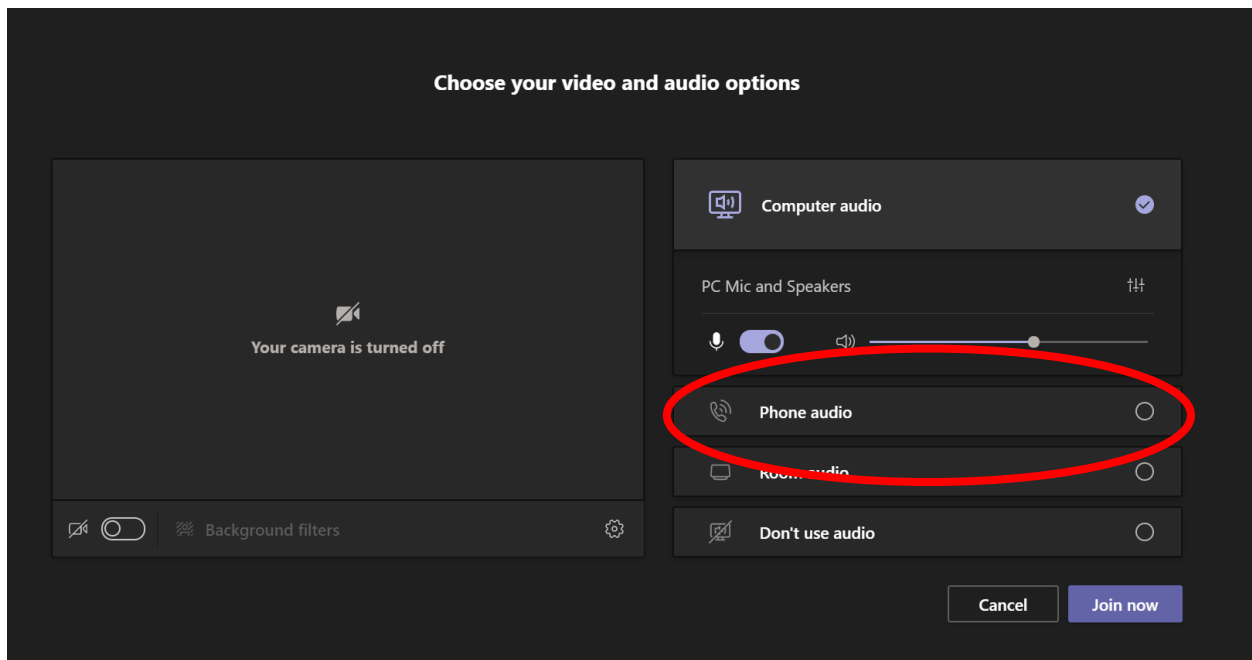
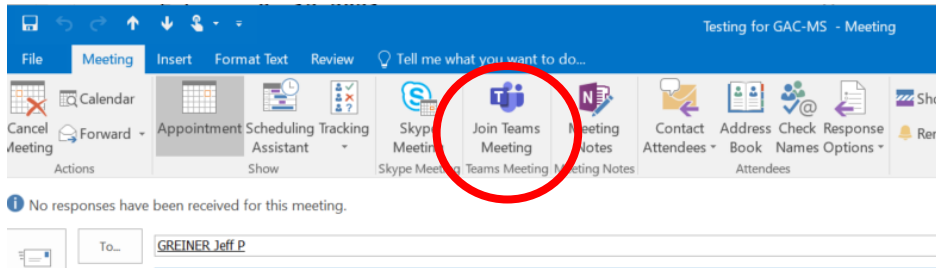


The location of things might vary a little based on the version you are running, but when you open the meeting invitation, you should see a “join Teams meeting” link (for me, it is at the top of the window-see below). Click that link to join. It will automatically default to using your computer’s audio settings (which is perfectly fine, if they work). If you have any issues with your speakers or microphone, you have a second option. You can have the computer call your phone. Simply click on the box that says “phone audio” instead of “computer audio.” See below:



After selecting “phone audio,” you click “join now” at the bottom right section of the screen. You can enter your own phone number and click “call me.” The computer will call you, and when you answer, you will be in the meeting. See below:

