

## Broad Brook Elementary | Parent Teacher Conferences – 2020



# Joining a Video Conference in Microsoft Teams

Anyone can join a MS Teams meeting as a guest. It is really easy. All you need is an internet connection and a browser.

The following are a set of directions on how to join a Meet as a guest from a browser.

First, you will get an email from the person inviting you to join their Microsoft Teams meeting.

## Step 1: Click the link

Parent Teacher Conferences



Inbox x



Lopes, Frank

to me

11:16 AM (24 minutes ago)



### Parent Teacher Conferences

[View on Google Calendar](#)

When Thu Oct 29, 2020 11:30am – 12pm (EDT)

Who Lopes, Frank\*

### Agenda

Thu Oct 29, 2020

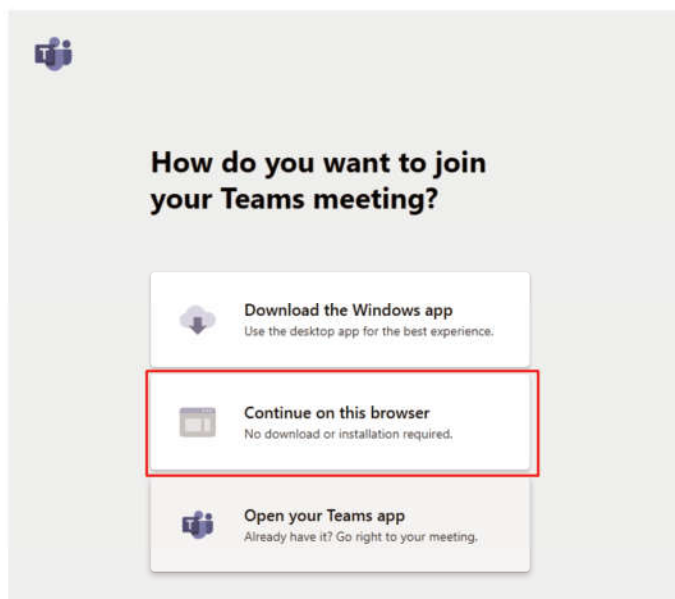
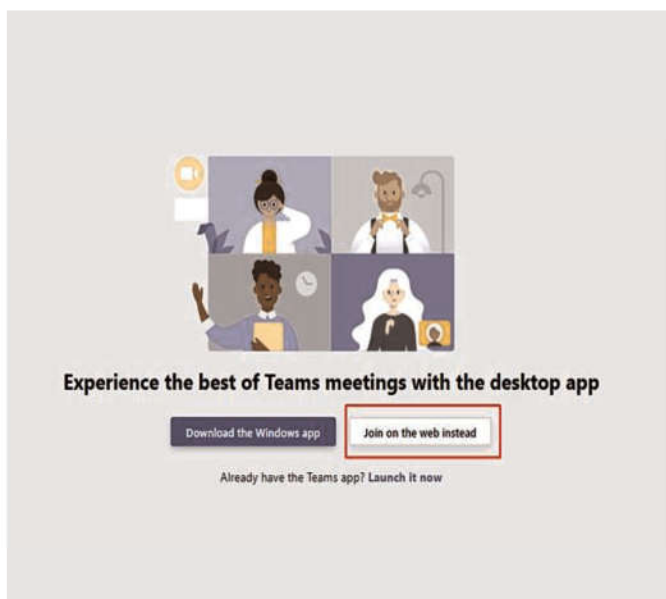
*No earlier events*

11:30am Parent Teacher Conferences

If you have Microsoft Teams installed, then you will get a popup dialog that encourages you to "Open Microsoft Teams." *However, if you do not have Microsoft Teams, you will get a page that allows you to "Continue on this browser."*

## Step 2: Opt to use the web browser option

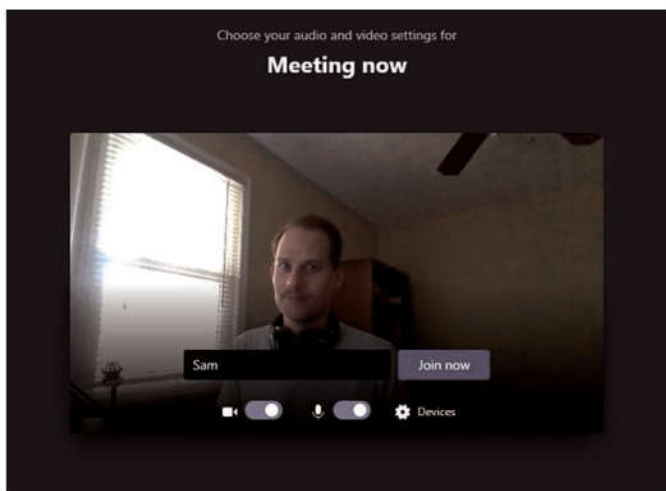
If you have Microsoft Teams installed, you can use it. *If not, then you will want to click the "Join on the web instead" (desktop) link or "Continue on this browser" button (mobile) link.*



## Optional: Configure devices

Prior to joining, if you want, you can click the "Devices" button and select Speaker, Microphone, and Camera. You can also choose if you want the camera and microphone to be on or off by selecting them.

## Step 3: Enter your name & click Join now



Congratulations! You are now in.

