

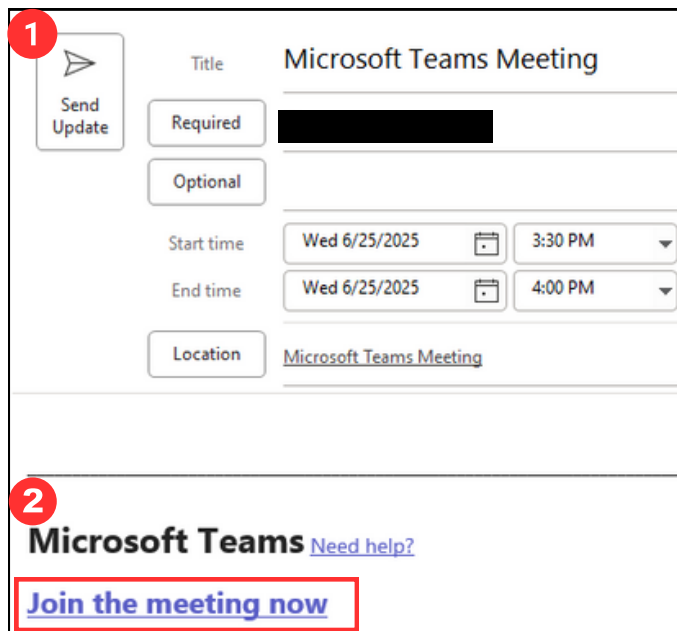
# Microsoft Teams: Joining a meeting

## Overview

Virtual visits (Teams meetings) should be conducted from your **corporate approved device that should already have Microsoft Teams installed**. If Microsoft Teams is not already installed on your device, you can request it by clicking [here](#).

## Join from Outlook

1. Navigate to your outlook calendar and double click on the appropriate meeting.
2. In the body of the calendar invite click **join the meeting now**.



1

Send Update

Title Microsoft Teams Meeting

Required [Redacted]

Optional

Start time Wed 6/25/2025 3:30 PM

End time Wed 6/25/2025 4:00 PM

Location [Microsoft Teams Meeting](#)

2

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

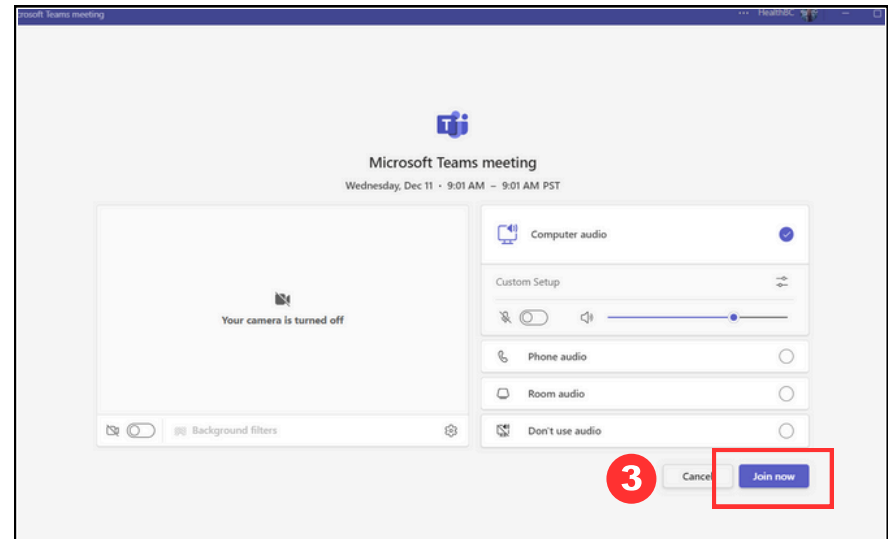
**Note:** Each meeting is unique with it's own **Meeting ID** and **Passcode**.

3. When joining a meeting, you will receive a pop-up window where you can adjust your settings before entering the call. When you have selected your preferred settings click the **Join Now** button.

## Join from a web browser (optional)

If you don't have the Teams application installed on your **computer** you can join a teams meeting from your web browser (joining from a web browser is currently unavailable from mobile devices).

1. Navigate to your **outlook calendar** or email to locate the meeting invite.
2. Click on the **meeting link** and default browser will open.
3. You will be presented with the same pop-up window that you received on the Teams application. Here you can adjust your settings before entering the call. When you have selected your preferred settings click the **Join Now** button.



Microsoft Teams meeting

Wednesday, Dec 11 · 9:01 AM – 9:01 AM PST

Your camera is turned off

Computer audio ☒

Custom Setup

Phone audio ☐

Room audio ☐

Don't use audio ☐

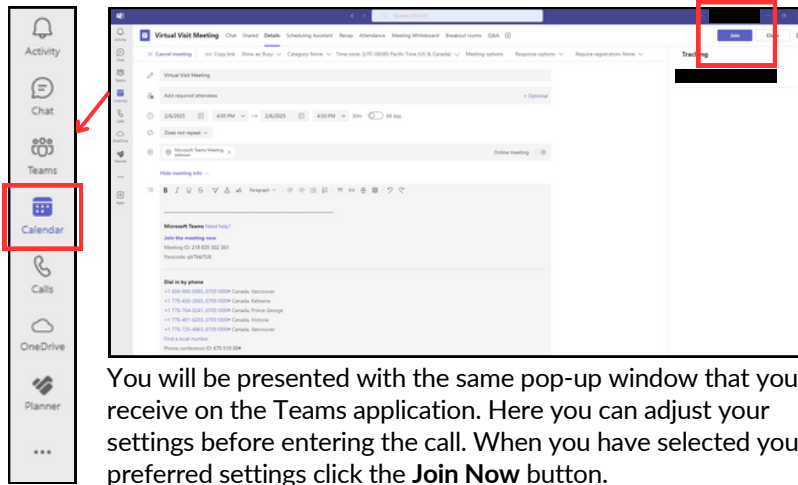
3

Cancel [Join now](#)

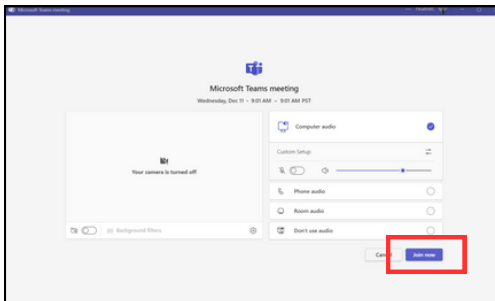
# Microsoft Teams: Joining a meeting

## Join from Teams app (recommended)

Microsoft Teams will be installed on your computer. You can navigate to the **Calendar** icon of the toolbar and click the appropriate meeting and select **join**.



You will be presented with the same pop-up window that you receive on the Teams application. Here you can adjust your settings before entering the call. When you have selected your preferred settings click the **Join Now** button.

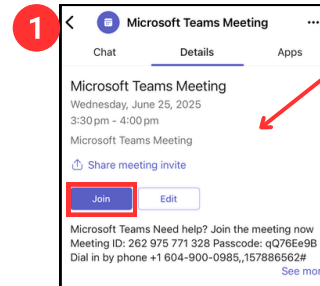


## Join from a mobile device

There are 2 different options to join a teams meeting from a mobile device:

1. The first option is using the Teams app on your corporate device and login using your Microsoft credentials.
2. The second option is to dial in for audio only into the meeting by phone without a Microsoft account.

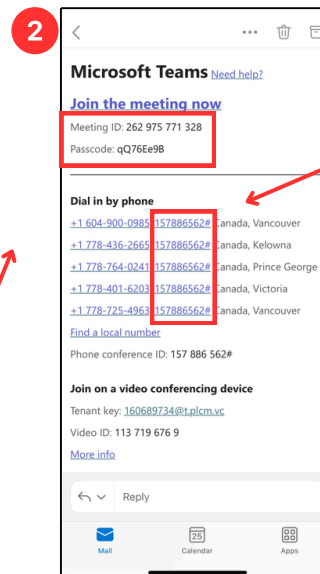
Once logged in you can navigate to the calendar tab and select the meeting you would like to join.



Here you can review the meeting details and select the **join** button to enter the call.

The details of the call, including the **Meeting ID** and Dial-In Information can be found by clicking see more.

To dial into the meeting by phone use the telephone number provided in your meeting invite to access the **audio-visual conferencing center**.



After dialing the conference center you will be asked for a **phone conference ID**.

**Note: it is important to enter the phone conference ID not the Meeting ID.**

Once the conference ID has been entered you will be prompted to **say your name** to capture a voice recording. This will be used to let participants know you are joining externally.

An automated message will let you know you will now be joining the meeting and will appear to participants as the telephone number used to dial in (see example below).

