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

## What shall I do?





# FAQ's

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

- 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**

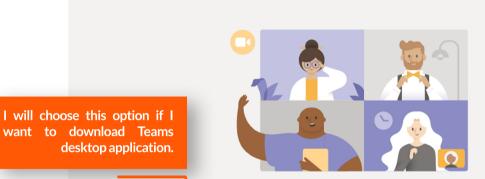
#### What are my computer's requirements?

- 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'SGO!

#### Steps to join

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



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

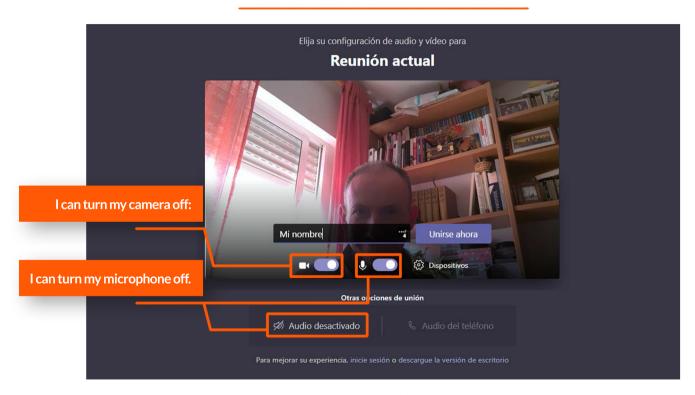
¿Ya tiene la aplicación de Teams? Iniciarlo ahora





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

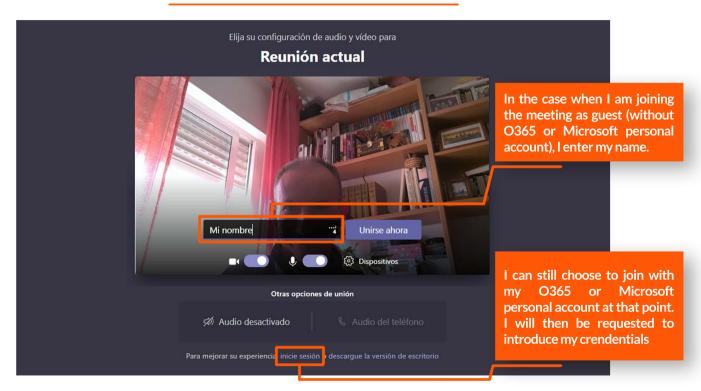
Before join, I can choose how:







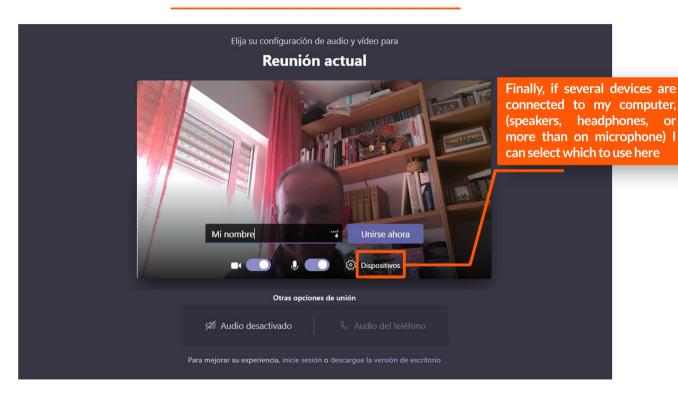
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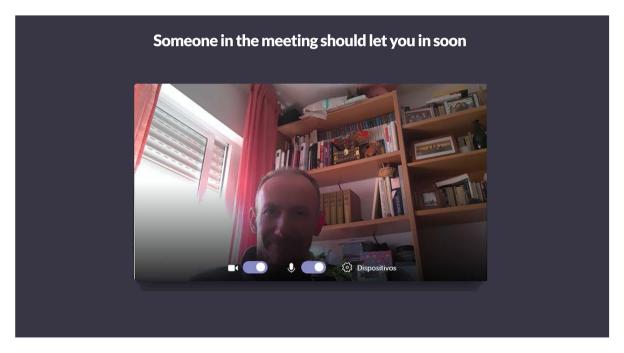






#### After clicking on "Join Now"

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





## DONE!

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

