


Microsoft Teams

Connecting to a Teams Meeting

Microsoft Teams is an extension of the Microsoft Office Suite and the current chosen virtual conference software for the Government of NS.

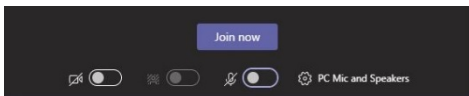
You can join 1 of 4 ways – by web browser, phone browser or the free Microsoft Teams app for PC or phone (which can be downloaded from your phones App Store or downloaded from the Microsoft website here <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>). If you have downloaded the App, this will be the default program used for the meeting once you click the link. If connecting by the app on a phone, you will need to create a free Microsoft account with a pre-existing email.

To connect to a Microsoft Teams meeting that you are invited to, follow these steps.

1. Click the “**Join Microsoft Teams Meeting**” link which you would have received via a meeting appointment or in an email.
 - If you are joining by the App (on phone or computer), sign in if you already have a Microsoft Office account, or click join as guest, fill in your screen name and you will be entered into the room.
 - If you are not joining by the app, click “join on the web instead”, after which it will take you to the Microsoft Teams online platform. If you are doing this via browser from your phone, the same method is followed (all applicable data charges will apply if not on wifi).
2. Once you are connected either on a web browser or by the app and you have entered your screen name, it will give you options to share your video and audio. **It is encouraged to enter the room with muted audio.**
 - To participate via audio, you will need either: a laptop with a built-in mic, a webcam with built in mic, or a set of headphones with a mic plugged into your PC.
 - If the audio seems to lag, try turning off your video, which takes up more bandwidth than audio.
 - If you are not able to participate via audio, you can participate via chat. Click the Conversation button  on the central tool bar to open the chat area.
3. Click **Join Now** and you will be entered into the room with the rest of the invitees.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)
Join with a video conferencing device



Congratulations, you are now participating on a Teams Meeting!