

Joining a Microsoft Teams Meeting as an Avatar

Microsoft Teams provides the option to join meetings using a personalized avatar, allowing participants to engage without turning on their cameras while maintaining a dynamic and interactive presence.

Requirements

- **Microsoft Teams Version:** Ensure you are using Teams 2.1 or newer on Windows PC or Mac.
- **Licenses:** This feature is available for users with Teams Essentials, Microsoft 365 Business Basic, Business Standard, Business Premium, Microsoft 365 E3/E5, or Office 365 E1/E3/E5 licenses.
- **Avatars App:** The Avatars app must be enabled in your organization. If it is not available, contact your IT administrator to enable it via the Teams Admin Center.
- **Hardware:** A quad-core processor and 4 GB RAM are recommended for optimal performance.

Setting Up Your Avatar

Install the Avatars App

- In Teams, go to Apps and search for Avatars.
- Click Add to install the app.

Create Your Avatar

- Open the Avatars app from the left sidebar.
- Click Create Avatar.
- Customize your avatar's appearance, including facial features, hairstyle, clothing, and accessories.
- Save your avatar once you are satisfied with the customization.

Joining a Meeting as an Avatar

Join the Meeting

- Navigate to your Teams Calendar and select the meeting you want to join.
- Click Join.

Enable Avatar

- On the pre-join screen, click Effects and avatars.
- Select your avatar from the available options.
- Click Join now to enter the meeting with your avatar.

In-Meeting Avatar Controls

Gestures and Reactions

- Use predefined gestures like raising your hand, clapping, or expressing emotions.
- Access these by clicking on the Reactions button in the meeting controls.

Switching Between Avatar and Video

- You can switch between your avatar and live video during the meeting.
- Click on More actions (...) > Effects and avatars to toggle between modes.

Privacy and Permissions

Guest Access

- Guests can use avatars if the Avatars app is enabled in their home organization.

Data Handling

- Avatar data is stored securely and adheres to Microsoft's privacy standards.
- Photos used to create avatars are not retained or used for other purposes.

Mobile Device Support

Currently, joining meetings as an avatar is supported on the Teams desktop app for Windows and Mac. Mobile support is not available at this time.

For more detailed instructions, visit the official Microsoft Support article.

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