



## Microsoft Teams – Quick Start Guide

Microsoft Teams is a powerful collaboration tool for Office 365 products. The Judicial Branch uses Teams as our primary solution for video conferencing.

### Joining a Teams Meeting:

You will receive an invitation to a Teams meeting via email. Upon receiving this invitation, you will have two options for joining:

**By Video:** Simply click the “Join Microsoft Teams Meeting” link found in the invitation. You will need a device with a functioning webcam and microphone.

*Note: You are not required to have the Teams app installed on your device to join; you can simply click “Join on the web instead” to join through your web browser.*

**By Phone:** Dial the phone number found in the invitation. You will be prompted to enter the “Conference ID” also found in the invitation.

### Join Microsoft Teams Meeting

+1 307-316-5574 United States, Laramie (Toll)

Conference ID: 124 429 961#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

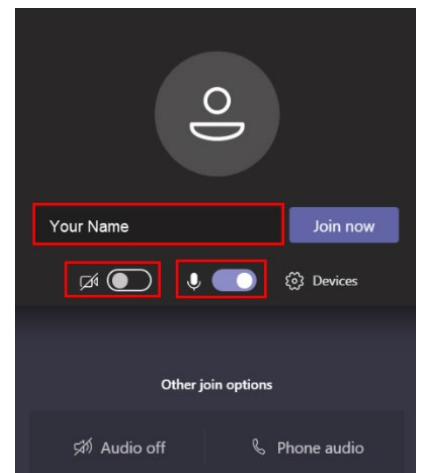


### Teams Meeting Functionality:

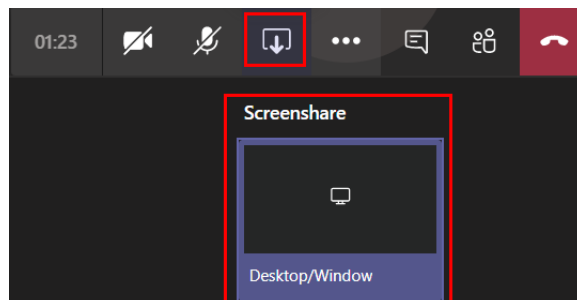
Upon joining a Teams meeting through your browser, you will be prompted to enter your name. You will also have the option to begin the meeting with your camera / microphone on or off using the provided toggles.

*Note: It is typically best practice to remain on mute when you aren’t actively speaking.*

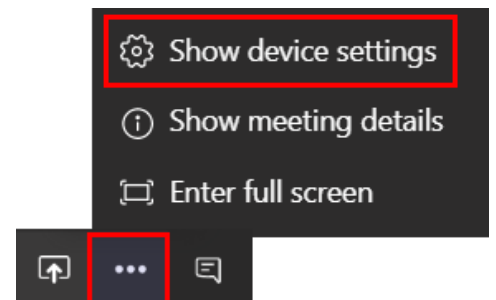
**Controls:** During the meeting you will have the option to turn your camera / microphone on and off as needed by visiting the toolbar at the bottom of the meeting screen.



**Screensharing:** You also have the option to share your desktop to the meeting by clicking the screenshare button and choosing which screen you’d like to share.



**Device Settings:** If you need to change your devices (i.e. camera, speakers or mic) you may do so by clicking the three ellipses button and choosing “Show device settings”





## Troubleshooting Guide:

I am not able to hear anything in the Teams meeting

- Is your audio on? Check your speakers and ensure they are turned on and the volume is turned up.
- Do you have the proper audio device selected? Some devices have multiple audio options. Ensure the correct device is selected using the "Device Settings".

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I am not able to be heard in the Teams meeting

- Is your microphone on mute? Check that your microphone is unmuted if you wish to speak.
- Do you have the proper microphone device selected? Some devices have multiple audio options. Ensure the correct device is selected using the "Device Settings"

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I downloaded the Teams app and it wants me to sign in with my Microsoft account, but I don't have a Microsoft account.

- Remember that you can always join from the web using the "Join from the web instead" link when joining a Teams meeting.
- You don't need to sign into Teams in order to use the app. Simply click close when prompted to sign in with your Microsoft account. Upon joining a Teams meeting Teams will launch, allowing you to use the application without signing in.
- If you wish to use the Teams app and you don't have a Microsoft account, you can always create one for free.