

# Getting Started with Microsoft Teams: Guide for Guests to Clayton State University

## Step 1: Identify the meeting link

In many cases, you will receive an invitation to a Microsoft Teams meeting through a link in an email or a calendar invitation. If you received a calendar invitation and RSVP'd as 'Attending,' then you will usually find the link pictured below in the calendar event. Teams meeting links are regularly shared in the same method, as pictured below. Once you have identified the link, left-click on the link to open it in an internet browser window.

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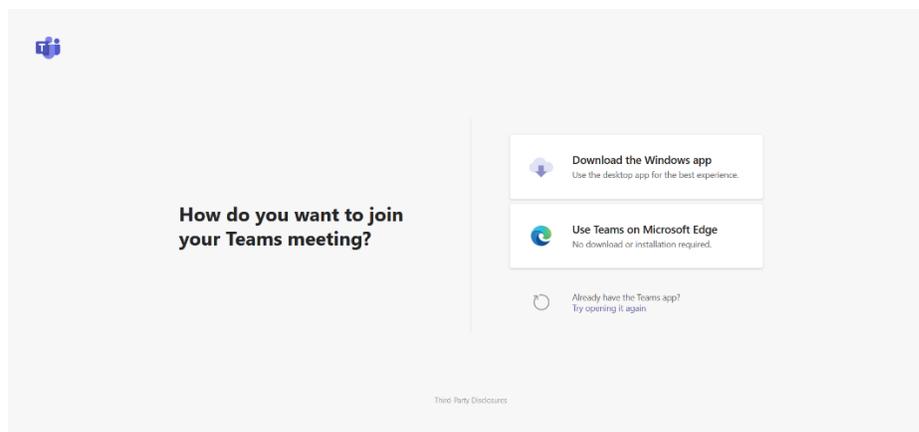
### [Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

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## Step 2: Determine how you plan to join the meeting

Pictured below is the prompt for the two options to join a meeting as a guest.



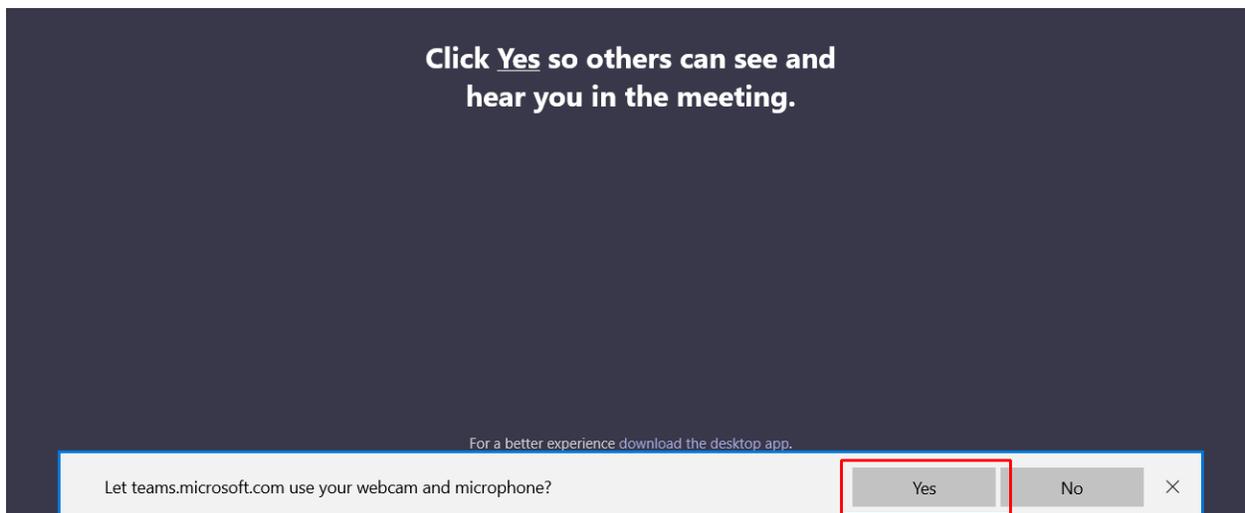
### [Installing the Teams application](#)

The first option to click is to download the Microsoft Teams app. The app is available for Windows, OSX, Android, and IOS. When you click the link, it will either prompt you to start a download or direct you to the appropriate location within the device app store. Once you have initiated the download, install the

Teams application on your device. During the installation process, depending on your device, you may need to agree to the Terms and Conditions to complete the installation.

### Joining through a web browser

When joining through a web browser, you will need either Microsoft Edge or Google Chrome installed. Teams meetings are not fully compatible with Safari, Firefox, and other popular browsers. If you click on the option to join through a web browser, then you will be prompted to give permissions for the site to have access to your microphone and webcam.



### Step 3: Configuring your settings

Before you can join the meeting, you will need to type your guest name. For Mac and PC users, you may need to configure your microphone and camera settings. To enable your microphone or camera, click on the slider button next to the symbol for each device.

Once everything is configured, and you have typed your name, you are ready to join the meeting on Microsoft Teams. Click 'Join now' to join the meeting.

Choose your audio and video settings for

## Meeting now



Enter name

Join now



Devices

### Other join options

 Audio off

 Phone audio

For a better experience [sign in](#) or [download the desktop version](#)