How to login to Teams

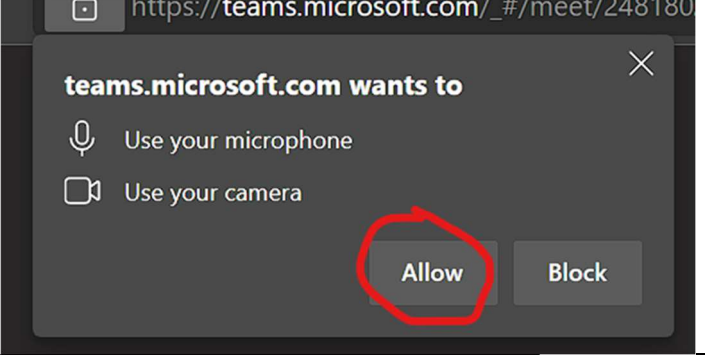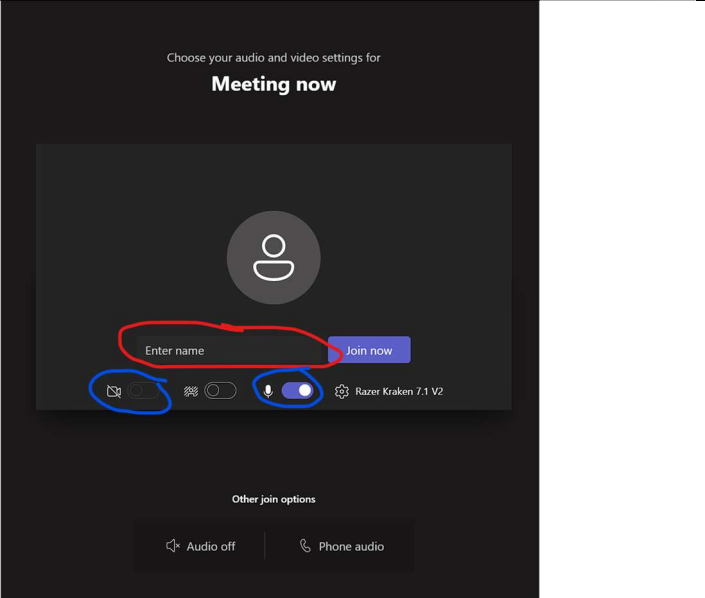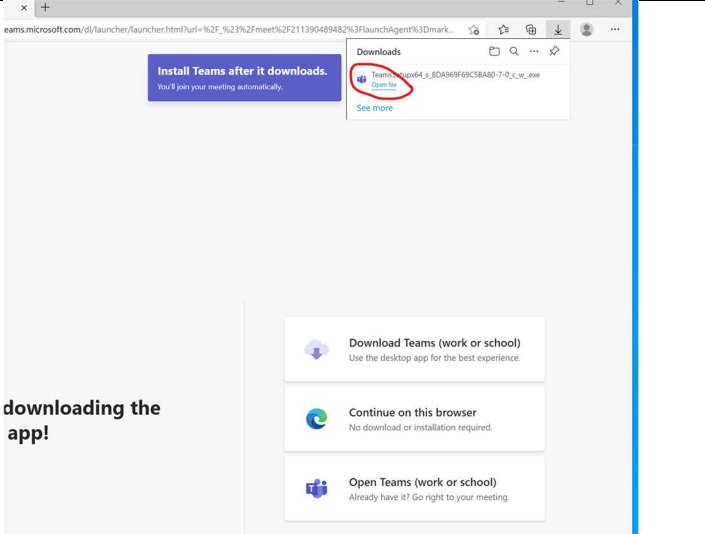|	
1.) Click on the "Join on the web" link found in the meeting information.	**Microsoft Teams meeting** **Join on your computer or mobile app** Click here to join the meeting Meeting ID: Passcode: Download Teams | Join on the web **Or call in (audio only)** +1 872-242-7910 United States, Chicago Phone Conference ID: Find a local number | Reset PIN Learn More | Meeting options
2.) Fill in the Meeting ID and Passcode. You will find it in the meeting information. 3.) Click Join a meeting	**Microsoft Teams** Join a Teams meeting. Enter meeting ID [ ] Enter meeting passcode [ ] **Join a meeting** Where can I find my meeting ID? >

4.) If you do not want to install the Teams client, you can use the "Continue on this browser" option (Marked by arrow #1). Please proceed to the next step.
 	
If you want to install the Teams client, you can use the "Download Teams (work or school)" option (Marked with arrow #2). Please continue on in the section labeled "If you want to download Teams Client" later in this document.
	How do you want to join your Teams meeting?
	
	2 → ⬇ Download Teams (work or school)
	      Use the desktop app for the best experience.
	
	1 → 🌐 Continue on this browser
	      No download or installation required.
	
	🟦 Open Teams (work or school)
	      Already have it? Go right to your meeting.

5.) The browser will ask you if teams can use the microphone and camera. Click Allow	
6.) Enter in your name and click Join Now. NOTE: You can use the Video and Microphone options to start off the call without video or audio. The switch color that matches the background means it is off. The blue highlighted background in the switch means that it is on. The graphic to the right means that the video is off and the microphone is on.	

If you Download Teams client

Please only proceed if you have chosen the "Download Teams" option.

5.) After clicking the "Download Teams (Work or school)" option, it will automatically download an executable. Run the executable.	

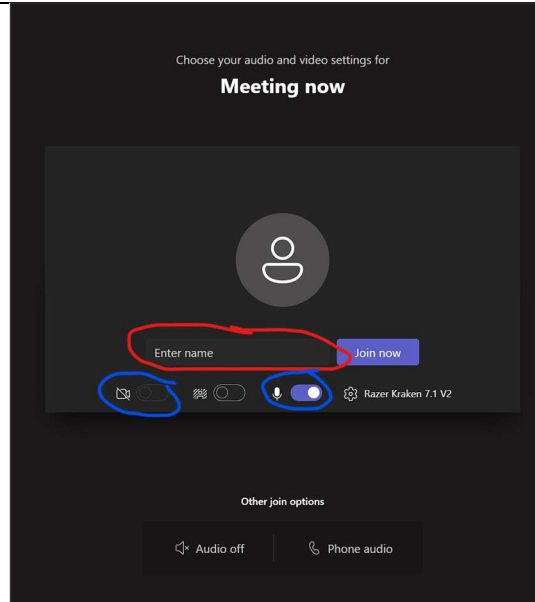|	
6.) Once it finishes installing, it will automatically load and prompt you to enter in your name and click Join Now. NOTE: You can use the Video and Microphone options to start off the call without video or audio. The switch color that matches the background means it is off. The blue highlighted background in the switch means that it is on. The graphic to the right means that the video is off and the microphone is on.	Choose your audio and video settings for **Meeting now** Enter name Join now Razer Kraken 7.1 V2 Other join options Audio off Phone audio
7.) If you received a firewall prompt, please click Allow Access	Windows Security Alert Windows Defender Firewall has blocked some features of this app Windows Defender Firewall has blocked some features of Microsoft Teams on all public and private networks. Name: Microsoft Teams Publisher: Microsoft Corporation Path: C:\users\sysadmin\appdata\local\microsoft\teams\current\teams.exe Allow Microsoft Teams to communicate on these networks: ☐ Private networks, such as my home or work network ☑ Public networks, such as those in airports and coffee shops (not recommended because these networks often have little or no security) What are the risks of allowing an app through a firewall? Allow access Cancel