

Using Microsoft Teams Audio When You Don't Have a Microphone

Microsoft Teams is providing engineering teams with the ability to continue collaborating even when we all are working remotely. Teams has become the “go to” collaboration tool for quick one to one work sessions and this document will explain how you can use the Teams audio when you do not have a microphone.

The Difference between a Chat and a Meeting

We think of meetings as scheduled events and chats as impromptu discussions between just a couple of people. Microsoft Teams treats chats and meetings differently, also. **Chats** are containers for written messages and file attachments. You can add VoIP audio to a chat, but it only works well if both parties have a microphone connected to the computer.

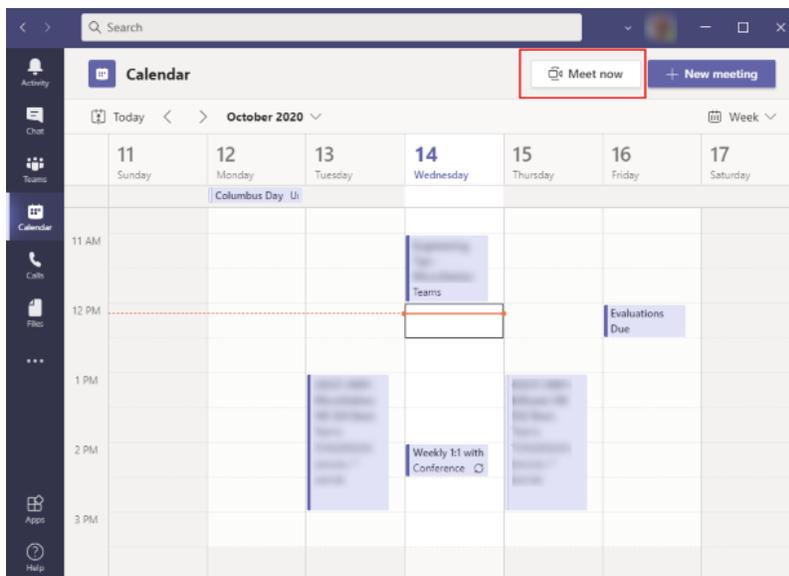
Meetings are larger containers which include chats. You can use VoIP audio with a meeting, and meetings also have a phone bridge that will connect VoIP and telephone calls.

Chat calls do not have a phone number associated with them and will not provide you any audio communication if you do not have a microphone. So, the easiest way to verbally communicate with someone else using Teams is by using a **meeting**. Even if you don't have a microphone connected to the computer, you can join a Teams meeting from your calendar or a Teams link and use the [Phone audio] button to have Teams call your land line or cell phone.

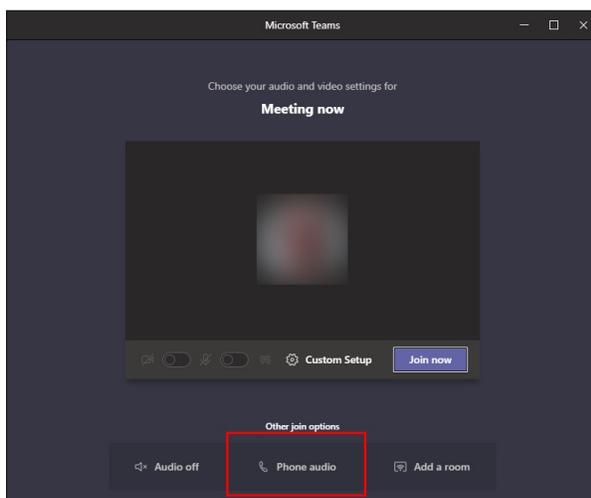
Instant Meeting [Meet Now] - Use to Start a Meeting when you have No Microphone

To start a meeting when you don't have a microphone:

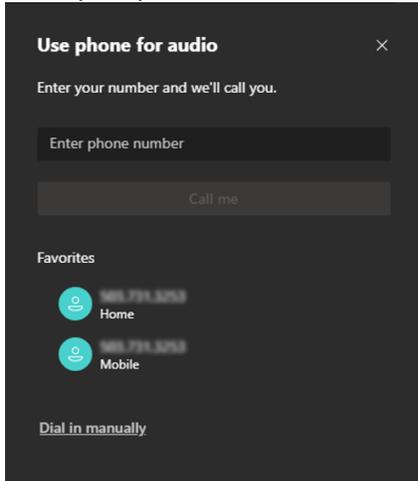
1. Create an instant meeting using the [Meet Now] button on your Teams calendar in the upper right corner.



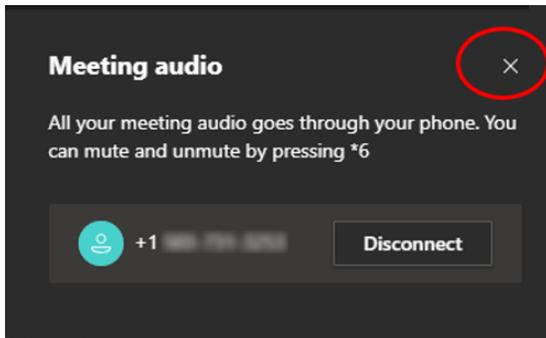
2. Select [Phone Audio] from the Other join options area at the bottom of the Meeting now settings window.



3. Enter your phone number and click [Call Me] or select a Favorite.



4. Answer your phone, then close the Meeting audio window.



5. Now you have created a meeting and can invite other people to join you by typing their last name into the Participants search field.

