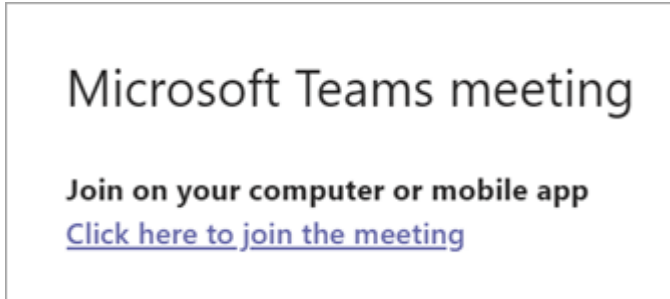


# User guide to Microsoft Teams

## Join a Teams meeting

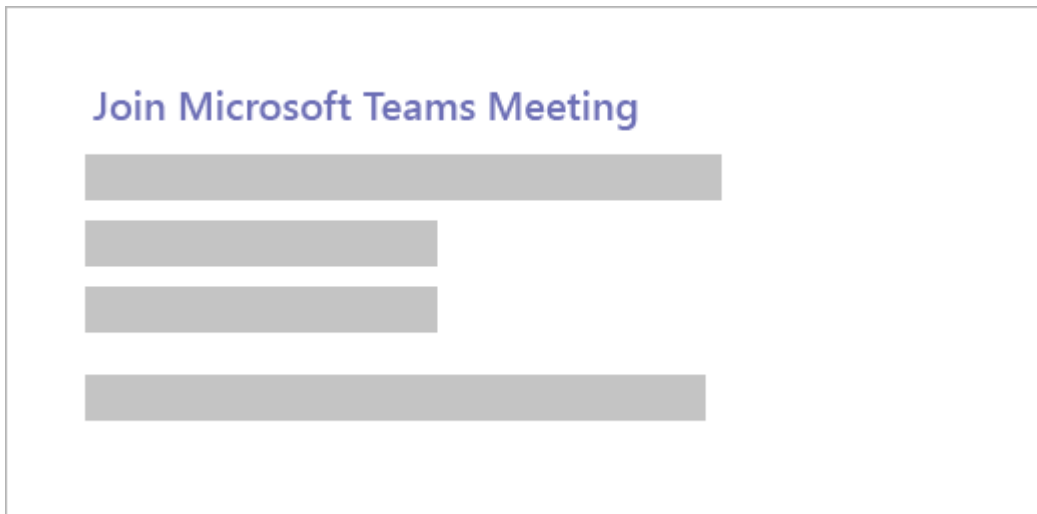
All you need to join a Teams meeting is a link.



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 do not have a Teams account, follow these steps to join as a guest.

1. Go to the meeting invite and select Join Microsoft Teams Meeting.



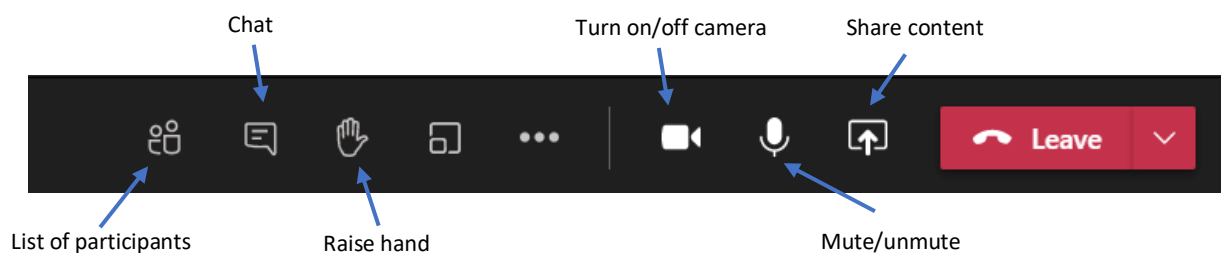
2. That will open a web page, where you will see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your microphone and camera. Be sure to allow it so you will be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that is connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you are ready, hit **Join now**.

### Notes:


- Some features of Teams meetings are not available to guests.

## Main functions in a Teams meeting

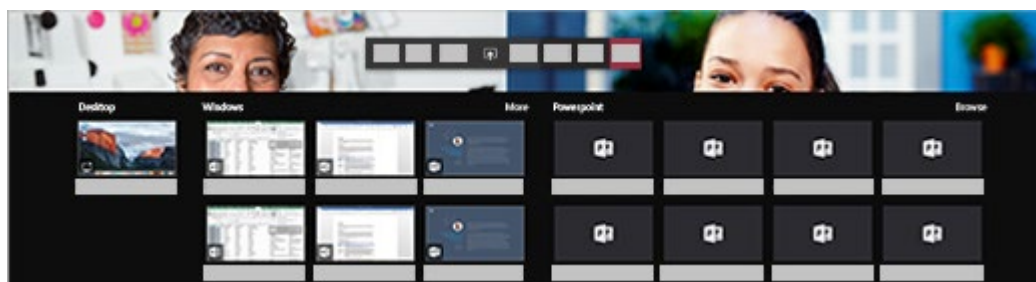
Main functions in a Teams meeting are accessible from your meeting controls.



## Share content in a Teams meeting

To share your screen in a meeting, select **Share content**  in your meeting controls. Then choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

**Note:** If you are using Teams on the web, you will only be able to share your screen if you are using Google Chrome or the latest version of Microsoft Edge.



When you are done sharing, go to your meeting controls and select **Stop sharing**.

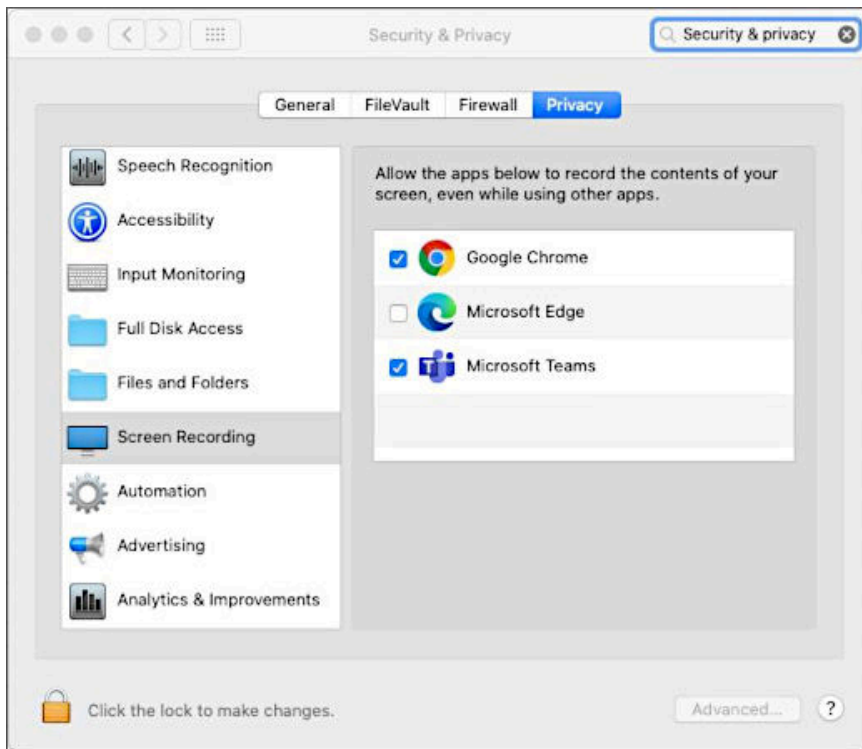
**Note:** Window sharing is not available for Linux users.

## Share content on a Mac

If you are using a Mac, you will need to grant permission to Teams to record your computer's screen before you can share.

1. You will be prompted to grant permission the first time you try to share your screen. Select **Open System Preferences** from the prompt. If you miss the prompt, you can do this anytime by going to **Apple Menu > System Preferences > Security & Privacy**.

2. Under **Screen Recording**, make sure **Microsoft Teams** is selected.






3. Go back to your meeting and try sharing your screen again.

**Note:** If you are using Teams on the web, make sure you have also granted screen recording permission to your browser.

## Change your video background in a Teams meeting

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.


When you are setting up your audio and video before a meeting, select **Background filters**  (just below the video image). You will see your background options on the right.

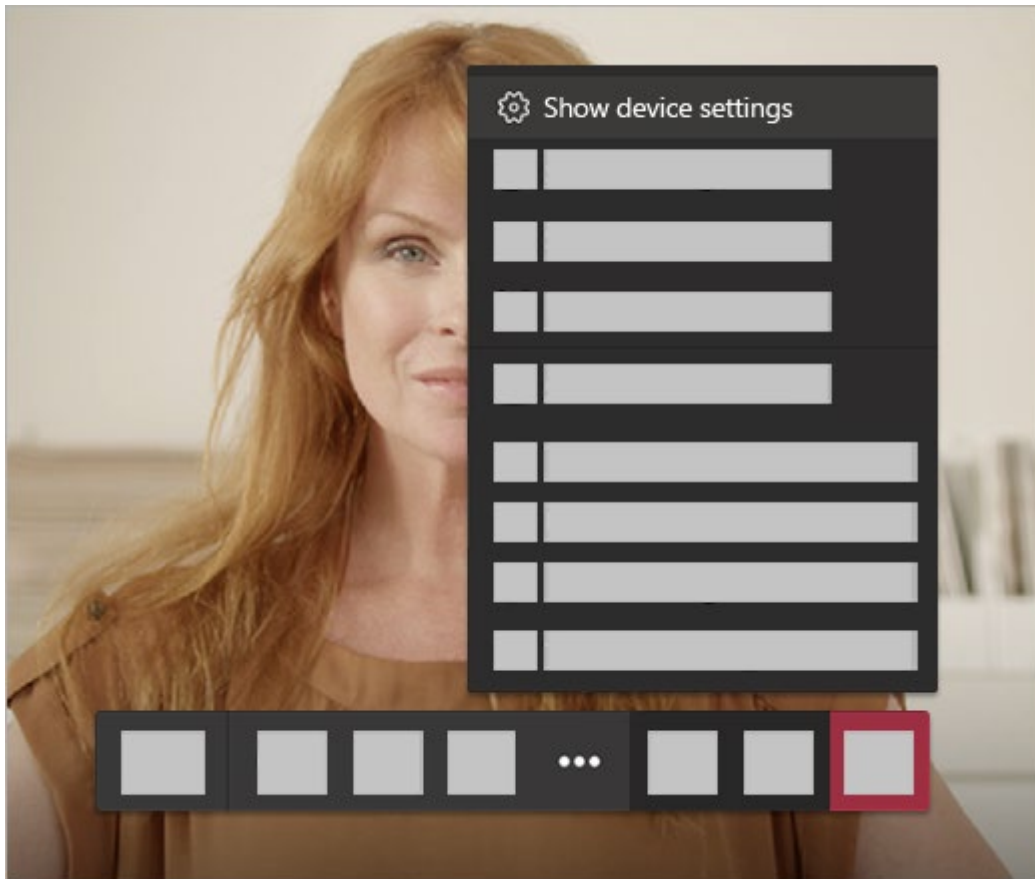
If you are already in your meeting, select **More options**  > **Apply background effects**  in your meeting controls. Then, you will see your background options on the right.

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

## Manage audio settings in a Teams meeting

If people in a meeting cannot hear you, you might be muted or you might not have configured your microphone correctly.

To change your speaker, microphone, or camera settings when you are on a call or in a meeting, select **More options** **⋮** > **Show device settings**  in your meeting controls. Then, select the speaker, microphone, and camera options you want.



### Troubleshoot microphone issues on a Mac

If you are using a Mac and you are having trouble getting your microphone to work, you might need to change one of your privacy settings.

Here is how to check:

1. Open **System Preferences**
2. Select **Security & Privacy**
3. Under **Privacy**, choose **Microphone** on the left
4. Make sure Microsoft Teams is selected