

# Navigating Microsoft Teams Meetings

The following information has been taken from Microsoft Support page and compiled into a helpful troubleshooting document. Go to: [Microsoft Support](#) for more detailed information.

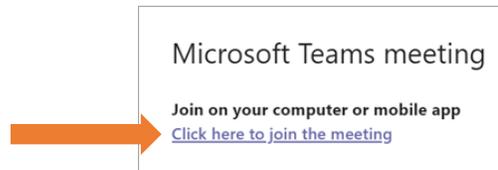
## Joining a Teams Meeting

Below are the most common ways to join a TVCC event using Microsoft Teams meetings.

### 1. Join by Link

You will receive an invitation email with the Meeting “link”. You **do not need** a Microsoft Teams account to join the meeting, presentation, or consultation that you plan on attending.

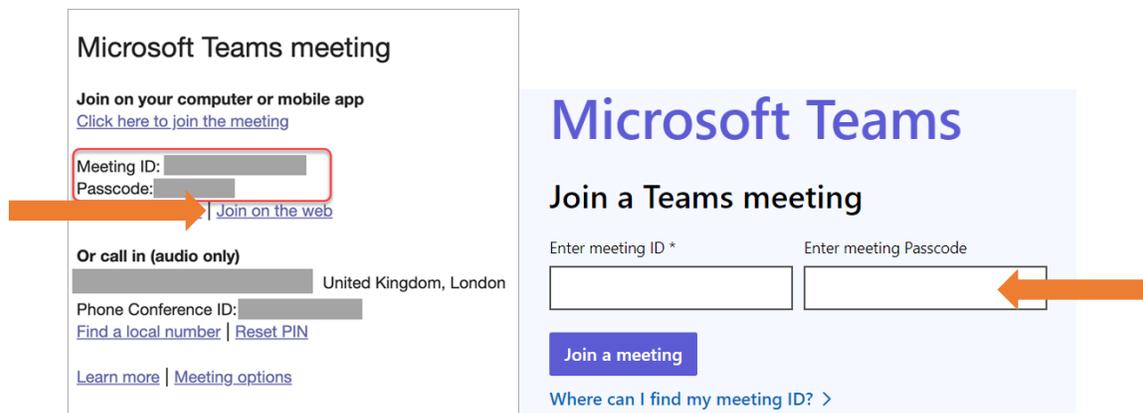
In the email, select **Click here to join the meeting**.



After clicking on the link, enter your name and to be placed in a “lobby” until the event starts.

### 2. Join by Meeting ID

In the invitation email, you will also see the option to join using the meeting ID and passcode. Click on **Join on the web** and you will be prompted to the webpage where you will enter the meeting ID and passcode.



### 3. Join by Calling In (audio only)

You can also join a Microsoft Teams meeting by calling in, which will limit you to only being able to participate with audio. Dial the phone number that is your meeting invitation to join. If the number is not local, select **Find a local number**.



Microsoft Teams meeting

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

Meeting ID: [REDACTED]  
Passcode: [REDACTED]  
[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**  
[REDACTED] United Kingdom, London  
Phone Conference ID: [REDACTED]  
[Find a local number](#) | [Reset PIN](#)

[Learn more](#) | [Meeting options](#)

## Troubleshooting

There are several possible issues that you may run into when attempting to join a Microsoft Teams meeting. The following are common issues and basic ways to work through them so that you can join your event:

- 1) The link isn't working
  - Open Microsoft teams and manually input the Meeting ID and Password
- 2) The Meeting Lobby is Full
  - Try again in a few minutes. Once people are accepted to join the meeting, the lobby will open back up
- 3) Connecting on a Phone or iPad (for the first time)
  - Download the "Teams" App onto your phone
  - You *will not* have to create an account. Then input the Meeting ID and Password

Once joined, you may experience some technical difficulties with teams, these may include:

- 1) Getting "kicked" out of a Teams meeting
  - Close all other tabs that are "open". Close and restart the Teams app/website. Microsoft is aware of this issue and is working on repairing it
- 2) Freezing during a Teams meeting
  - Close and restart the app. If it persists- ensure the latest updates for the app/desktop app are installed
  - Go to the Teams website and download the newest update if necessary
- 3) There is an echo with the audio
  - Hang up the call and try joining again.
  - If this does not work, try using headphones (this changes the audio device which might solve the issue)