

Managed Services - Cloud Services - Professional Services - Technical Support Patchnet, Inc. 8950 SW 74th Court, Suite 2201 Miami, FL 33156 Phone: 1 (877) 891-6911 - Phone: 1 (877) 891-6911 - Email: <u>info@patchnet.net</u>

Microsoft Teams – Join a Meeting.

1. Open the invite you received in your mailbox.

Principal	Social	•
	Monthly Meeting - This is a test Meeting	

2. Click on *Join Microsoft Teams Meeting* to access using the internet or *dial in* using the phone number and the Conference ID specified on the email.

Join Microsoft Teams Meeting			
+1 786-530-6896 United States, Miami (Toll)			
Conference ID: 621 112 990#			

3. If prompted the below, Click on *Cancel.*

Open Microsoft Teams?				
https://teams.microsoft.com wants to open this application.				
	Open Microsoft Teams	Cancel		

4. Click on Join online instead.

Enjoy the best of Teams meetings with the desktop application				
Download Windows application Join online instead				
Already have the Teams app? Start it now				

5. If prompted the below, click on *Allow*.

tea	ms.microsoft.com wants to	ζ
Use your microphone		
	Use your camera	
	Allow Block	



Managed Services - Cloud Services - Professional Services - Technical Support

Patchnet, Inc. 8950 SW 74th Court, Suite 2201 Miami, FL 33156 Phone: 1 (877) 891-6911 - Phone: 1 (877) 891-6911 - Email: <u>info@patchnet.net</u>

6. Write your full name, select your audio and video settings and click *Join now.*

	Choose your audio and video settings for Current meeting	
Before joining the meeting:	Write name	Join now
Turn your microphone on/off		Devices
	Ø • Ø * O *	3 Devices

- 7. Wait until someone let you in... You are in!
- 8. This is the Meeting Control Panel that you can use during the meeting.

