



CIVIL AIR PATROL

U.S. Air Force Auxiliary

California Wing

Hawker Squadron 128

**Microsoft Teams: How to Join
- Attendees -**

Version 002



Version History

<u>Version</u>	<u>Date</u>	<u>Revisions</u>
001	18 Mar 2020	Original release.
002	22 Mar 2020	Section 1.1: Added YouTube video link Section 3: Corrected Reference Not Found Error

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1. Introduction

This document is intended to assist members and guests in virtually attending squadron meetings hosted on Microsoft Teams via computer or smart phone. For additional assistance, contact SQ128 IT Officer 2d Lt Michael Kang at Michael.Kang@cawgcap.org.

Additional Microsoft Teams information can be found below.

- Online Video Training for Microsoft Teams: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- PDF Quick Reference: http://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams_QS.pdf

1.1. IMPORTANT NOTICE

Squadron meeting Microsoft Teams URLs/Links and information may change from meeting to meeting. Please be sure to check the appropriate date and meeting from the Squadron website's "Events" page for the latest meeting information. <https://sq128.cawgcap.org/events/>

Check out this YouTube video on how to find SQ128's events page and join a Microsoft Teams meeting: <https://www.youtube.com/watch?v=UPlz0SJGimU&t=>

2. Download Microsoft Teams (Optional)

Attendees can join a Microsoft Teams meeting via URL or link provided by Squadron 128 members **without** downloading and installing Microsoft Teams. This will allow attendees to join via both audio and video via web browser.

2.1. Computers (Windows/macOS)

1. Download and install Microsoft Teams by going to <https://teams.microsoft.com/downloads> or using your web browser to search for "Microsoft Teams Download" to download Microsoft teams.

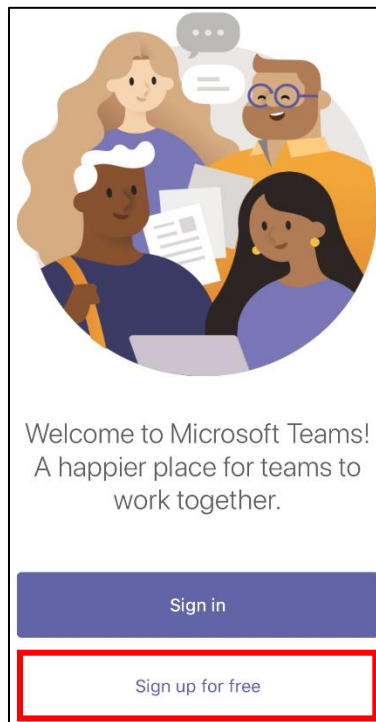
Note: Microsoft account is required to use the application. Click the "Sign up for Free" button in the top right to create a free account.



2.2. Mobile Devices (iOS/Android)

1. Go to your mobile device's app store and search "Microsoft Teams"
 - a. For iOS (iPhone/iPad): "App Store"
 - b. For Android OS: "Google Play"

Note: Microsoft account is required to use the application. Click the "Sign up for Free" button to create a free account.



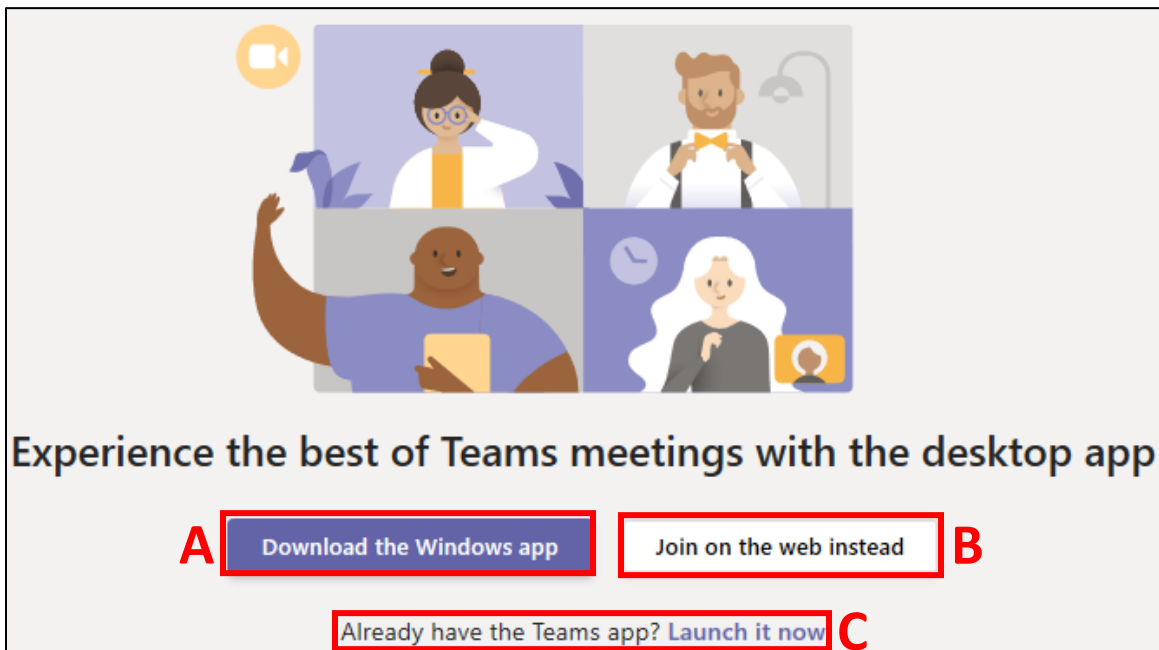
3. Attending a Microsoft Teams Meeting via Computer

1. Go to the Squadron Website’s “Events” page and select the date, time, and meeting you would like to join. <https://sq128.cawgcap.org/events/>

Note: You may see a “Redirect Notice” page. Simply click the link to proceed to the meeting page.

2. You will see the page below, asking you to confirm how you would like to join the teams meeting.
 - a. ***Download the Windows app***: If you did not yet download Microsoft Teams, here is another opportunity to do so. Go back to Section 2 and follow the instructions.
 - b. ***Join on the web instead***: You can join the meeting using your web browser without downloading and installing Microsoft Teams.
 - c. ***Already have the Teams app? Launch it now***: This will open the meeting in Microsoft Teams installed on your computer.

Note: If you have Microsoft Teams installed, it may open automatically.



3. If joining via your web browser and **not** the Microsoft Teams app, continue to Step 4, Section 3.1. If joining via the Microsoft Teams app, proceed direct to Step 7, Section 3.2, and skip all steps in between.

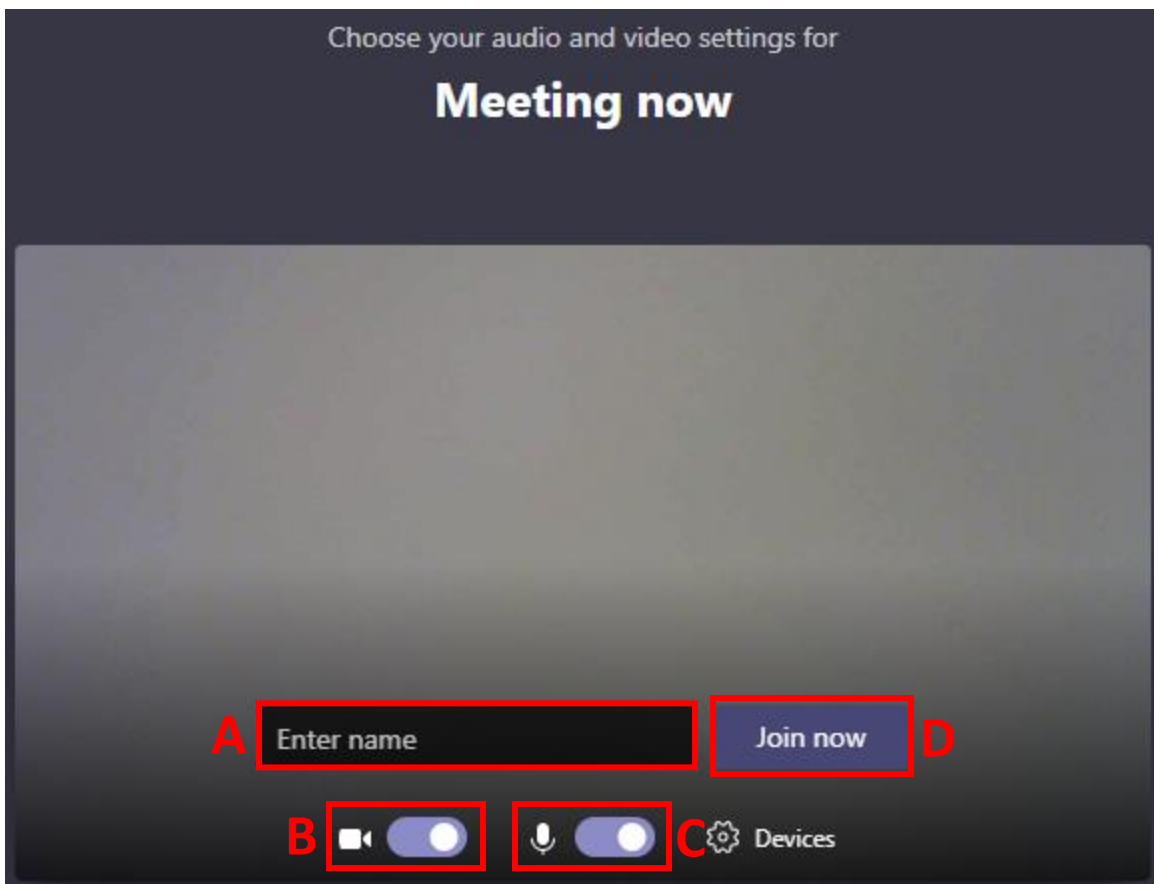
3.1. Join Meeting via Web Browser (“On the Web”)

4. When prompted to allow Microsoft Teams access to your computer’s microphone and/or camera, click “allow”.

Note: You will be able to mute/unmute and turn on/off your camera.

5. Setup window prior to joining
 - a. **Enter Name:** Enter your name here that will be displayed to the meeting.
 - b. **Toggle Camera On/Off:** This button allows you to turn your camera on or off when joining the meeting.
 - c. **Toggle Microphone On/Off:** This button allows you to mute or unmute your microphone when joining the meeting. Please toggle this to “mute” or to the left prior to joining.
 - d. **Join Now:** When ready to join, click “Join Now” to enter.

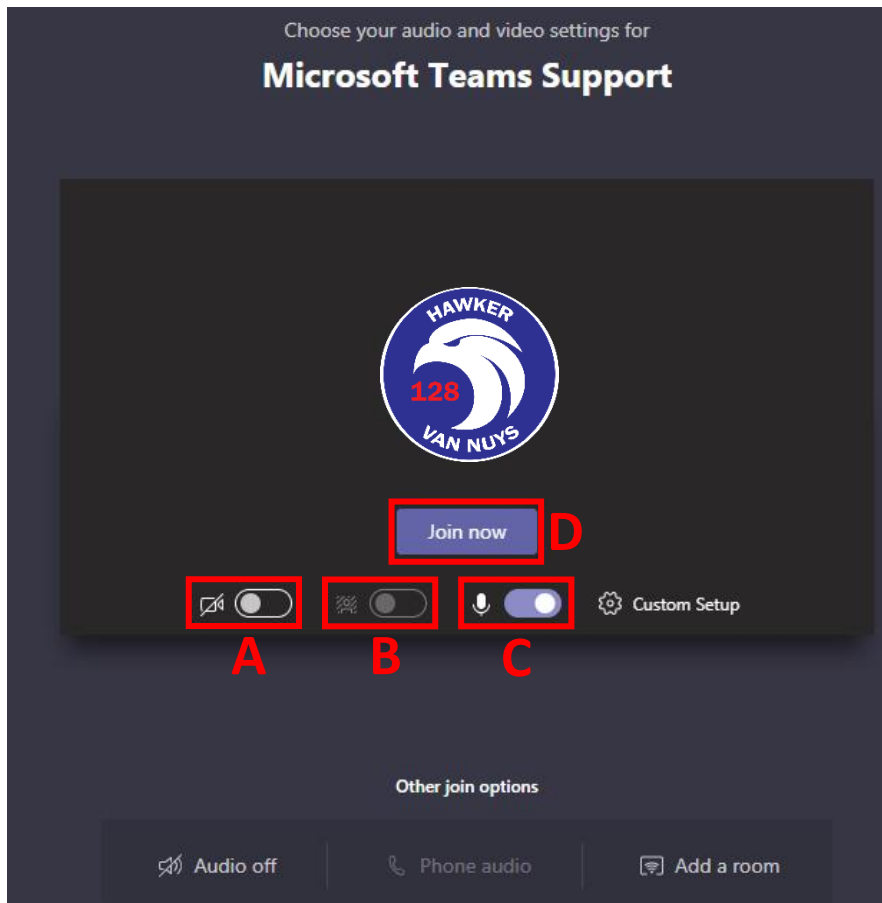
Note: CAP members joining with their cawgcap emails will automatically enter the meeting. Those joining without a cawgcap email will enter the “lobby” and will need to be admitted by an administrator on the call.



6. Proceed direct to Step 9, Section 3.3.

3.2. Join Meeting via Microsoft Teams

7. Setup window prior to joining
 - a. **Toggle Camera On/Off**: This button allows you to turn your camera on or off when joining the meeting.
 - b. **Blur Camera Background**: This button will allow you to turn on or off the blur feature that automatically blurs the background in your video.
 - c. **Toggle Microphone On/Off**: This button allows you to mute or unmute your microphone when joining the meeting. Please toggle this to “mute” or to the left prior to joining.
 - d. **Join Now**: When ready to join, click “Join Now” to enter.



8. Continue to Step 9, Section 3.3.

3.3. After Joining the Meeting

9. After you're admitted to the meeting, you will hear anyone unmuted and view any attendees/presenters with cameras on, including shared content/presentations.
 - a. **Toggle Camera On/Off**: This button allows you to turn your camera on or off during the meeting.
 - b. **Toggle Camera On/Off**: This button allows you to mute or unmute your microphone during the meeting. Please keep this muted unless asking a question to reduce conflicting audio during the meeting.
 - c. **Share Button**: This button allows attendees to share their display or applications. By default, this will be disabled for external attendees.
 - d. **More Actions Button**: This button opens the additional options available to attendees.
 - e. **Show Conversation Button**: This button opens and closes the meeting chat bar. Attendees are encouraged to ask questions via the chat bar.
 - f. **Show Participants Button**: This button opens and closes the participants bar, displaying all attendees in the meeting.
 - g. **End Call**: You will leave the call.

