



St Vincent
de Paul Society

England and Wales

Turning Concern into Action

How to join a Microsoft Teams call

Joining a Microsoft Teams call is usually straightforward, whether you're on a computer or phone. Here's a clear step-by-step guide.

1. From an invitation (most common method)

You'll typically receive a meeting invite by email or calendar.

1. Open the invitation.
2. Click the link that says: "**Join Microsoft Teams Meeting.**"
3. A page will open giving you options:
 - **Open Microsoft Teams app** (best experience)
 - **Continue on this browser** (no download needed)

2. Choose how you want to join

- If you already have the Microsoft Teams app installed, select **Open Teams**.
- If not, choose **Join on the web** and follow the prompts.

3. Enter your details

- Type your name (if you're not signed in).
- Allow access to your **microphone** and **camera** when prompted.

4. Check your settings before joining

Before entering the call, you can:

- Turn your **camera** on/off
- Mute/unmute your **microphone**



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- Change your background (optional)

Then click **“Join now.”**

5. Wait to be admitted (if required)

Some meetings use a lobby. If so, you'll wait briefly until the host lets you in.

6. Joining from a phone

1. Download the Microsoft Teams app from your app store.
2. Open the meeting link from your email.
3. The app will open and guide you to join.

Extra tips

- Join a few minutes early to check audio.
- Use headphones to avoid echo.
- If you have issues, try switching browser or restarting the app.