

Participants Guide to Microsoft Teams meetings

Join a Microsoft Teams Meeting

If you have registered, you should have received a meeting invitation containing a link to the meeting near the bottom of the page. Kindly click “Join Microsoft Teams Meeting”.

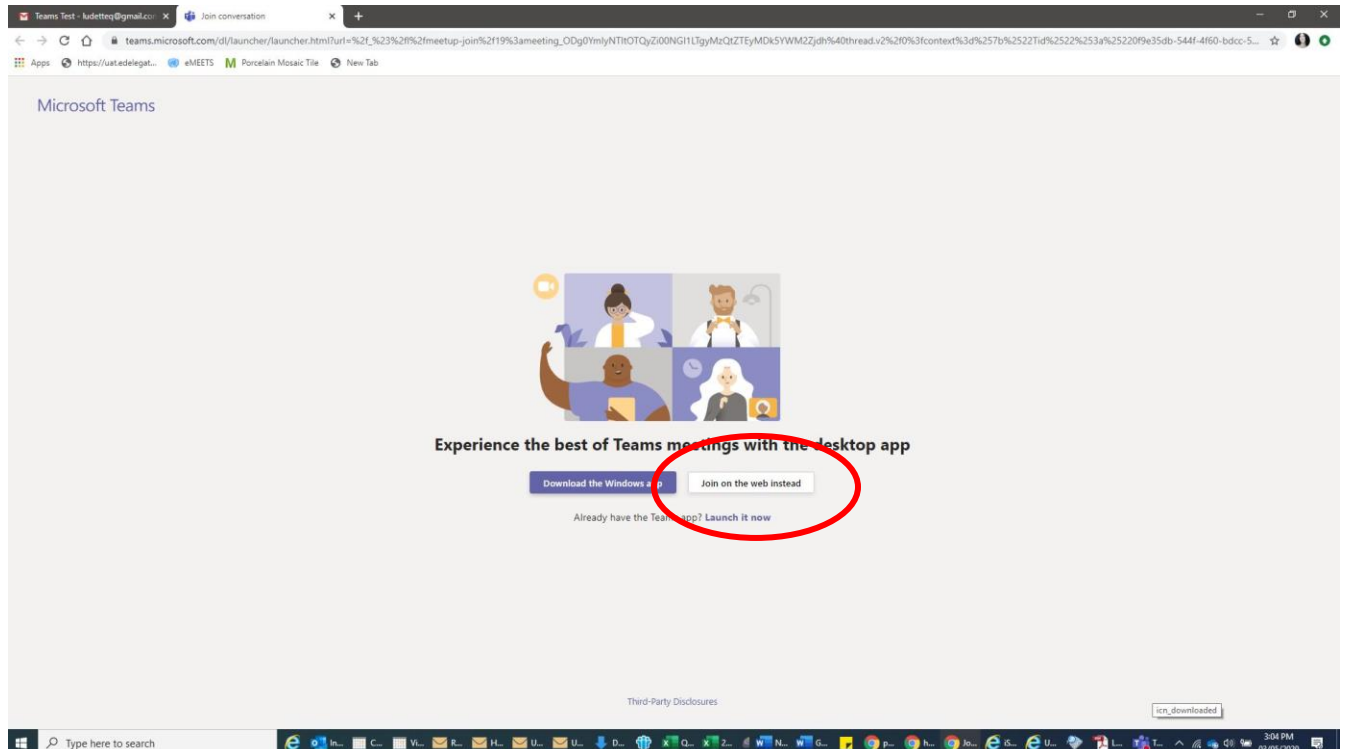


[Join Microsoft Teams Meeting](#)

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

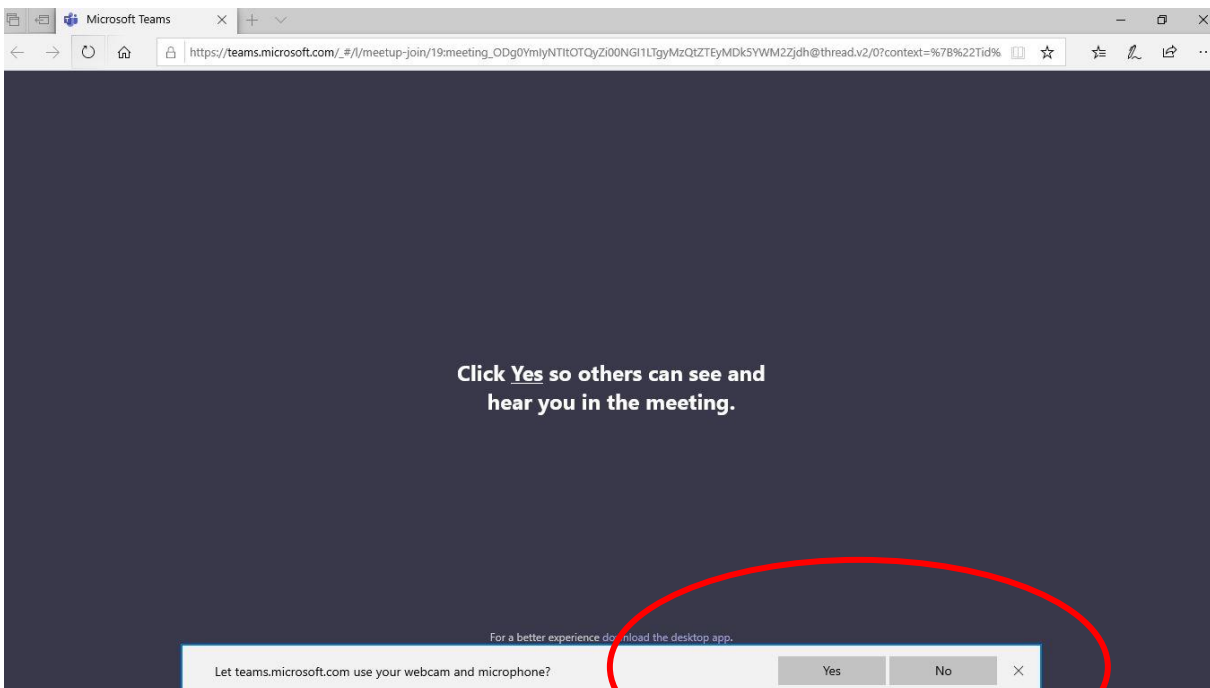
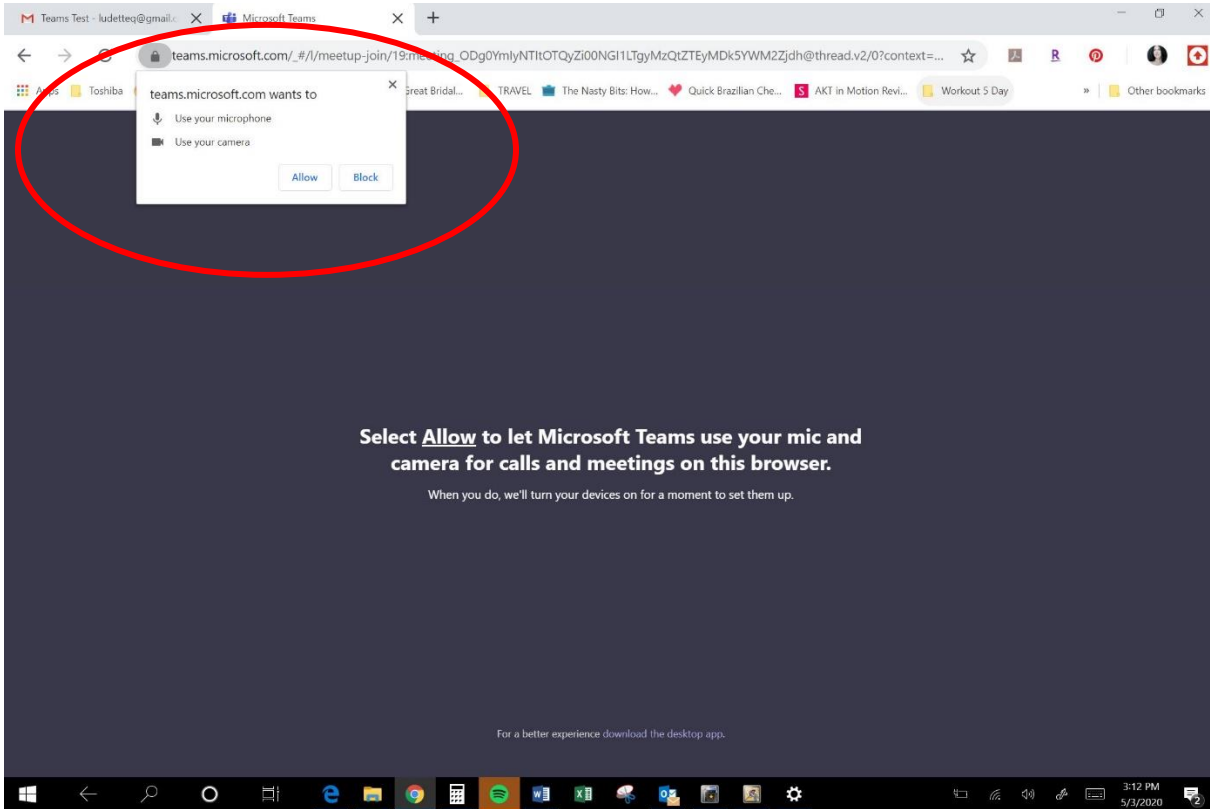
Laptop or desktop connections

For those using desktops or laptops who have not installed or do not wish to install the app, click on the option “Join on the web instead”. The relevant area in the screenshot below is highlighted.



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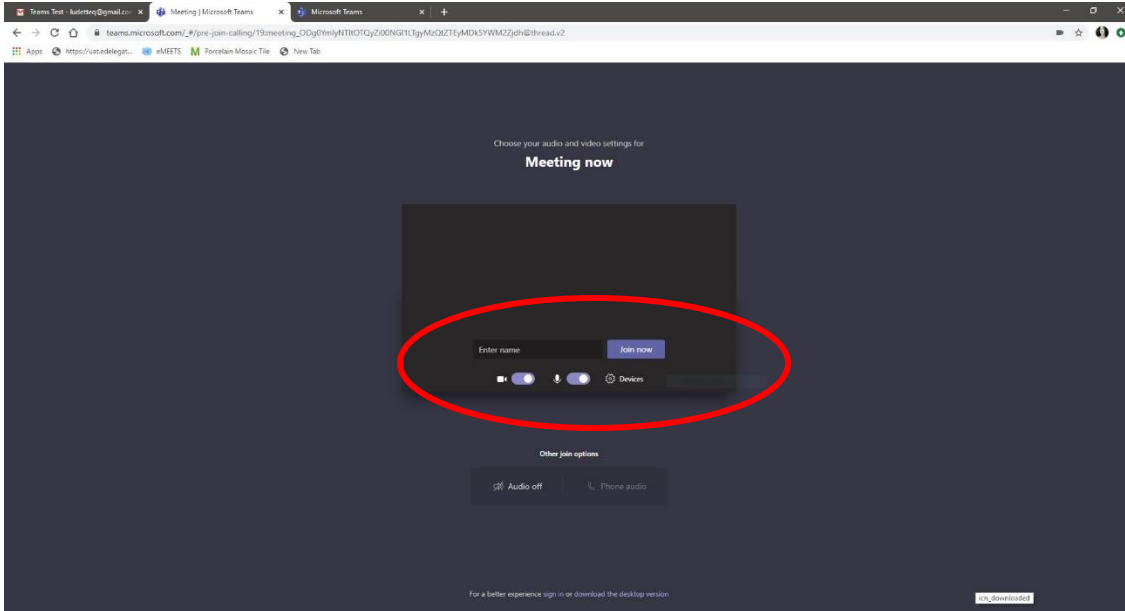
Kindly enable your camera and microphone at the outset. You will have the option to turn them off once you have joined the meeting. Screenshots for two different browsers follow.



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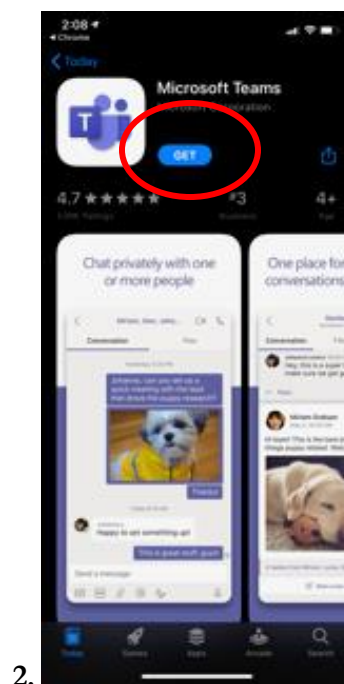
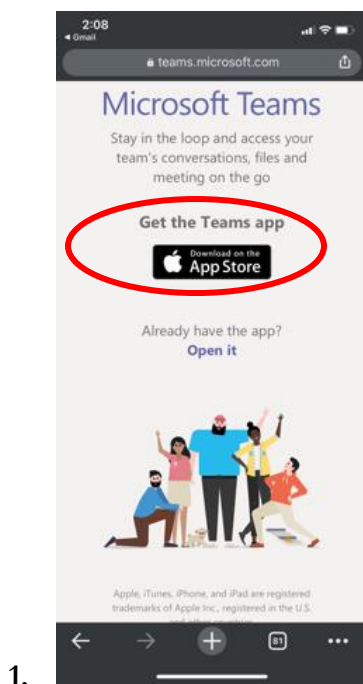
Participants will then be required to enter their name. Please use the following format: **First Name Last Name Title (Delegation)** then click **Join now**. It is important that you include this information, particularly the name of the DELEGATE, including the country name of your delegation in order to be granted access.

Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.



Mobile phone connections

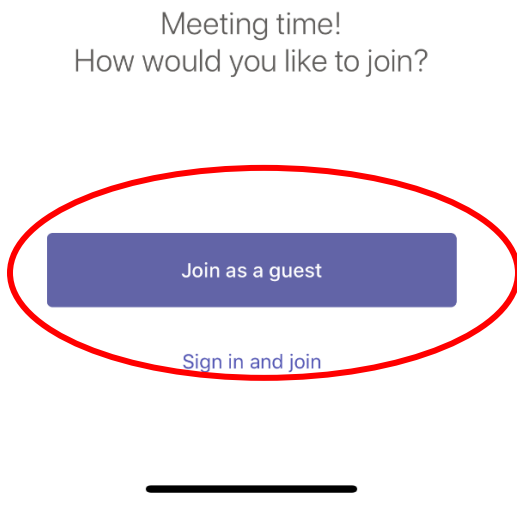
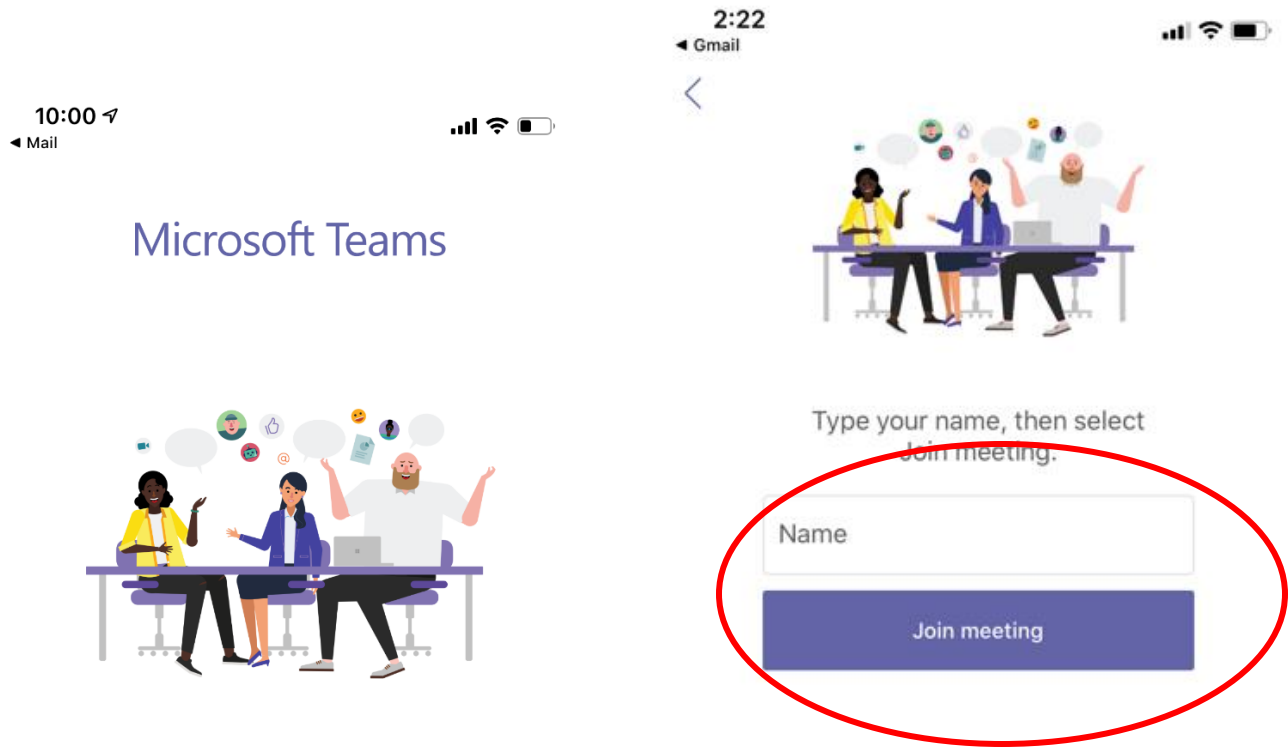
If you have not previously installed the Teams app, after clicking on the link to “Join Microsoft Teams Meeting” from the invitation, you will be asked to install the app (screen 1). Kindly do so (screen 2).



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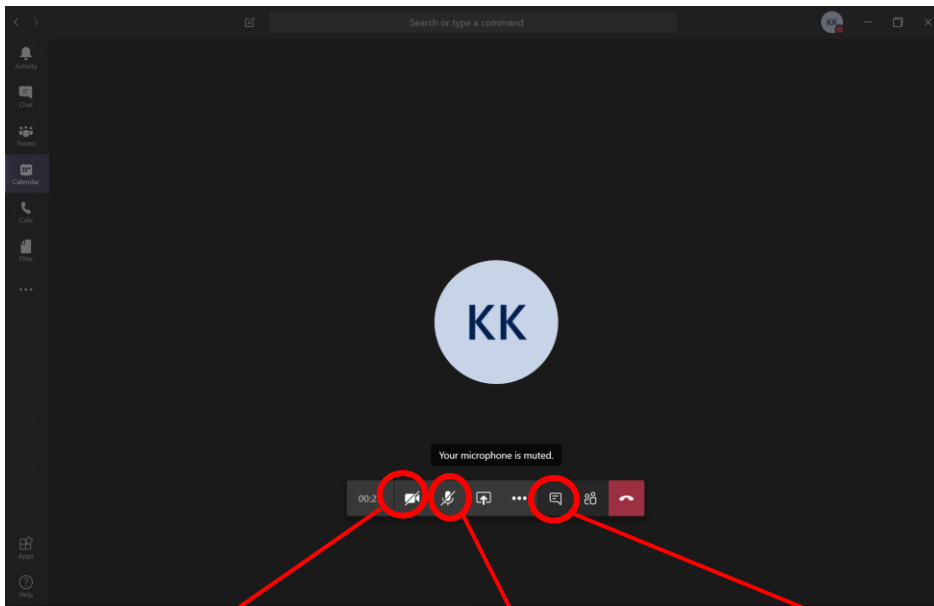
For participants using mobile devices that do not have a Microsoft teams account, click **Join as guest**. Participants will then be required to enter their name in the field indicated below. Please use the following format: **First Name Last Name Title (Delegation)**, then click **Join Meeting**. It is important that you include this information, particularly the name of the DELEGATE, including the country name of your delegation in order to be granted access.

Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.



SCREEN CONTROLS

For desktops or laptops **hovering the mouse** on the meeting screen will bring up user controls.

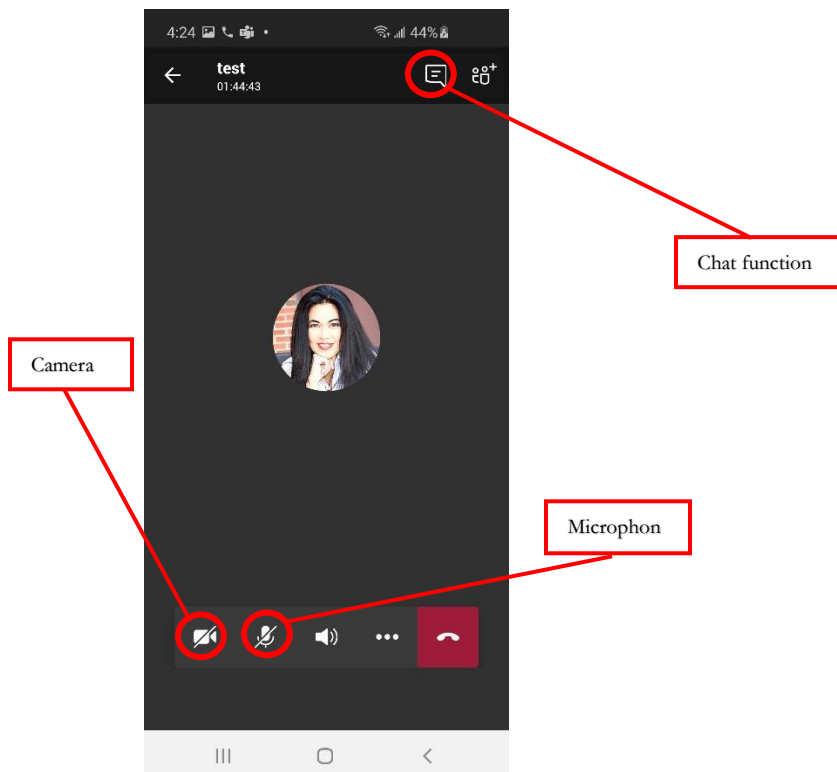


Click the camera icon to turn on/off your camera.

Click the microphone icon to turn on/off your microphone.

Chat function

For mobile phones, **touching the screen** will bring up user controls.



Camera

Chat function

Microphon

TROUBLESHOOTING

When you are invited to speak by the presiding officer, please unmute yourself by clicking the microphone icon (see the photo above). You may also wish to turn on your camera by clicking the camera icon.

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (minimum 25 Mbps)

Links to download **Microsoft Teams** on to your laptop or desktop are below, as well as to your mobile device. For firewall issues, participants should contact their mission technical focal points to allow downloading.

DESKTOP	MOBILE
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android