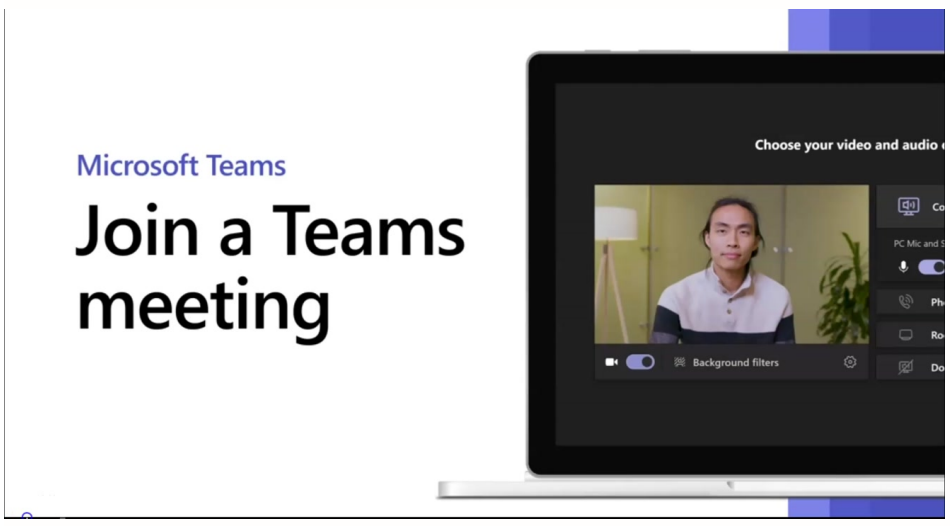

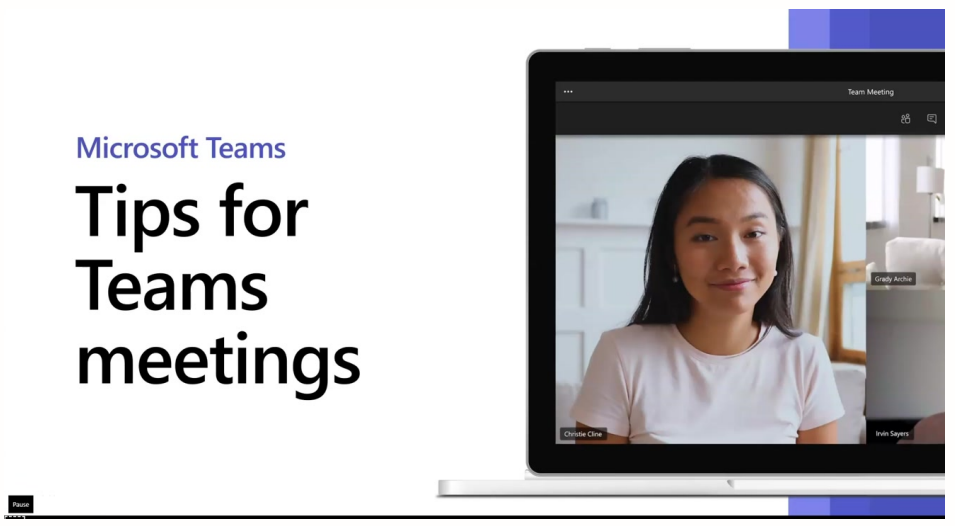

JOIN A TEAMS MEETING FROM THE APP

1. From you **Calendar**, select **Join** on a meeting before it's started, or one that's in-progress.
2. Turn on your camera, select **Background filters**, and choose how you'd like to appear:
    1. Select a custom background.
    2. Select **Blur**.
3. Choose your audio settings.
4. Select **Join now**.

JOIN A TEAMS MEETING ON THE WEB

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Click here to join the meeting**. You can also use a dial-in number and conference ID from the email to call in.
2. You have three choices:
    1. **Download the Windows app**: Download the Teams desktop app.
    2. **Continue on this browser**: Join a Teams meeting on the web.
    3. **Open your Teams app**: If you already have the Teams app, go right to your meeting.
3. Type your name.
4. Choose your audio and video settings.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you.

PREVIEW YOUR VIDEO

When you're in a meeting, preview your video before you turn on your camera:

1. Hover over **Turn camera on** to preview your video.
2. Preview how you'd like to appear:
    1. Select **Blur my background** to blur your background.
    2. Select **More background effects** to preview a custom background or add your own.
3. When you're ready, select **Apply and turn on video**.

RAISE YOUR HAND AND SHOW REACTIONS

Under **Reactions**, choose how to engage in a meeting:

- Select **Raise hand** to let others know you'd like to speak up without interrupting the conversation.
- Choose a reaction like **Applause** or **Heart** to show how you feel.

SPOTLIGHT A VIDEO

When a featured speaker's talking, spotlight their video so it's the main one everyone sees.

- Right-click whose video you want to spotlight, select **Spotlight** > **Spotlight** once more to confirm.

CHOSE A VIDEO LAYOUT

There are different video layouts for your meeting. On the meeting controls, select **More options** (**...**) and choose one: