



## Tips for employees joining a Teams meeting

This resource will help Columbus State employees successfully join and participate in a Teams meeting.

- For the best experience, Microsoft recommends you join from a computer, download the desktop app, and sign in with your Columbus State email address and password when prompted.
- If you cannot install Teams or you are using a Chromebook, you can access the meeting in your browser. Google Chrome is recommended, especially if you need to share your screen.



### Scroll down or click the topic of your choice to learn more:

- Join the meeting
- Use the meeting controls
- Share your screen

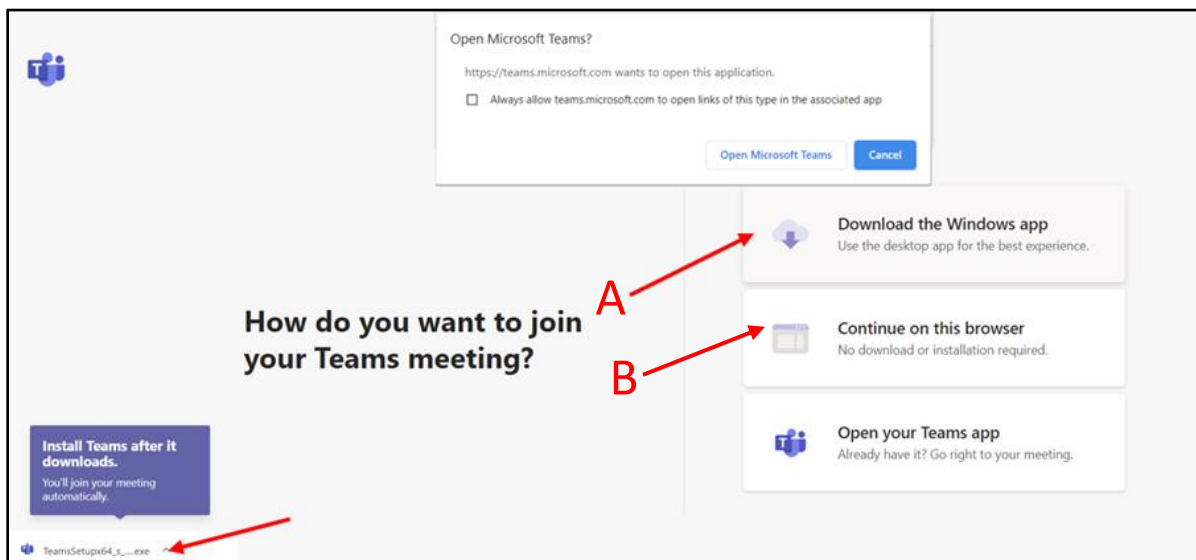
### Join the meeting:

1. Click the provided meeting link and select how you want to join.

#### Option A- Desktop app (For best experience):

To install Microsoft Teams, select **Download the Windows/Mac app**. Then, click on the setup file and follow the prompts to complete installation. Your meeting will automatically open.

If you already have Microsoft Teams installed, click *Open Microsoft Teams* instead.



#### Option B- Browser (Google Chrome):

If you need to join in the browser, open the meeting link and select **Continue on this browser**.

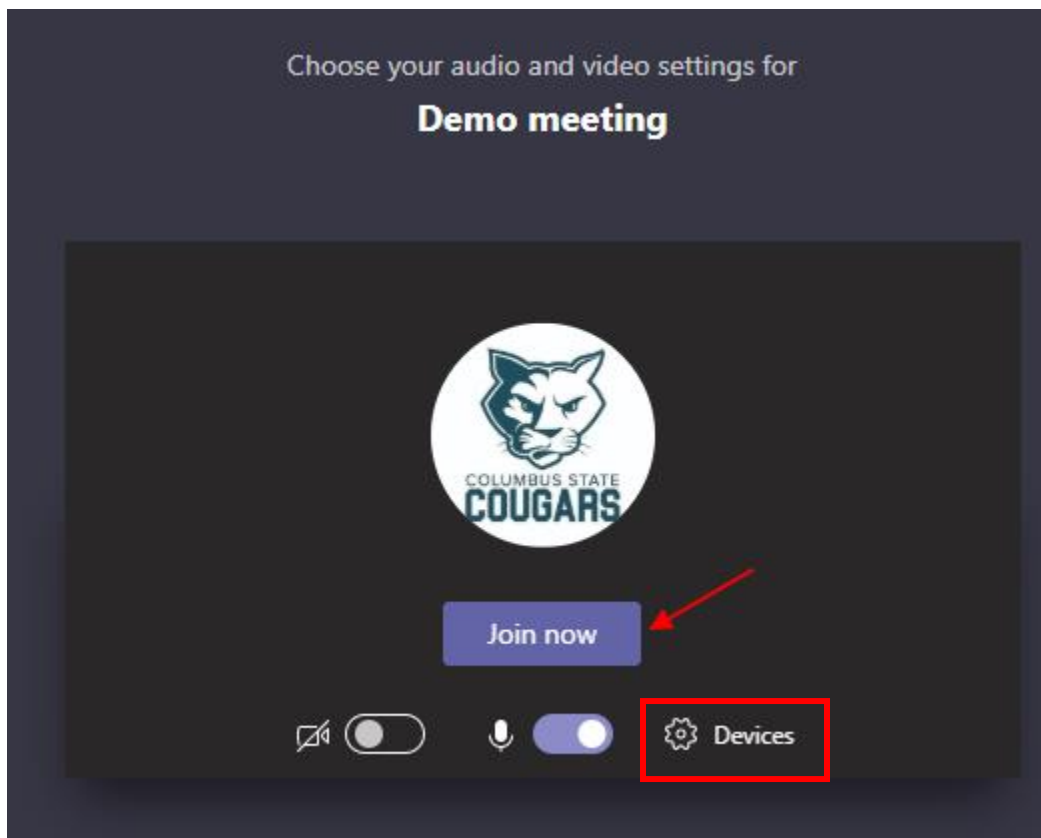
2. If requested, allow Teams to access your microphone and camera.

3. Though you can enter your name to join as a guest, we recommend you click the **Sign in** link at the bottom. Use your Columbus email address and password to sign in for a better experience.

For a better experience sign in or download the desktop version

4. Click the gear if you need to test or change your audio settings before entering the meeting.
5. Choose whether to start with **Video and Mic On or Off**. (You can change this as needed during the meeting.)

*If your device does not have a microphone, you can use the provided phone number and conference ID for dial-in access to the meeting. To mute and unmute your audio, during the meeting, click \*6 on your phone.*



6. Click **Join now** to enter. If you must wait your turn in the meeting lobby, you may see a screen notifying you that someone will let you in soon.

**Need help?** Check out the related KB article here: [Join a Teams meeting](#)

## Use the Meeting controls

Inside the meeting, you will see meeting controls at the bottom-middle or top-right corner of the meeting depending on how you joined. Be sure to mute yourself when appropriate. When your audio and video are off, the icon has a line through it, like the below image.



## Share your screen

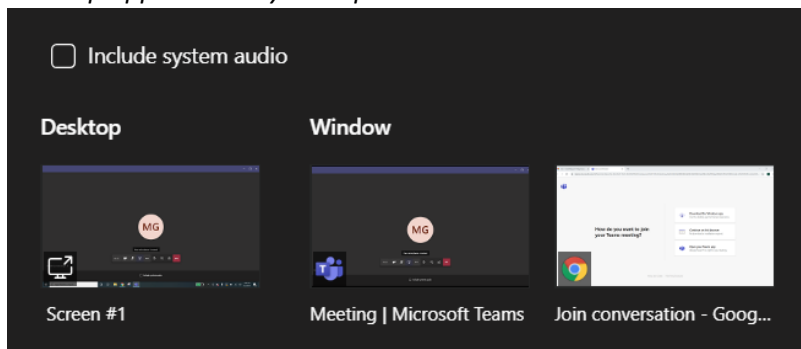
1. Click the **Share** button in the meeting controls.



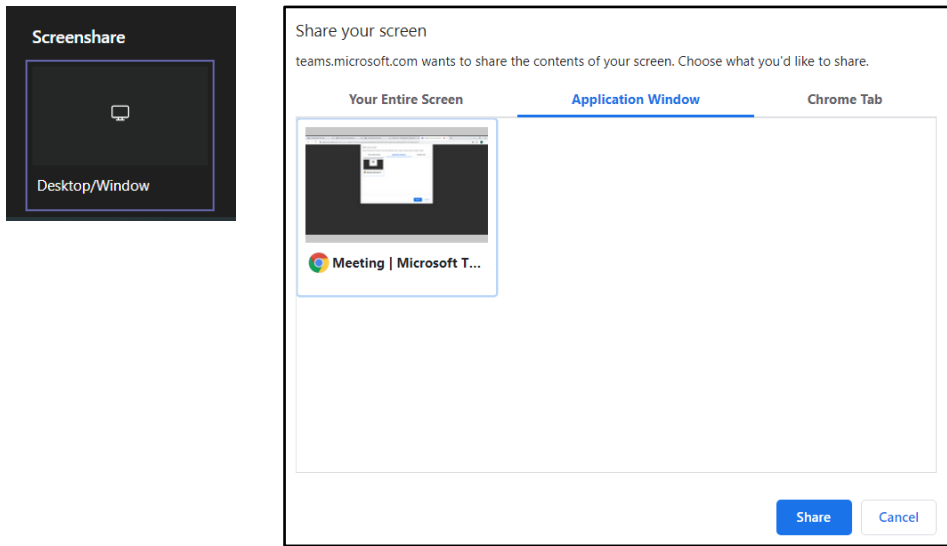
2. Select what you want to share.
  - **Desktop**- Show your entire screen  
This allows you to move freely between applications and makes it easy to know what participants are seeing.
  - **Window/Browser tab**- Show a specific application window or tab  
Be aware of any pop-ups that your participants may not be able to see. Be prepared to start and stop sharing more than once if you need to show a series of items.

*What you see will vary depending on how you joined the meeting. Sharing system (computer) audio is only an option on the desktop app.*

### *Desktop app share tray example*



*Google Chrome share tray example*



3. When you are finished showing your screen, select **Stop Sharing** or click the **Share** button in your meeting controls again.

