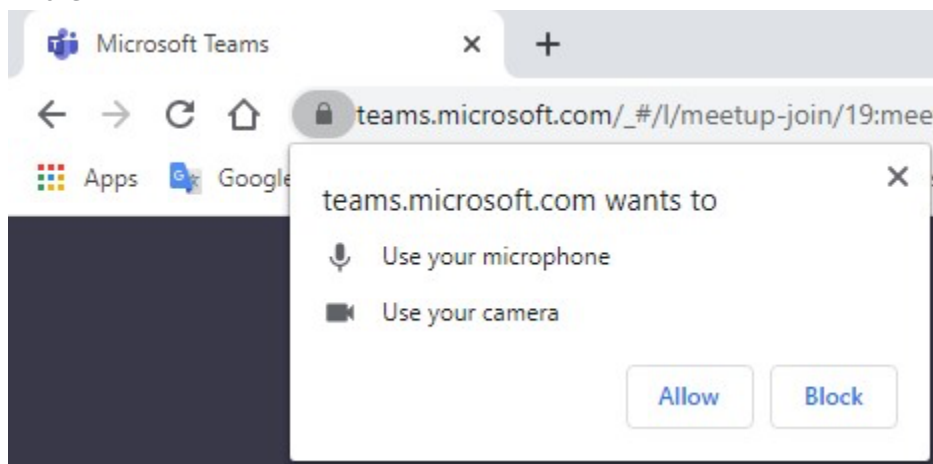
Anyone with an e-mail address and internet connection can access the call via the browser simply by clicking the “Join on the web instead” button:



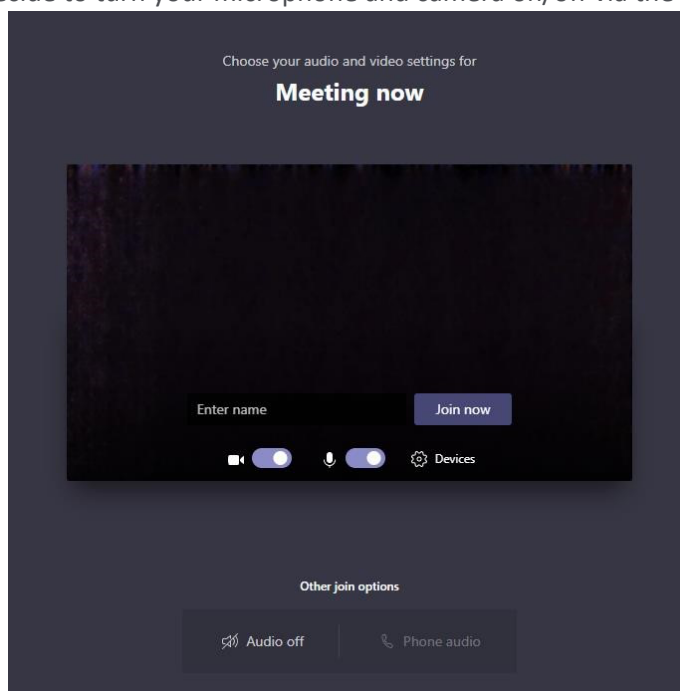
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Once you've clicked the button to join, a screen that asks permission for the use of your microphone and camera may appear; click on allow to consent Microsoft Teams to use them:



You can decide to turn your microphone and camera on/off via the following login screen:



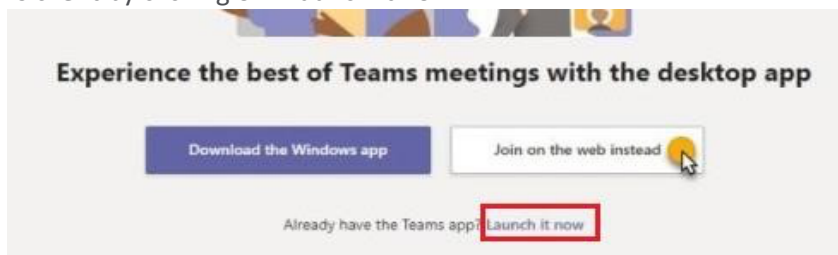
Insert your name into the textbox and click "Join now" to connect to the conference.

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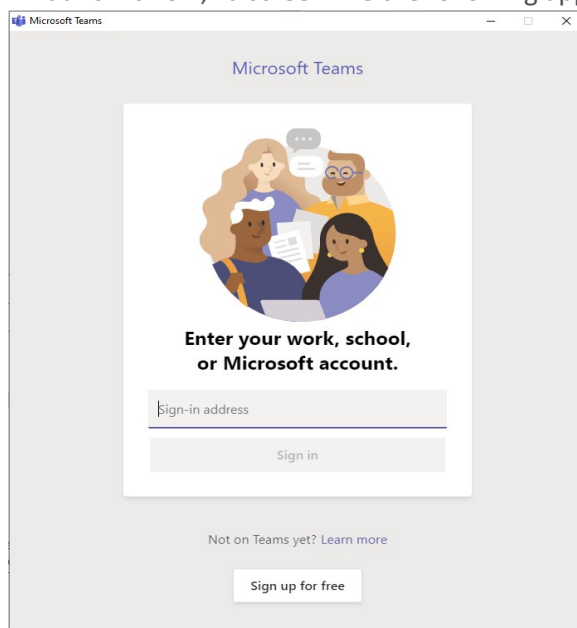
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## 1.2 User with an IIT account or Office 365 Account

If you have an IIT or Office 365 account, you can either use the web link above or open the Teams client by clicking on “Launch it now”:



When clicked on “Launch it now,” a screen like the following appears:



Insert your IIT or Microsoft Office credential and click the “Sign in” button to connect to the conference.

If you have an IIT or Office account but do not have Microsoft Teams installed on your device, you must click “Download the Windows app” instead of “Join on the web” and follow the standard installation procedure. Once installed, the login screen above appears, and you can sign in with your IIT or Office credentials.

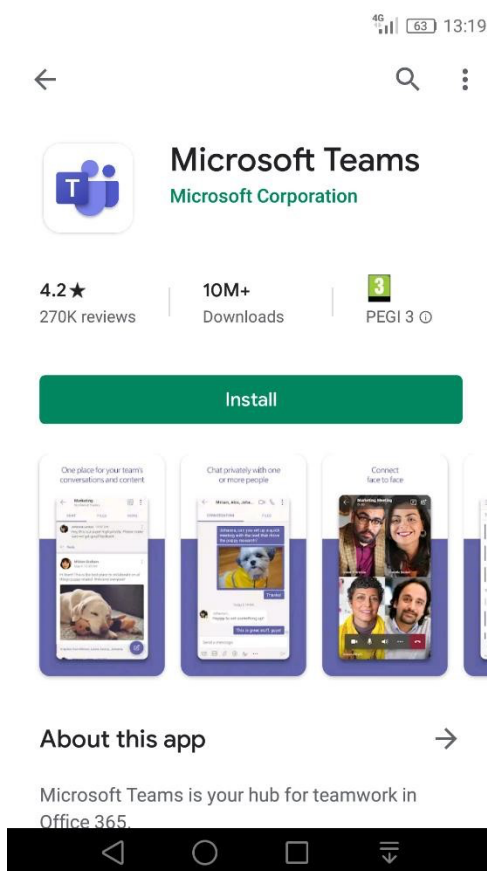
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## 2. Connect to a web conference using a mobile device.

You must have the Microsoft Teams mobile app to get the best of Microsoft Teams meetings on mobile, including audio, video, and content sharing.

If you do not have the app, open your app store on your mobile device, where you can search and install the Microsoft Teams app.



Note: try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

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## 2.1 Join a meeting with a mobile device by e-mail invitation.

Open the mail with the meeting invitation on your mobile device and click on the link “Join Microsoft Teams Meeting” at the bottom to open the app and join the conference:

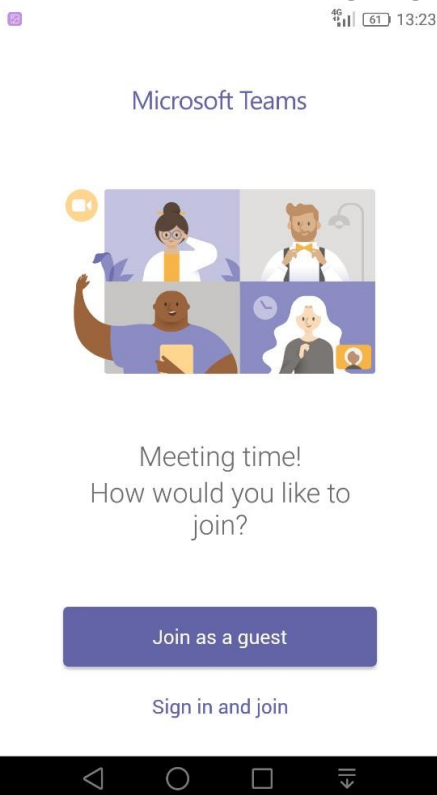
### Join Microsoft Teams Meeting

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

If you have the app installed correctly, the Teams Client starts on your mobile device after you have clicked the link.

You will be directly connected to the conference if you have a Microsoft Teams account and are logged in to the app.

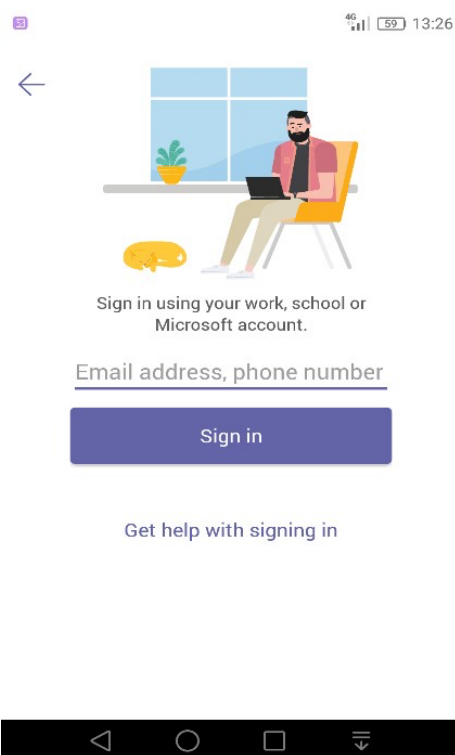
If you have a Microsoft Teams account, but it is the first time you open the Microsoft Teams app on your mobile device, the following image appears; click “Sign in and join.”



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Now you can insert your Microsoft Teams credentials to sign in, then the conference starts:



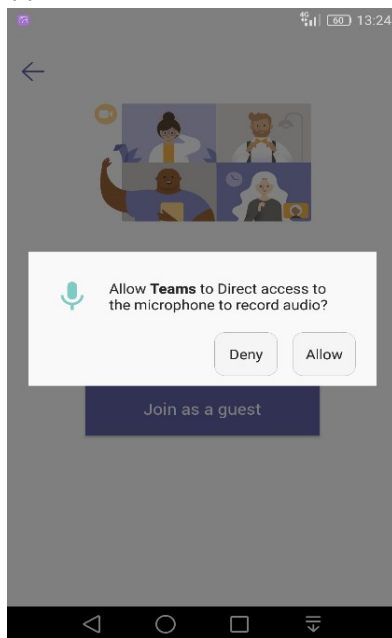
If you don't have an IIT or Office 365 account, select "Join as a guest" instead of "Sign in and join."

If you log in as a guest and it is the first time you start the Microsoft Teams app on your mobile device, the app may ask permission to use the microphone.

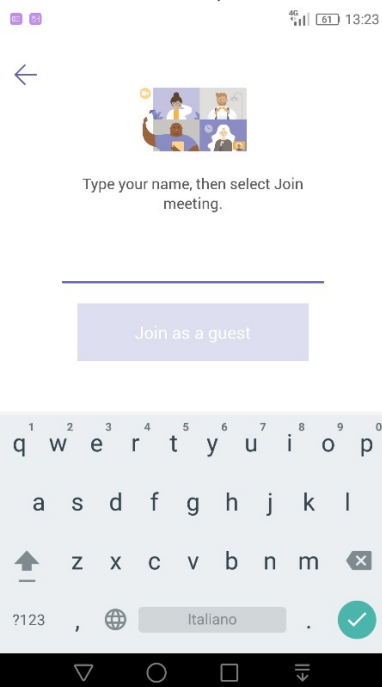
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If the image below appears, click “Allow”:



Insert your name in the screen below, then click “Join as a guest” to join the meeting:



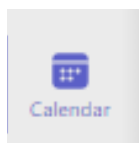
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### 3. Creation of the meeting via the Teams app

The first thing to do is to go to the bar on the left and select “Calendar” (Img. 1)



Img.1

Click on the day on which you want to make the connection and then enter the title, guests, and, if necessary, a text (img.2). When you are finished, click **Save** on

The final visualization will be as follows:



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