Connecticut Department of Social Services
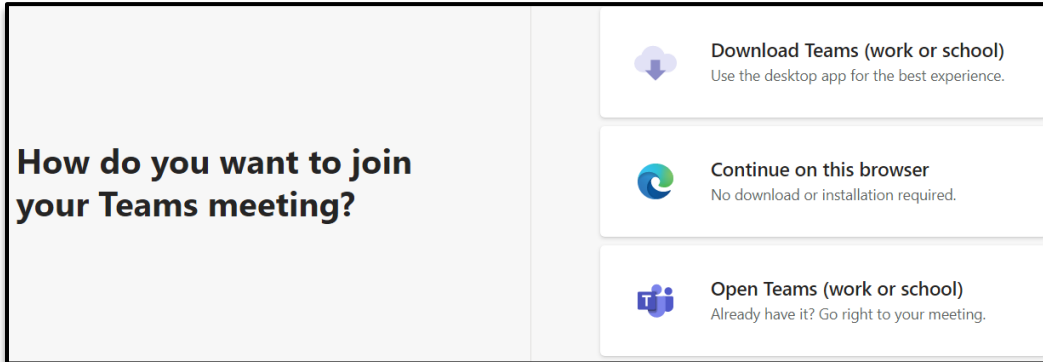*Making a Difference*

Attending a Microsoft Teams Meeting/Conference

To join the conference, follow these steps:

Step 1-- Select the link provided to you.

Step 2-- Your internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox, Safari) will open with three different ways to join the conference.
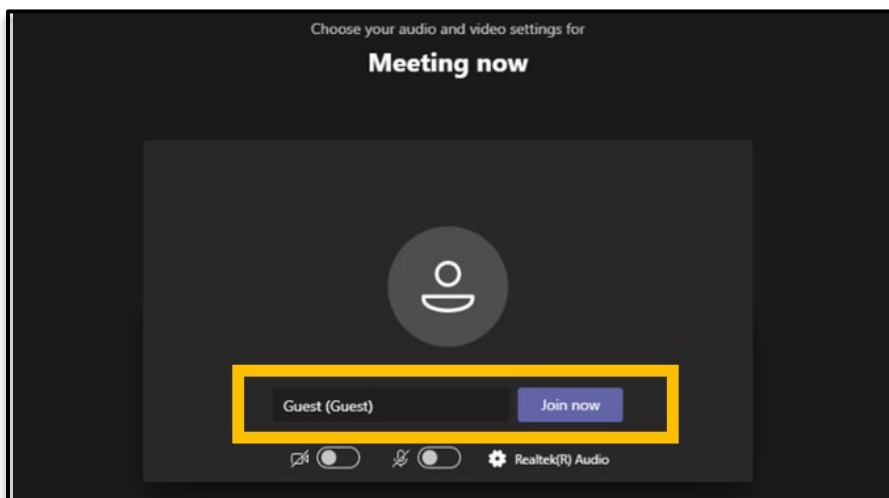

How do you want to join your Teams meeting?

- **Download Teams (work or school)** Use the desktop app for the best experience.
- **Continue on this browser** No download or installation required.
- **Open Teams (work or school)** Already have it? Go right to your meeting.

a. **Download the Windows app**: Use this option if you want to download the Teams desktop app.

b. **Continue on this browser:** Use this option to join a Teams meeting on the web. This option is ideal if you do not have a Microsoft Teams Account.

> **Note:** When using your internet browser, please use Microsoft Edge, Google Chrome, or Safari. Microsoft Teams is **not compatible** with Internet Explorer

c. **Open your Teams app:** Use this option if you already have the Teams app and would like to join the meeting using the app.

Step 3-- If you join using your web browser, type in your name in the textbox

Step 4-- Select Join now

Choose your audio and video settings for
Meeting now

Guest (Guest)   Join now

Realtek(R) Audio

Connecticut Department of Social Services
Making a Difference
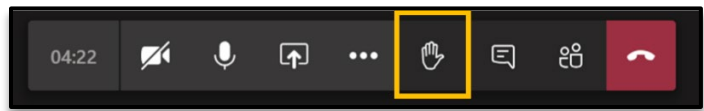
Using the conference line:

A conference line available for use if you are not able to join using a computer. Please use the conference line provided to call in.

- **Raise your hand**: If you are using the conference line, you can raise your hand by pressing *5 (star five)
- **Unmute:** To help facilitate the meeting you are automatically muted. To speak, please raise your hand. When instructed that you have been give microphone privileges, press *6 (star six) to unmute

Raising your Hand

Step 1 -- While in a meeting, select the hand icon in your control bar located either in the top right corner of your meeting window or on the bottom of the meeting window.

> **Note:** To help facilitate the meeting, your camera and microphone privileges will be disabled. Please raise your hand when you want to speak. Your microphone will be enabled, and you can then unmute to speak.
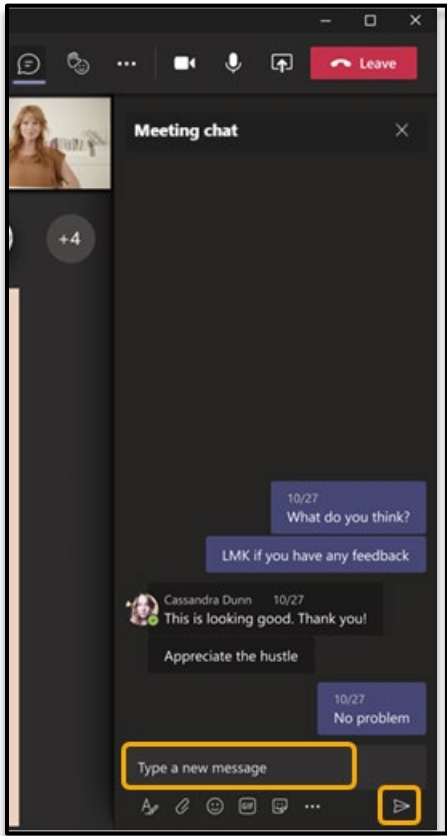
Step 2 -- To remove the hand icon, select the hand icon in the control bar.

Using the Chat

To type in your question or comment follow these steps:

Step 1 -- Select the Chat icon in your control bar located either in the top right corner of your meeting window or on the bottom of the meeting window.

Troubleshooting audio

⚙️

From Devices, you can change your:

- **Audio devices** – by picking your primary audio device, Speaker, and Microphone from their dropdown menus.
- **Automatically adjust mic sensitivity** – to make sure you are heard clearly.