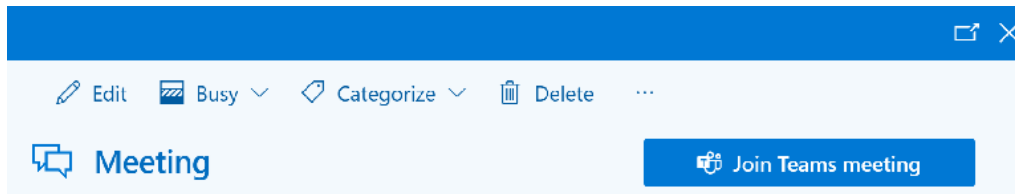




How to join a Microsoft Teams meeting

You can join the Microsoft Teams meeting through your Outlook invitation

- 1 Locate the link in the Outlook invitation
- 2 Click the link. (Alternatively, if Teams is enabled in the invite, click the "Join" button.) Teams will prompt you to make a selection on how you would like to join the meeting (either through the app or through the web).



Microsoft Teams meeting

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

or

Join with a video conferencing device
 923074430@msteams.ontario.ca
 Video Conference ID: 114 672 497 2

- 3 Before you enter the meeting, you can make sure your camera and microphone are turned off or on. You can also preview how you would like to appear. Click "Join now" when ready.

Tips for a successful meeting

- For more information, please view this brief [instructional video](#).
- Enter the meeting with your mic muted and camera off. Others might already be engaged in conversation.
- During the meeting, please keep your mic muted unless you need to speak.
- For large meetings, consider using the chat window for asking your questions. If you need to speak, signal using the "Raise Hand" feature.
- Information on key navigational controls can be found on page 2 of this guide.
- If you experience any issues, please contact us at (416) 212-6349 (toll free (866) 448 2248) or at OLT.General.Inquiry@ontario.ca.

How to navigate a meeting

