

GSD. MS Teams - Join a Teams Meeting

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General Information:

Possible symptoms/errors:

User wants to know how to Join a Teams Meeting

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

If user has an invite to a Microsoft Teams meeting, they have a few ways to join.

Details:

Join a Teams meeting from the app

From user's Calendar, advise them to select Join on a meeting before it's started, or one that's in-progress. They must turn on camera, select Background filters, and choose how they'd like to appear by:

Selecting a custom background. Selecting Blur.

Inform user to choose their audio settings. User must select Join now.

Join a Teams meeting on the web

If user does not have Teams app, they can still join a Teams meeting.

In user's email invite, advise them to select Click here to join the meeting.

They can also use a dial-in number and conference ID from the email to call in.

They have three choices:

Download the Windows app: Downloading the Teams desktop app. Continue on this browser: Joining a Teams meeting on the web. Open your Teams app: If user already has the Teams app, advise them to go right to their meeting.

Inform user to type their name. User must choose their audio and video settings. Guide them to select Join now. Depending on meeting settings, they'll get in right away, or go to a lobby where someone in the meeting will admit them.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A