

Join a Teams meeting

Try it!

Join a Microsoft Teams meeting from your calendar, or sign in as a guest on the web.

Join a Teams meeting from the app

1. Go to your Teams calendar.
2. Find a meeting and select **Join**.
3. From the pre-join screen:
 1. Turn on your camera
 2. Select **Effects and avatars** to choose a background effect.
 3. Choose your audio settings.
4. Select **Join now**.

Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join the meeting now**.
You can also use a dial-in number and conference ID from the email to call in.
2. You have three choices:
 - **Download the Windows app**: Download the Teams desktop app.
 - **Continue on this browser**: Join a Teams meeting on the web.
 - **Open your Teams app**: If you already have the Teams app, go right to your meeting.
3. Type your name.
4. Choose your audio and video settings.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting will admit you.

Tips for Teams meetings

Try it!

Enhance and customize your meeting experience in Microsoft Teams with these audio, video, and collaboration tips.

Preview your video

When you're in a meeting, preview your video before you turn on your camera:

1. Select the dropdown arrow next to **Camera**  to preview your video.
2. Preview how you'd like to appear:
 - Select **Blur** to blur your background.
 - Select **More background effects** to preview a custom background or add your own.
3. When you're ready, select **Apply and turn on video**.

Share your screen

- In your meeting controls, select **Share**  to present your screen. You can share:
 - Your desktop
 - Your windows
 - PowerPoint presentation
 - Whiteboard

Raise your hand and show reactions

- Select **React**  to choose a reaction to engage in a meeting:
- Select **Raise**  to let others know you'd like to speak up without interrupting the conversation.

Spotlight a video

When a featured speaker's talking, spotlight their video so it's the main one everyone sees.

- Right-click the video or avatar of the presenter you want to spotlight. Then, select **Spotlight** .
- Select **People**  to see a list of everyone in the meeting. In the list, right-click the name of the person whose video you want to highlight and select **Spotlight for everyone** .

To learn more, see [Spotlight someone's video in Microsoft Teams meetings](#).

Choose a video layout

There are different video layouts for your meeting. On the meeting controls, select **View**  and choose one:

- **Gallery** : This is the default view that shows a 3x3 video layout.

- If there's more than nine people, Teams prioritizes anyone with their video turned on, or those speaking the most.
- **Speaker** : This view brings the focus on whoever is currently speaking.
- **Large gallery** : This is a 7x7 video layout that lets you see up to 49 other people at once.
 - 10 people must have their camera turned on. If no one's sharing video, **Large gallery** can't be selected from the menu.
- **Together mode** : This layout lets you feel like you're in the same shared space with everyone in the meeting. Select **Change scene** to change the background for everyone.
 - Together mode is available if there's at least five people in a meeting.

Create breakout rooms

Create and open breakout rooms to let attendees hold smaller, more focused discussions.

1. On the meeting controls, select **Rooms** .
2. Choose how many rooms you need and how to assign participants.
3. Select **Create rooms** > **Start rooms**.

To learn more, see [Use breakout rooms in Microsoft Teams meetings](#).

Meet instantly

Try it!

Turn a team conversation into a meeting with a few clicks. Add audio, video, and share your screen.

Start an instant meeting

There are two ways to start an instant meeting in Microsoft Teams:

- In **Teams** , choose a channel and select **Meet now**  to meet with members of the channel.
- In **Chat** , choose a conversation and select **Meet now** at the top of the conversation to meet with other members of the chat.

Join a meeting

From the pre-join screen:

1. Turn on your camera and microphone, or set up your microphone and speaker.
2. If you'd like, give the meeting a name, and select **Join now**.

Invite others to a meeting

Want someone to join your ad-hoc meeting?

1. Select **People**  to invite people at any time.
2. Type a name or phone number into the box.
3. Select **Request to join** on who you want to invite.

Manage your meeting

Record your meeting, share content to participants, and share the recorded meeting when you're done.

- To record a meeting, select **More actions**  > **Start recording**.
- To present content, select **Share**  and choose what you want to share.
- Find your recorded meeting where you first started your meeting in Teams. You can view, edit, and share this recording with others.

Manage meetings

Try it!

View, schedule, and manage appointments and meetings in Microsoft Teams to keep your team on track.

View meetings

- Select **Calendar**  to view your past and upcoming meetings.
- Your Teams calendar syncs with your Outlook calendar.
- Select a meeting invite to see meeting details and who's attending, and to respond to the meeting.

Schedule a meeting

1. Go to your Teams calendar.

2. Select **New meeting** .
3. Add your meeting title, start and end times, and other details.
4. Enter names in the **Add required attendees** field to invite them to the meeting.
Note: To invite someone outside your organization, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.
 - Select **Scheduling assistant** to see everyone's availability in a calendar view.
5. Select **Save** after you've added all your meeting details.

Schedule a webinar

Try it!

With Microsoft Teams webinars, you can register attendees, run interactive presentations, and analyze attendee data for more effective meetings.

To schedule a webinar:

1. In Teams, select **Calendar** .
2. Select the dropdown arrow next to **New meeting** .
3. Select **Webinar**.
4. Add webinar details and select **Save** .
5. Select **Publish site** when you're ready to make your event site public.

To learn more, see [Schedule a webinar in Microsoft Teams](#).

Details for presenters and organizers

Add presenter and organizers to your webinar when you create it.

1. Follow the steps above to schedule your webinar.
2. In the webinar scheduling form, go to **Setup > Details**.
3. In the **Co-organizers** field, invite people to help organize the event.
4. In **Presenters from your org**, invite people from your org to speak at your event.
 - Select **Add external presenters** to invite people outside your org to speak at your event.
5. Select **Save and send invites** .

Add more info about your presenters by going to **Setup > Presenter bios**.

To learn more, see [Customize a webinar in Microsoft Teams](#).

Registration form for attendees

These form details will be seen by anyone invited to the webinar.

1. [Schedule a webinar in Microsoft Teams](#).
2. Add your webinar details and select **Save** .
3. Select **Registration > Configuration**.
4. Under **Registration requirements**, set the event capacity, adjust registration requirements, and add form fields.
5. Select **Save** .

To learn more, see [Manage webinar registration in Microsoft Teams](#).

Add Q&A to webinars and meetings

If you're hosting a structured meeting, like a webinar or a meeting with a large audience in Microsoft Teams, add the Q&A app to organize how attendees ask questions.

Try it!

Before the webinar

1. Go to your meeting invite and select **Edit > Add a tab (+)**.
2. Search for the Q&A app or select it if it's already available, and then select **Add**.
3. Choose webinar settings to give attendees specific permissions.
4. Select **Moderate attendee conversations** to let organizers decide which questions to publish to the Q&A feed.
Note: If there's anyone you want to be a moderator, be sure to make them an organizer for the webinar.
5. When you're ready, select **Save**.

During a webinar

Attendees can submit questions while a webinar's in-progress. On the Q&A panel:

- Under the **In review** tab, review submitted questions in a private moderator view. Choose and publish which questions you'd like attendees to see.
- Under the **Publish** tab, view published questions.

- Under the **Dismissed** tab, review any irrelevant or duplicate questions.
- For published questions, select **All conversations > Unanswered Questions** to filter and address them.
 - Respond to a question and post it when you're ready.
 - Once posted, all attendees can view a posted question and its response.
- Choose an important post to pin it to the top of the Q&A panel so everyone can see it.

Show your screen during a meeting

Try it!

In Microsoft Teams, you can show your desktop, a specific app, a whiteboard, or a presentation in a meeting.

1. In your meeting controls, select Share .
2. Turn on the **Include sound** toggle to share your computer audio.
3. Select what you want to share:
 - **Screen** lets you show everything on your screen.
 - **Window** lets you share an open window on your screen, like a browser page.
 - **PowerPoint Live** lets you share a PowerPoint presentation.
 - **Microsoft Whiteboard** lets you share a collaborative whiteboard.
4. After you select what you want to show, a red border surrounds what you're sharing.
5. Select **Stop sharing** to stop showing your screen.

Meeting participants won't see your notifications while you're presenting.

Tip: Show PowerPoint slides

Try it

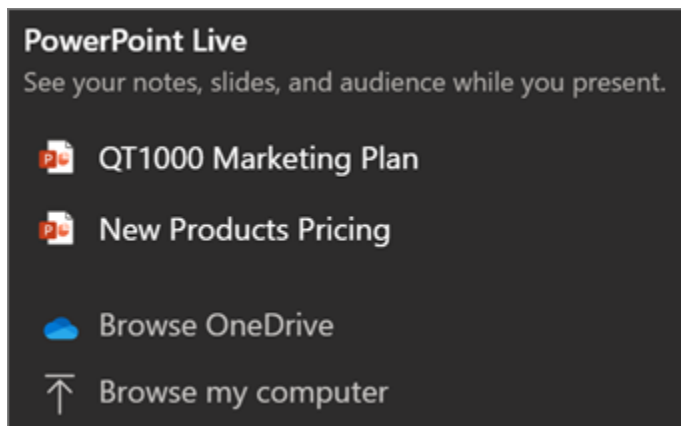
PowerPoint Live in Teams gives both the presenter and audience an inclusive and engaging experience, combining the best parts of presenting in PowerPoint with the connection and collaboration of a Microsoft Teams meeting.

Tip: Are you an audience member? [Jump down](#) to learn more about how you can interact during the presentation.

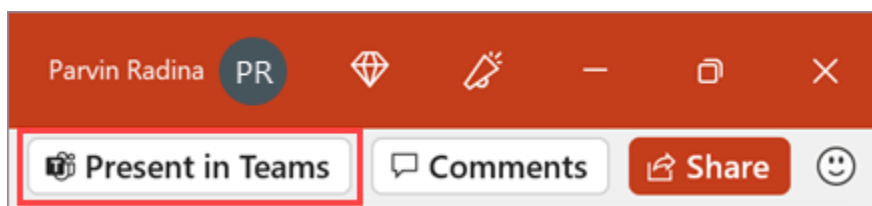
Presenter view

Present your slides

- If you're already in a Teams meeting, select **Share** and then under the **PowerPoint Live** section, choose the PowerPoint file you're wanting to present. If you don't see the file in the list, select **Browse OneDrive** or **Browse my computer**.



- If your presentation is already open in PowerPoint for Windows or Mac, go to the file and select **Present in Teams**.

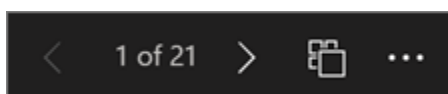


- If you're in PowerPoint for the web, select **Present** > **Present in Teams**.

Your slides will appear in the Teams meeting, with your Notes next to them.

Navigate through the slides

You have several tools to use while you present your slides.



- Use the navigation arrows to go forward and backward.

- Use the thumbnail strip to jump ahead or backwards.
- Select **Go to slide** to see a grid view of all slides in the presentation. Select one to jump to it.

Stay connected to the audience

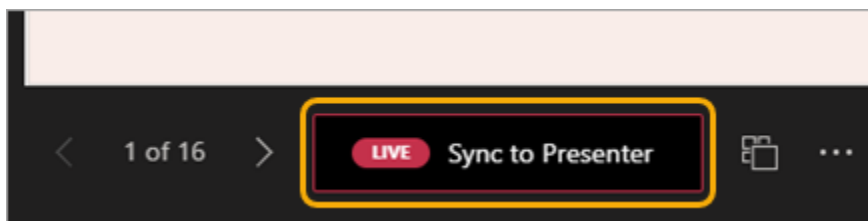
One of the benefits of using PowerPoint Live to present instead of sharing your screen is that you have quick access to all your meeting tools you need to engage with the audience and to read the room in one view. This is especially true if you're presenting from a single screen.

- Turn **Chat** on or off to view what your audience is saying.
- See audience reactions and raised hands in real-time.
- Change the **Layout** of your presentation and choose how your live camera feed appears in your presentation, like **Standout** or **Cameo**. It helps the audience read your non-verbal cues and keeps them engaged.
- Use the **Laser pointer**, **Pen**, **Highlighter**, or **Eraser** to clearly reference items on your slides.

Audience view

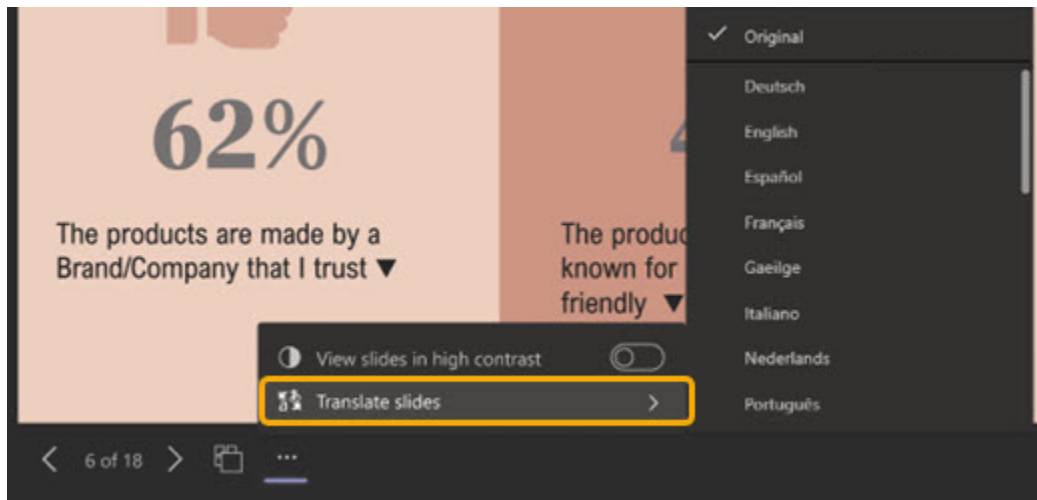
As an audience member, you're able to personalize your experience without affecting anyone else. Try these options to find what works best for you:

- Use the navigation arrows to move around to different slides. Go back to check on information you may have missed or go forward to preview upcoming slides. You can always get back to where your presenter is by selecting **Sync to Presenter**.



Note: If presenters don't want people to be able to independently navigate through a PowerPoint file they are sharing, use the **Private view** toggle to turn it off.

- Click any hyperlink on slides to get more context right away.
- Interact with videos on slides to adjust the volume or jump to a timestamp and consume it at your own pace.
- Use a screen reader to get full access to the slide content.
- Translate the slides into one of 19 languages. Select **More options** > **Translate slides** and then choose a language.



- Switch to a high contrast view to make the slides easier to view if you have low vision. Select **More options** > **View slides in high contrast**.
- Your viewing experience will be at a higher fidelity, letting you see crisp text and smooth animations. PowerPoint Live also requires significantly less network bandwidth than typical sharing, making it the **best** option when network connectivity is a problem.

Independent magnifying and panning

You can zoom in and pan on a presentation slide without affecting what others see. Use your mouse, trackpad, keyboard, touch, or the Magnify Slide option as applicable.

To **zoom** in or out on a slide, do any one of the following:

- Hover over the slideshow and pinch or stretch on trackpad.
- Pinch or use the stretch touch gesture (on a touch-enabled device).
- Press the **+** or **-** keys.
- Hover over slide, hold down **Ctrl** key and scroll with mouse wheel.
- In the **More Actions** menu, click the **+** or **-** buttons.

To **pan** around your slide, do any one of the following:

- Press the arrow keys.
- Click and drag using a mouse.
- Click and drag on a trackpad.
- Use one finger to touch and drag (on touch-enabled device).

When done zooming and panning, press **Esc** to reset your screen.

Learn more about PowerPoint Live

Important:

- PowerPoint Live is not supported in Teams live events, CVI devices, and VTC devices.
- If you're using Teams on the web, you'll need Microsoft Edge 18 or later, or Google Chrome 65 or later, to see the presenter view.
- Presenter view is hidden by default for small screen devices but can be turned on by selecting **More options** below the current slide and then **Show presenter view** (or by selecting the sharing window and then pressing Ctrl+Shift+x).
- Meetings recordings won't capture any videos, animations, or annotation marks in the PowerPoint Live session.
- When you share from Teams, the PowerPoint Live section lists the most recent files you've opened or edited in your team SharePoint site or your OneDrive. If you select one of these files to present, all meeting participants will be able to view the slides during the meeting. Their access permissions to the file outside of the meeting won't change.
- If you select **Browse** and choose to present a PowerPoint file that hasn't been uploaded to Teams before, it will get uploaded as part of the meeting. If you're presenting in a channel meeting, the file is uploaded to the **Files** tab in the channel, where all team members will have access to it. If you're presenting in a private meeting, the file is uploaded to your OneDrive, where only the meeting participants will be able to access it.