

RCPA Delegates Guide to Attending a Microsoft Teams Meeting or Event Virtually

- This document will provide information on how to join a meeting in Microsoft Teams and tips on how to adhere to common virtual meeting etiquette.

Before your meeting – Prepare

Teams meetings are best when you join them from the Teams app or Teams on the web.

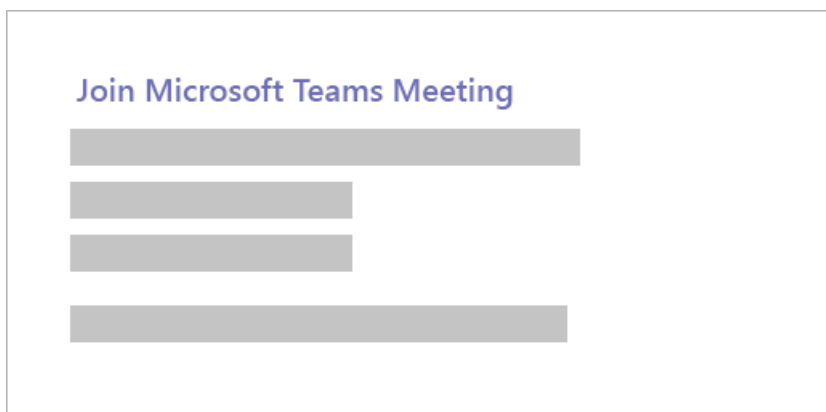
- Confirm your meeting details
- Consider downloading the **Microsoft Teams Application** for desktop or mobile
<https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app>
- Consider signing up for a **free Microsoft Teams Account**
https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/group-chat-software?icid=mscom_marcom
- Check the configurations of your equipment
 - Check the volume level of your microphone and speakers or headset on your computer
We recommend using headphones to participate in online meetings
 - Check and test your webcam or camera settings for your computer

If you are unable to access the app or the web, some meetings will allow you to connect via phone call by using a mobile phone or landline.

Using a computer

Join by link

To join a Teams meeting, click the link that appears at the bottom of your calendar invite.



- Select **Join Microsoft Teams 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 automatically.
- If you have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organiser's settings, you may enter the meeting right away or go to the

virtual lobby where a meeting organiser will admit you.

- If you do not have a Teams account and the organiser has allowed it, you may have the option to enter your name to join the meeting as a guest.

Call in

If you are unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there is a phone number and conference ID appearing underneath the **Join Microsoft Teams Meeting** in the meeting invite, dial the number to join. An example is below:

Join Microsoft Teams Meeting

+61283180010 (Toll)

Conference ID: 359 322 5#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

The number in your invitation may not be local to you. Select **Local numbers** to find the best number to phone.

Using a mobile phone

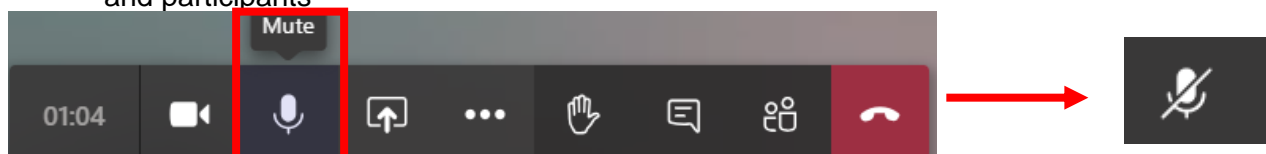
To get the best of Teams meetings on mobile, including audio, video, and content sharing, you will need to download and install the Teams mobile app.

If you have the app, select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you do not have the app, you will be redirected to the app store where you can download it.

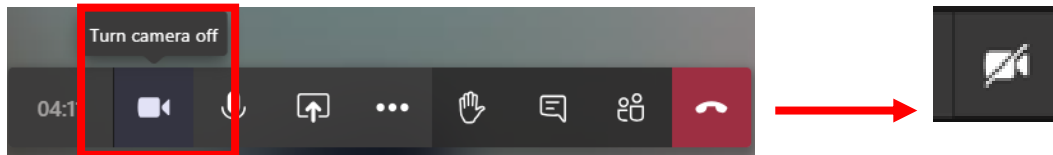
If you do not have a Teams account, select **Join as a guest** and enter your name to join the meeting as a guest. If you have a Teams account, select **Sign in and join** to participate with access to the meeting chat and more. Depending on the organiser's settings, you may enter the meeting right away or go to the virtual lobby where a meeting organiser will admit you.

Common virtual meeting etiquette

- If you are not required to speak, please keep your microphone muted (meeting organisers can also mute participants)
 - Muting your microphone will reduce background noise and enhance audio for the speaker and participants



- If the virtual meeting does not require video, please disable as this will also cause distractions for the speaker and other participants



- Please endeavour to minimise any background noise by joining the meeting from a quiet place where you are unlikely to be interrupted. You may be required to talk, and audio interference can detract from your contribution and the overall experience. Make it an enjoyable event and consider other participants
- If you experience issues with the audio or video of your meeting, please check your internet connection. Ensuring you have a strong WIFI signal or mobile phone reception may improve your meeting experience. Also, ensure that your computer is not excessively downloading as this may reduce your bandwidth and result in poor performance
- If available, use a network cable over WIFI to ensure an optimal network connection

Resources

How to Join a Microsoft Teams Meeting Video:

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

RCPA Microsoft Teams Support & Questions: t. 02 8356 5888 e. liveevents@rcpa.edu.au