

**Teams Meetings are best experienced when you join them from the Teams desktop app, and there are a bunch of ways to do that - read on for details about the various ways you can join and manage meetings in Teams... and if you can't use the Teams desktop app (or the web app) to join, some Teams meetings may be set up to allow you to just call in and listen using a phone number.**

## Joining a Meeting in Teams

### Join by Link

Select [Click here to join the 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 - and the organizer has allowed it - you may have the option to enter your name to join the meeting. If you do have a Teams account, select [Sign in](#) to join with access to the meeting chat and more.

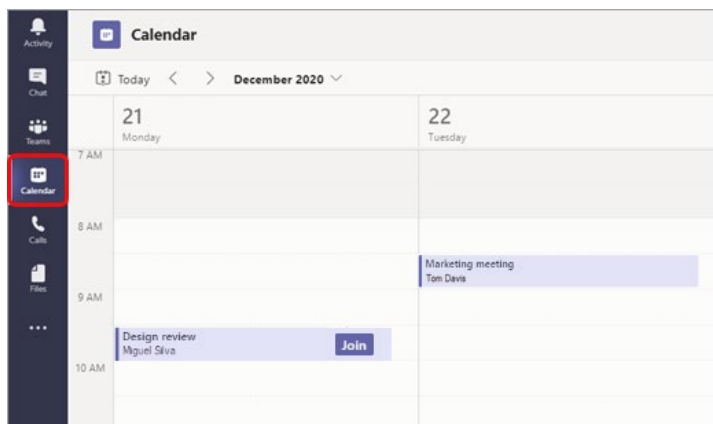
Then, depending on the organizer's settings, you may join the meeting right away or enter the lobby where people in the meeting can admit you.

### Microsoft Teams meeting

Join on your computer or mobile app  
[Click here to join the meeting](#)

### Join by Calendar or ID

Select [Calendar](#) on the left side of Teams to view your meetings.



Locate and open the meeting you want and click **Join**.

Or – if someone else starts the meeting, click **Join** on the notification pop-up.

#### IMPORTANT NOTE:

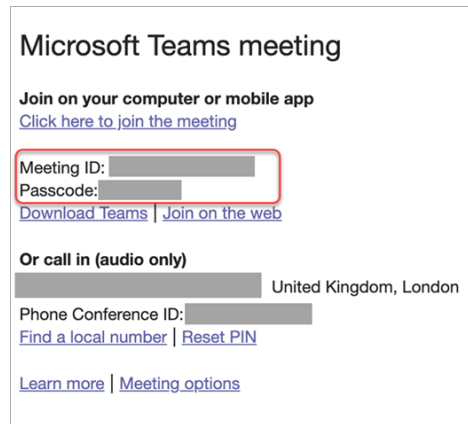
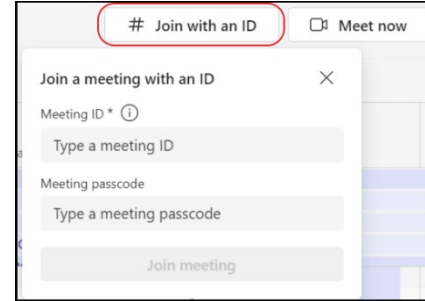
*Microsoft updates its Teams application in continuous integrations, so features and tools may be modified at any time. Check the [Help file](#) to learn more about any updates to your Teams app environment.*

## Join by Meeting ID from Teams

While in your Teams Calendar, select Join with an ID.

Enter a Meeting ID and passcode.

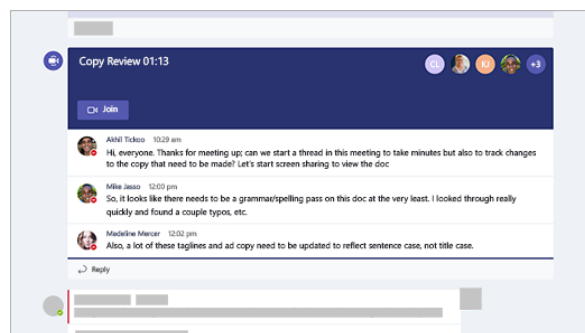
To find both the meeting ID and passcode, go to your calendar in Outlook. Open the meeting you want to join to review the information listed for the meeting ID and passcode.



Select Join Meeting to enter as a participant.

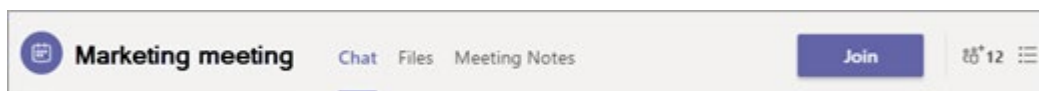
## Join a Channel Meeting

If a meeting takes place in a channel you can access, you'll see an invitation to join it, relevant content, and who's in the meeting right now within the channel. Just select Join to enter the meeting.



## Join from Chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select Join at the top of the chat.



## Call Into a Meeting

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number. If there's a phone number and conference ID in the meeting invite, just dial the number to join.

Note: Calling in to a Teams meeting does not require a pin.

The number in your invitation may not be local to you. Click on **Find a Local Number** to get one that is.



## Connect to a Room as You Join

When you're choosing your audio and video settings, you have the option to connect to a meeting room and use its audio and video devices.

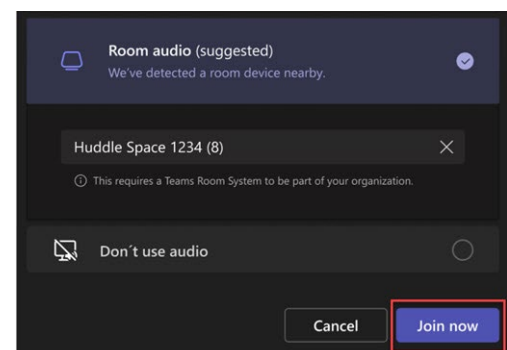
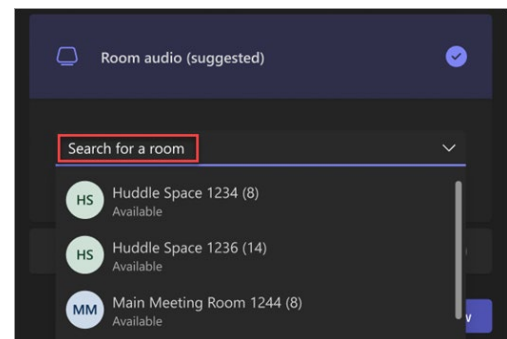
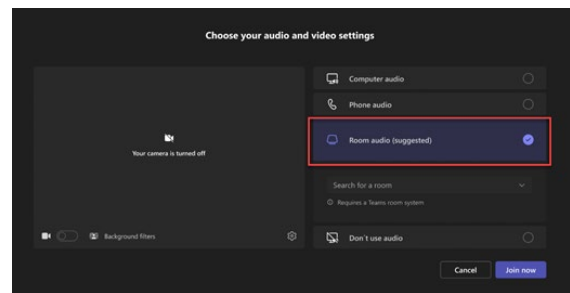
To connect to a room:

1. Join your meeting and before you enter, wait for a room to be detected.  
 Important: Enable Bluetooth on your device to detect nearby rooms.
2. Select Room Audio (suggested) and confirm the room.

Note: Select **X** to close a suggested room and use Search for a room to locate a different one.

Rooms with the Cast icon  are in close proximity.

3. Select **Join Now**.



## Inviting People to a Meeting

### Invite Before a Meeting

In your Teams calendar, when scheduling or editing a meeting, use the Add required attendees or Add optional attendees box to search for and invite people. Then, you can use the scheduling assistant to see times when everyone is free. For details, see [Schedule a meeting](#).

You can also schedule a Teams meeting and invite people from Outlook. For details, see [Schedule a Teams meeting from Outlook](#).

### Invite During a Meeting

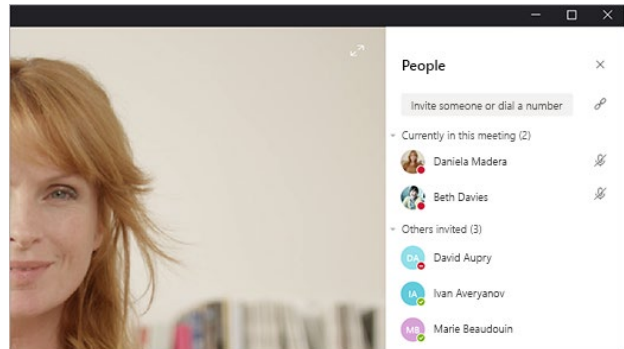
When you're in a meeting, select **Show participants** in your meeting controls to see those who were invited, those who have joined, and those who were invited but haven't joined yet.

To ask someone who was invited to join the meeting now, select their name and then click **Request to join**.

Use the **Add people to team** button in your meeting controls to invite others to join the meeting.

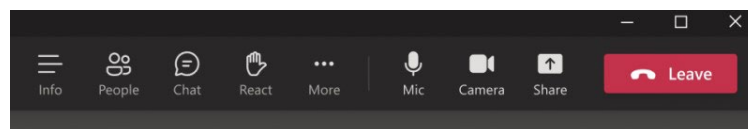
You can also use the Invite someone or dial a number text field to type a person's name or phone number to add someone who was not previously invited.

Note: Up to 1,000 invitees can join a Teams meeting and interact by using chat, audio, and video. Invitees can also join a meeting that already has 1,000 participants (up to 10,000) as view-only attendees.




## Using Meeting Controls

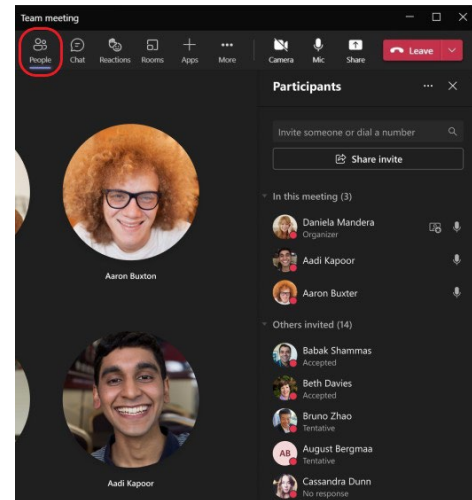
While you're in a meeting in Teams, you can access different functions from the meeting controls at the top of your screen. This will help you easily customize your view, participate with others, and more.



## Show or Hide all participants

If you'd like to see a list of everyone in a meeting, or a list of others invited but not currently in the meeting, select the People icon . The meeting participants will show on the right side of your screen. Above the list of participants, you can also invite someone to the meeting or share the meeting invite.

To hide the list, select the People icon  again.

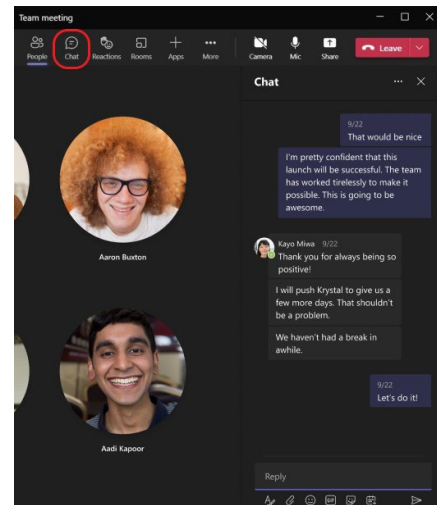


## Show or Hide Chat

To access the meeting chat, select the Chat  icon.

From here, you can view and participate in the meeting group chat discussion.

To hide it, select the Chat icon  again.



## Use Reactions

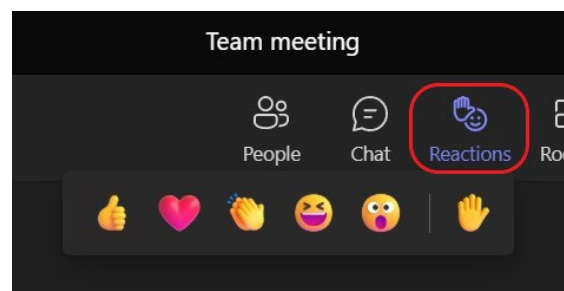
You can use reactions to express yourself or raise your hand during a meeting.

Hover your cursor over the Reactions icon .

Click to choose from the Like, Love, Applause, Laugh, and Surprise reactions.

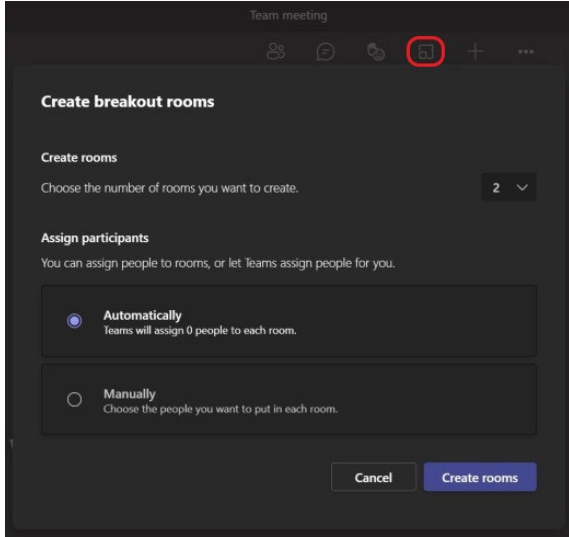
The reaction you select will appear to everyone in the meeting for a few seconds on screen over your avatar.

You can also choose the Raise Hand option, which will remain displayed over your avatar for everyone in the meeting until you or the meeting presenter lowers your hand.



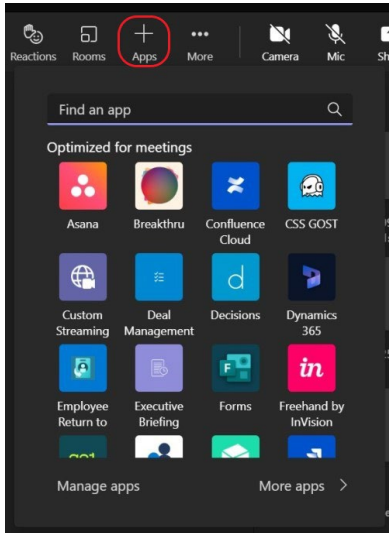
## Create a Breakout Room

If you're a meeting organizer, or presenter who's been appointed a breakout rooms manager by the organizer, you can select the **Rooms**  icon to create and assign people to breakout room sessions.

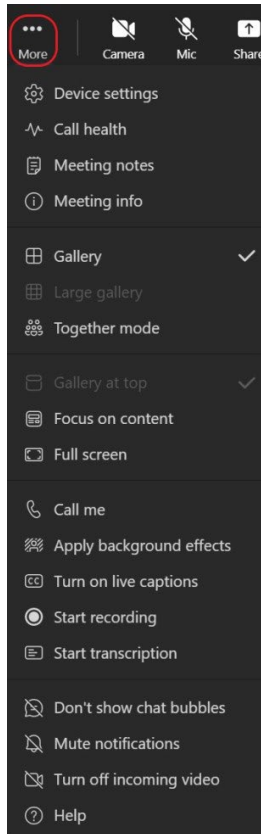


## Add an App

If you're a meeting organizer, or presenter who has been authorized by the organizer, you can select the Apps  icon to search for and add an app for use in the meeting.



## More Actions



Select the More icon to open a menu of the other actions you can take during a meeting.



These options are defined by your Teams Administrator.

This is generally where you can find actions for recording, transcription, and captions, tools for adding notes or meeting information, and various helpful options to mute notifications, turn off chat bubbles, or turn off incoming video.

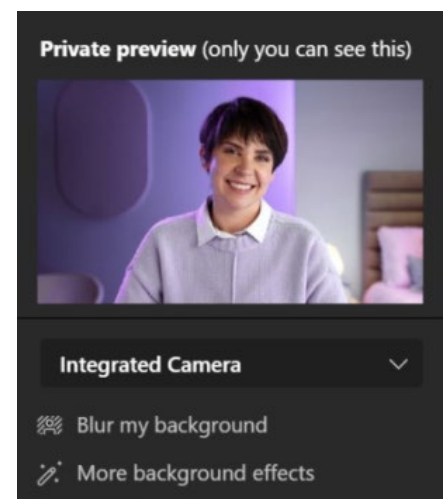
## Turn Your Camera On/Off

To turn your camera on, hover over the Camera icon  to see a private preview of your video feed before you go live.

You can choose from Blur my background options or More background effects to modify how you appear on camera in the meeting at this time – or during the meeting, if you wish.

Once done, click on the Camera icon  to turn your video feed on. Click on the Camera icon  again to turn it off.

*Note: If you're attending a live event or public (open registration) webinar, your camera is turned off by default.*



## Mute and Unmute Your Mic

If you're already muted in a meeting and you'd like to speak:

Click on the Mic  icon to unmute your mic.

To mute your microphone again, click on the Mic  again.

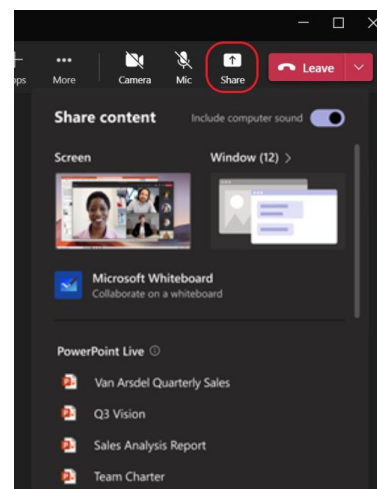
*Note: If you're attending a live event or public (open registration) webinar, your mic is turned off by default.*

## Share Your Screen

To share your screen or other content during a meeting, click on the Share  icon.

Your options for sharing are displayed to you for selection.

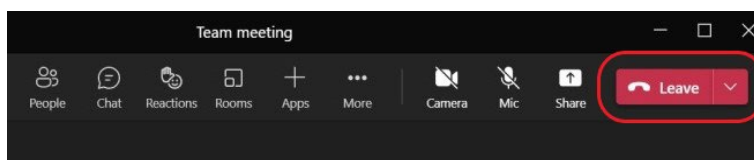
You can elect to present your entire screen, a specific window or desktop view, a PowerPoint file, or a whiteboard.



## Leave or End a Meeting

To Leave a meeting you're attending click on the red **Leave** button.

*Note: If you're the meeting presenter, you can select the drop-down in the Leave button and choose End meeting.*








## Using Video Controls

There are a lot of ways to customize your video experience and the video content you share with others when you join a Teams meeting or call.

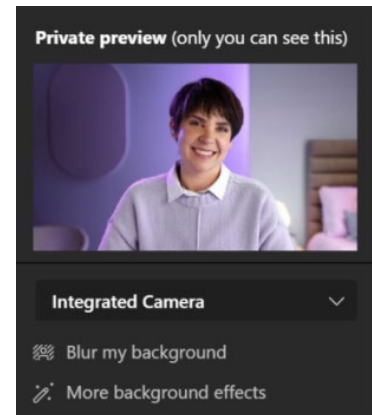
### Turn Video On/Off

To turn your camera on, hover over the Camera icon  to see a private preview of your video feed before you go live.

You can choose from Blur my background options or More background effects to modify how you appear on camera in the meeting at this time – or during the meeting if you wish.

Once done, click on the Camera icon  to turn your video feed on. Click on the Camera icon  again to turn it off.

*Note: If you're attending a live event or public (open registration) webinar, your camera is turned off by default.*



### Change Your Background

If you want to change what appears behind you in your video, you can either blur your background, or replace it entirely with any image you want.

While setting up your audio and video before a meeting, select the Background Filters option  (just below the video image). You'll see your background option selections on the right.

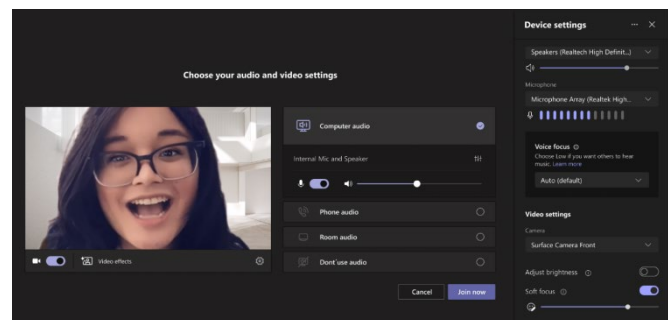
*Note: If you don't see the option to turn on background effects, the feature might not be available on your device yet.*

### Use Video Filters

Customize your video feed with the video filters like Soft focus and Adjust brightness.

Filters are turned off by default.

- Soft focus creates a smoothing effect for your face over video. This image shows the soft focus filter in use.
- Adjust brightness enhances the video quality when lighting is poor.



To apply video filters, go to the Device Settings panel > Video Settings, then turn on the toggle next to your desired filter.

## Change Your View

You can customize how you see other people's video during a Teams meeting with Views. For example, you may want to see as many video feeds of other attendees as you can at one time in a large meeting.

To provide the best possible audio and video quality, Teams might decrease the number of videos you're seeing at once if you're running a little low on bandwidth or device memory.

### **Gallery Mode**

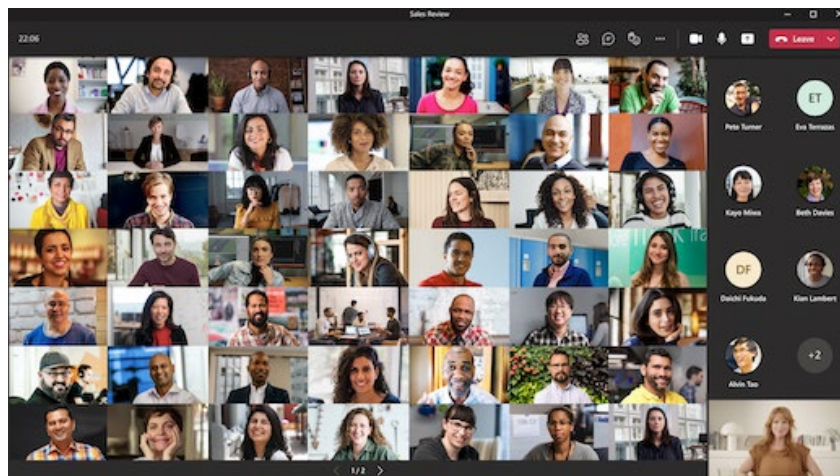
is the default view during a Teams desktop app meeting. This view can include up to 49 other participant videos on supported devices using the Teams desktop app. Teams on other devices may show fewer participant videos, adjusted based on the device hardware capabilities.

If there are more than 49 participants in your meeting, Teams will show the people who turned their cameras on and are speaking the most.

Notes:

When opened in a new window, the Gallery view will show up to nine video participants on any device.

Supported devices: Windows devices with the Intel 11th generation processor (or newer) with four or more cores and Mac devices with Apple Silicon (M1 and M2 chipsets or newer).



For people who haven't turned on their videos, Teams shows their profile pic instead (or their initials if they haven't added one). Depending on hardware and device capabilities, internet bandwidth, or whether content is shared or opened in a new window, the number of videos displayed may be reduced.

Note: You'll need to turn on the new meeting experience to use Large Gallery, Together Mode, and Focus.

### **Large Gallery Mode**

In large meetings, Teams' Large gallery view shows up to 49 participant videos in the meeting window at once.

Note: If no one is sharing their video (on camera), the Large gallery won't be selectable in the menu.

When more than 49 participants join a Teams meeting, see them all in a gallery with pages and in Large gallery view, navigation/pagination controls < > appear at the bottom of the gallery when there are more than 49 participants. Use these navigation controls to view or engage with more participants.

## Together Mode

Feel like you're in a shared space with everyone in your meeting with Together mode. Name labels and status icons will appear next to each person, showing their names, reactions, and more.

To turn on Together mode, select View > Together Mode during your meeting. Together mode is available when there are at least five people in the meeting.



If you're a meeting organizer or presenter, you have an assortment of scenes to choose from.

### To Change the Scene:

1. Select the scene name at the bottom left corner of your screen.
2. Under Choose a Scene, pick the one you want and select Apply.  
The scene will change for everyone who's in Together mode.

Note: The classroom scene automatically seats the meeting organizer (or whichever presenter was first to join) apart from the other participants.

### To Assign Seats in Together Mode:

If you are the presenter, you may assign seats in Together mode. With Together mode turned on in a meeting:

Select **Change scene** > **Assign seats**.

Use drag and drop under **Select a participant** to choose and then drag a selected person to a preferred seat to assign it to them.

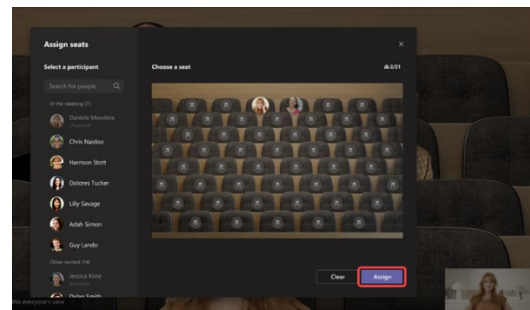
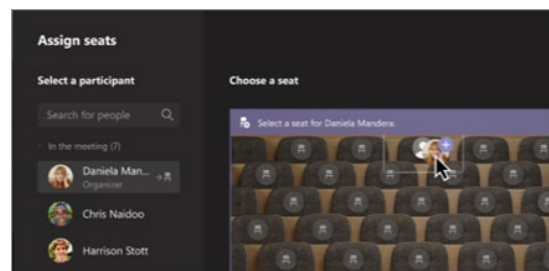
or –

Select a seat in the preview image and then drag the seat to a participant's name to assign it to them.

Click on **Assign** to apply the new seating arrangement when you are finished.

By default, everyone will see the new seating assignment you defined when viewing Together mode.

To let attendees change their view, unselect **Make this everyone's view**.



### ***Focus***

Focus is available when content is being shared. This is the view to choose when you'd like to pay close attention to the shared content without the distraction of seeing people's video feeds.

Join your meeting and within the meeting controls, select **Views** and choose the **Focus on Content** option.

### ***Pin Someone's Video***

To pin someone's video to your view regardless of who's talking, click on the **More Options** **⋮** icon within their video feed (next to their name) and choose **Pin for me**.

When you no longer want their video to be pinned, return to their More Options **⋮** and click **Unpin for me**.

### ***Pin Your Own Video***

To pin your own video, click on the More Options **⋮** icon next to your name and choose Pin for me. This will pin your own video in your meeting view; others won't see you pinned.

When you no longer want to be pinned, return to More Options **⋮** and click **Unpin for me**.

### ***Spotlight a Video***

If you're an organizer or a presenter, you can choose anyone's video (including your own) to be the main video people see. Spotighting a video is like pinning it for everyone in the meeting.

To spotlight someone else's video, right-click on the one you want and select Spotlight.

To spotlight your own video, click on Show Participants > right-click your name and select Spotlight. You can spotlight anyone else's video this way, as well.

### ***Hide Your Own Video***

To hide your own video, Click on **More Options** **⋮** in your video feed (next to your name) and choose **Hide for me**. This will hide your video from your own view; however, others will still see your video feed while you keep your video camera feed set to On.

If you no longer want to be hidden (from your view), return **⋮** and click on **Unhide for me**.

### ***Reframe a Video***

Teams crops some videos to make them fit your screen better. You can modify your view of their video in the More Options **⋮** menu of each video feed.

- ◆ Click on **Fit to Frame** to see the entire video view if someone is cropped out of the video or it only shows part of their face.
- ◆ Click on **Fill Frame** to see a closer, cropped view of the video feed.

## Recording Meetings

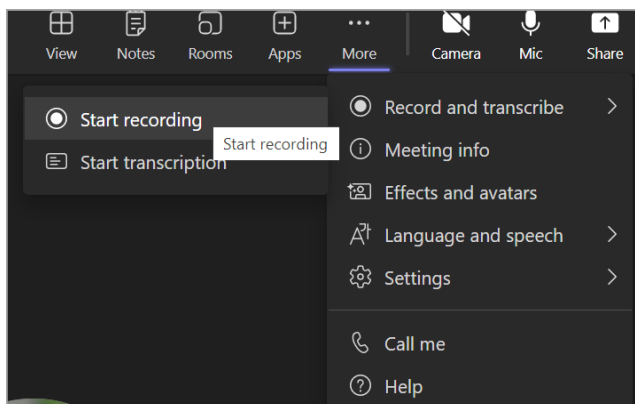
### Important Information:

- ♦ As of August 2021, Teams meeting recordings are no longer saved to Microsoft Stream. All recordings are now saved to OneDrive and SharePoint.
- ♦ If your organization still uses Stream, please note:
- ♦ After the recording has stopped, it's processed (which could take a while) and saved to Microsoft Stream, and then it's ready to play.
- ♦ The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel conversation if you're meeting in a channel.
- ♦ If your admin has set a company policy for saving to Microsoft Stream, you need to accept it before starting the recording.

### Meeting Recording - Start

When you start recording a meeting, live transcriptions may also be started (if your Teams/IT admin allows transcription). While in a meeting:

Go to the meeting controls and select More > Record and transcribe > Start recording.



Everyone in the meeting gets notified by a banner pop up that the meetings' recording and transcription have started.

**Recording and transcription have started.** Let everyone know they're being recorded and transcribed. [Privacy policy](#)

Notes: You can't make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants. Also, Meeting participants have the option of viewing the transcription during the meeting if they choose to do so.

- ♦ Recordings can continue even if the person who started the recording has left the meeting.
- ♦ The recording stops automatically once everyone leaves the meeting. If someone forgets to leave, the recording automatically ends after four hours.
- ♦ If one of the participants has a policy for compliance recording, the meeting will be recorded according to the policy even if that participant is from another org.

## Meeting Recording - Stop

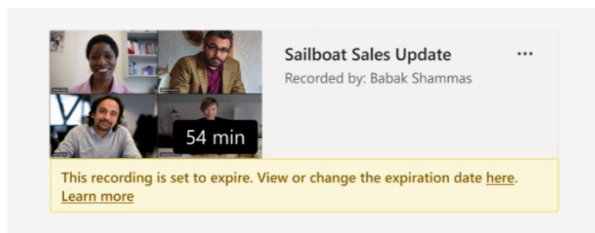
Go to the meeting controls and select More actions **⋮** and select **Record and transcribe**.

Choose one of the following *Stop* options:

- ♦ **Stop recording:** Stops the recording and live transcription completely.
- ♦ **Stop transcription:** Stops just the live transcription. The recording continues until you select Stop recording.

## Meeting Recording - Expiration

Your admin's settings determine whether (and when) a recording will expire. If your recording has an expiration date, you'll see a message indicating that when the recording pops into the meeting chat after the meeting ends.



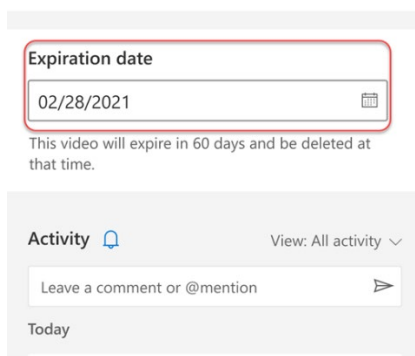
Open the details pane to view or change the expiration date.

There are a couple of different ways to get there:

Click on the recording to open it in your browser. Once the browser page has opened, select **i** in the upper right to open the details pane.

Or, go to My files in your OneDrive or SharePoint site and view as a list. Mouse over the recording in question, select **Show actions** (the three vertical dots to the right of the file name), and then choose **Details**.

When the details pane is open, look for Expiration date. Here's where you'll see the date that's currently set.



Open the drop-down to see your options for changing the date. Extend the recording's availability for a certain number of days - or pick a specific date on the calendar.

You can also choose **No expiration** if you don't want it to be deleted.

## Meeting Recording - Privacy

When a meeting recording starts, Teams shows a notification to all participants on the Teams desktop, web, and mobile apps, as well as to people who joined via phone.

In some places, you legally need to get everyone's permission before you can record them. Make sure you know the rules before you start. For more information, see the [Microsoft Privacy Statement](#).

The person who initiates the recording is the owner. Only the owner can delete the recording.

| Type of recording    | Permission to view                        | Permission to download    |
|----------------------|-------------------------------------------|---------------------------|
| Channel meeting      | Team                                      | User with view permission |
| Private meeting      | Invited and attended users (chat members) | User with view permission |
| Group call           | Chat members                              | User with view permission |
| One-to-one call      | Chat members                              | User with view permission |
| One-to-one PSTN call | Teams user                                | Teams user                |

## Meeting Recording - Troubleshoot

If you're having problems recording a meeting, you'll probably need the help of your Teams or IT admin to work through them. Keep these things in mind as you move forward:

- ◆ Both the meeting organizer and recorder must have one of the following licenses: Office 365 Enterprise E1, E3, E5, F3, A1, A3, A5, M365 Business, Business Premium, or Business Essentials.
- ◆ An IT admin must provide a recording license to both the meeting organizer and the recorder.
- ◆ Guests or federated users can't record meetings or calls.

## Find Your Meeting Recordings

Recordings are available in different places depending on the type of meeting.

- ◆ The recording is processed and saved to SharePoint if it was a channel meeting or OneDrive if it was any other type of meeting.
- ◆ The meeting recording shows up in the meeting chat or channel conversation (if you're meeting in a channel).

Note: For now, guests and external attendees can view the recording only if it's explicitly shared with them.

Anyone who meets the following criteria can start or stop a recording, even if the meeting organizer isn't present, as long as the meeting organizer has their cloud recording policy setting turned on.

| Type of user                       | Can start recording? | Can stop recording? |
|------------------------------------|----------------------|---------------------|
| Meeting organizer                  | Yes                  | Yes                 |
| Person from same org               | Yes                  | Yes                 |
| Person from another org or company | No                   | No                  |
| Guest                              | No                   | No                  |
| Anonymous                          | No                   | No                  |

- ◆ Has one of the following licenses: Office 365 Enterprise E1, E3, E5, F3, A1, A3, A5, M365 Business, Business Premium, or Business Essentials.
- ◆ Has recording enabled by an IT admin.
- ◆ Isn't a guest or from another organization.