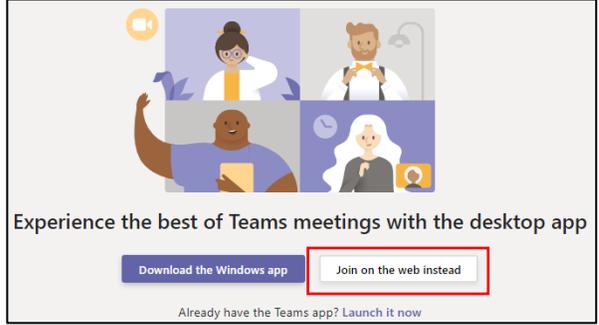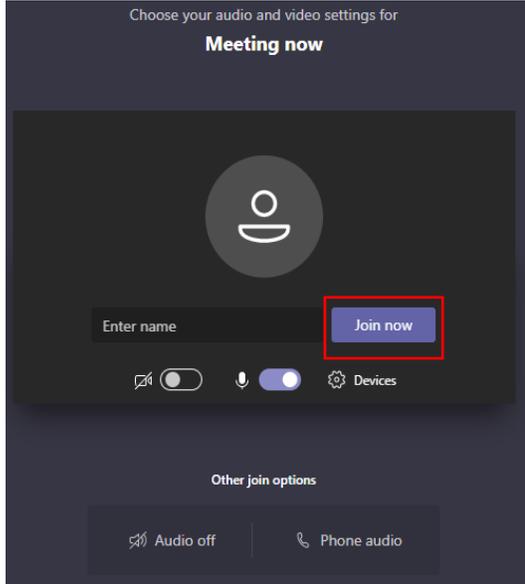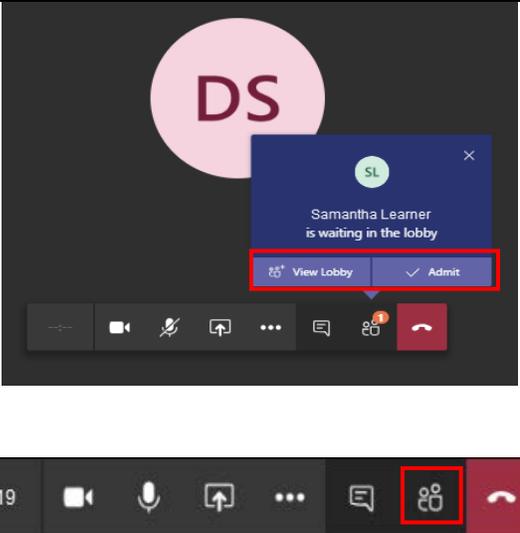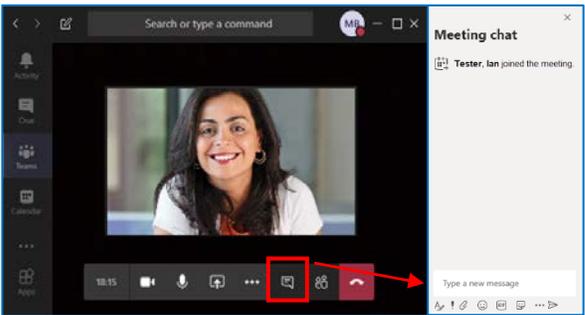Connecting to a scheduled videoconference as a guest

MS Teams

Ontario

Connecting to a scheduled videoconference as a guest

#	Process	Screenshot
1	Guest and/or guests will join the meeting via the Teams meeting link in the invitation they received from you. If your guest has any trouble joining the Teams meeting for your virtual visit session there is a phone number with conference ID for security purposes should they need to join your session using Audio (I.e. a mobile or phone instead). This invite is automatically populated in the guest's Google calendar when the meeting is accepted.	
2	The first screen that will appear after the guest clicks '**Join Microsoft Teams Meeting'** will contain a message letting them know that their browser is trying to open Microsoft Teams. The guest would have received instructions in the virtual visit invite to open Teams in their Web Browser and therefore will click "Cancel" and select '**Join on the web instead'** to open the browser version of Teams.	Experience the best of Teams meetings with the desktop app Download the Windows app / Join on the web instead Already have the Teams app? Launch it now
3	The guest will enter their name and can adjust their device settings. Guest clicks '**Join Now'**. The guest is now waiting in the Lobby to be admitted to the meeting. There will be a message at the top of the guest's Teams meeting window stating 'Someone in the meeting should let you in soon'. The guest can use the Chat feature during the virtual visit to troubleshoot technical issues only once they are admitted past the lobby.	Choose your audio and video settings for **Meeting now** Enter name / Join now Devices Other join options Audio off / Phone audio
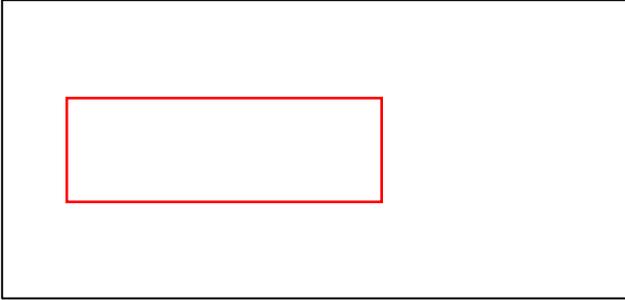
4	After joining the meeting, a pop-up will appear indicating if the participants are waiting in the lobby To invite a single participant from the lobby, click the '**Admit'** button in the pop-up To invite multiple participants, click on the '**View Lobby**' button and click the check mark next to each participant name. (Note: you can also invite participants after the meeting has started by clicking on the **participants** icon and clicking the checkmark next to their name)	
5	**Chat during a Teams Meeting** When conducting virtual visit with guests, Chat is only meant for troubleshooting purposes. While in a Teams meeting, click the 'Show Conversation' button Type a message in the text box Click the 'send' button (paper airplane), or choose Enter on your keyboard.	