

# Microsoft Teams instructions

## 1. How to join a Teams meeting

All you need to join a Teams meeting, is a link you may get by email or an outlook invitation:

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[Click here to join the MS Teams meeting](#)

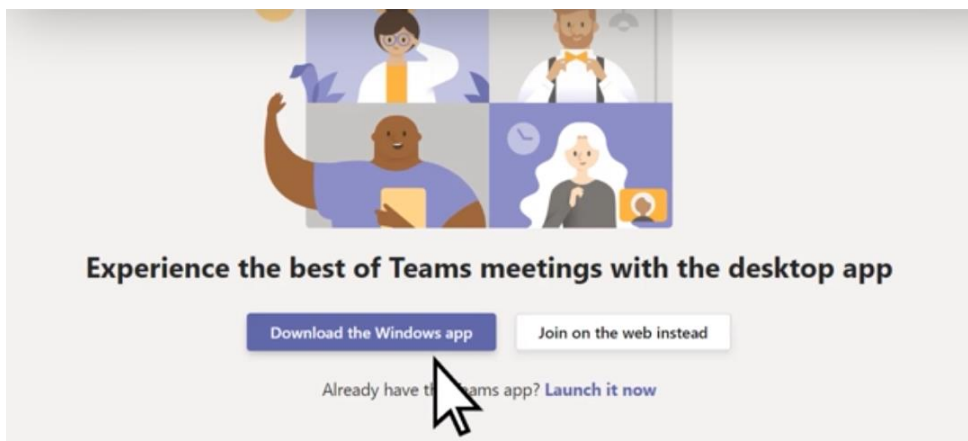
[More information on Teams](#) | [Meeting options](#)

 **Fraunhofer**

[Legal notes](#)

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Select "[Click here to join the MS Teams meeting](#)") in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.



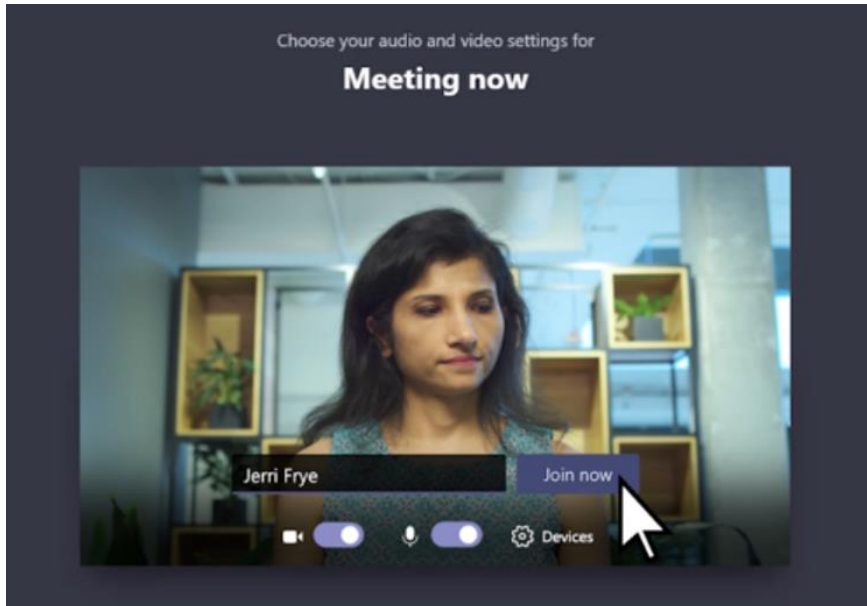
If you don't have a Teams account, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select "Sign in" to join with access to the meeting chat and more. Then you may join the meeting right away or go to the lobby where people in the meeting can admit you.

If you join on the web, you can use either [Microsoft Edge](#) or [Google Chrome](#). Your browser may ask if it's okay for Teams to use your microphone and camera. Be sure to allow it, so you'll be seen and heard in your meeting.

## 2. How to prepare your appearance in the Teams Meeting

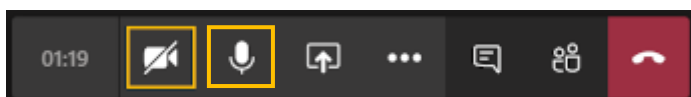
When Teams opens, you enter your name for identification.

In the Teams window you can turn on your microphone and camera and see a live image of your camera. To join the meeting, you have to click on "Join now".



## 3. How to interact in the Teams Meeting

You might want to turn your **video** or **microphone** on and off over the course of a meeting. Go to the meeting controls anytime during the meeting and tap on the camera button or microphone button.



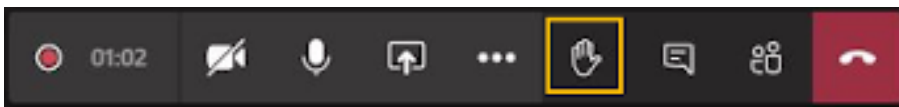
*In order to avoid background noise, we ask you to switch the microphone to mute during the session. You will have to reactivate it if you wish to speak.*

When you join a Teams meeting, you'll see the video streams of up to nine other people on your screen at the same time. This is the default Gallery view.




You have several different video layouts to choose from, depending on the size of the meeting and the number of people you'd like to see on your screen at once. Select More options \*\*\* in the meeting controls, and pick the one you want.

During a meeting, you can **raise a virtual hand** to let people know you want to contribute without interrupting the conversation. Just select the hand button in the meeting controls.



Everyone in the meeting will see that you've got your hand up.

To **share your screen** in a meeting, select "Share content"  in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.



When you're done sharing, go to your meeting controls and select "Stop sharing".

You can also communicate via **chat**. To do this, you can open the chat and send your message to all participants via the speech bubble button.

