

I was invited to join a **Microsoft Teams** online meeting.

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**What shall I do?**



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# FAQ's

## Do I have to install **Microsoft Teams** on my computer?

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- **No.** There is no need to install Microsoft Teams on my computer or mobile phone. I therefore don't have to download it, if I prefer not to do so.
- I can join using **my browser** (Chrome, Edge, Safari), with no need of an additional plugin
- Neither am I required to have a Microsoft O365 or Microsoft personal account
- If I have a UPCTCloud or Microsoft personal account, I can, if I wish so, use the Microsoft Teams desktop or mobile app to join the meeting.



# FAQ's

## What are my computer's requirements?

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- Obviously an **internet connection**
- Internal or external **speakers**. (laptops are usually equipped with internal speakers, while desktops PC require external speakers, or use the screen's speakers)
- A microphone if I plan to speak during the meeting.
- The webcam is optional, I should have one if I want other participants to see me. Keep in mind that I can always turn on or off the webcam at any point during the meeting.



# LET'S GO!

## Steps to join

... I click on the link I was given  
or I click on **“Join the online meeting”** in my calendar event.



I will choose this option if I want to download Teams desktop application.

This is the option I will choose to use my browser to join.

Disfrute de lo mejor de las reuniones de Teams con la aplicación de escritorio

Descargar la aplicación de Windows

Unirse por Internet en su lugar

¿Ya tiene la aplicación de Teams? [Iniciarlo ahora](#)

In the case when I already have the Teams desktop application installed, I can click here to use it to join the meeting:



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# CONFIGURATION

Before join, I can choose how:

Elija su configuración de audio y vídeo para

## Reunión actual



I can turn my camera off:

I can turn my microphone off:

Para mejorar su experiencia, inicie sesión o descargue la versión de escritorio

# CONFIGURATION

Before join, I can choose how:

The screenshot shows a meeting configuration interface. At the top, it says "Elija su configuración de audio y vídeo para Reunión actual". Below this is a video feed of a person in a room with bookshelves. At the bottom of the video feed is a text input field labeled "Mi nombre" and a "Unirse ahora" button. Below the video feed are controls for video, audio, and devices. At the bottom of the screen, there are options for "Audio desactivado" and "Audio del teléfono", and a link to "inicie sesión" to download the desktop version.

Elija su configuración de audio y vídeo para

## Reunión actual

Mi nombre  Unirse ahora

Dispositivos

Otras opciones de unión

Audio desactivado | Audio del teléfono

Para mejorar su experiencia [inicie sesión](#) descargue la versión de escritorio

In the case when I am joining the meeting as guest (without O365 or Microsoft personal account), I enter my name.


I can still choose to join with my O365 or Microsoft personal account at that point. I will then be requested to introduce my credentials

# CONFIGURATION

Before join, I can choose how:

Elija su configuración de audio y vídeo para

## Reunión actual



Finally, if several devices are connected to my computer, (speakers, headphones, or more than on microphone) I can select which to use here

Otras opciones de unión

Audio desactivado | Audio del teléfono

Para mejorar su experiencia, inicie sesión o descargue la versión de escritorio

# CONFIGURATION

After clicking on “Join Now”

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I may have to wait to be admitted if the organiser decided it that way when setting up the meeting’s invitation

Someone in the meeting should let you in soon





# DONE!

I am in! The organiser is using a PowerPoint presentation.

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