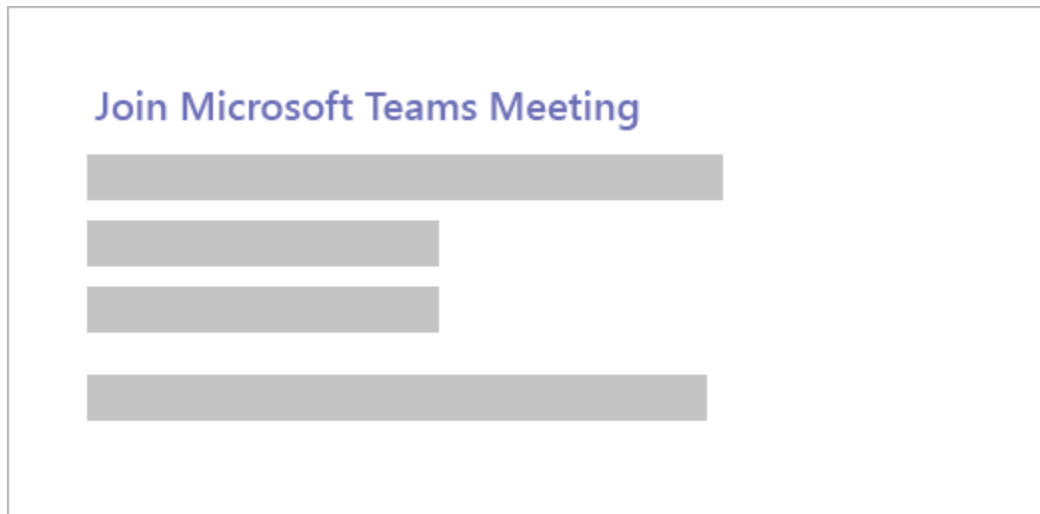


## Join by link

All you need to join a Teams meeting is a link.



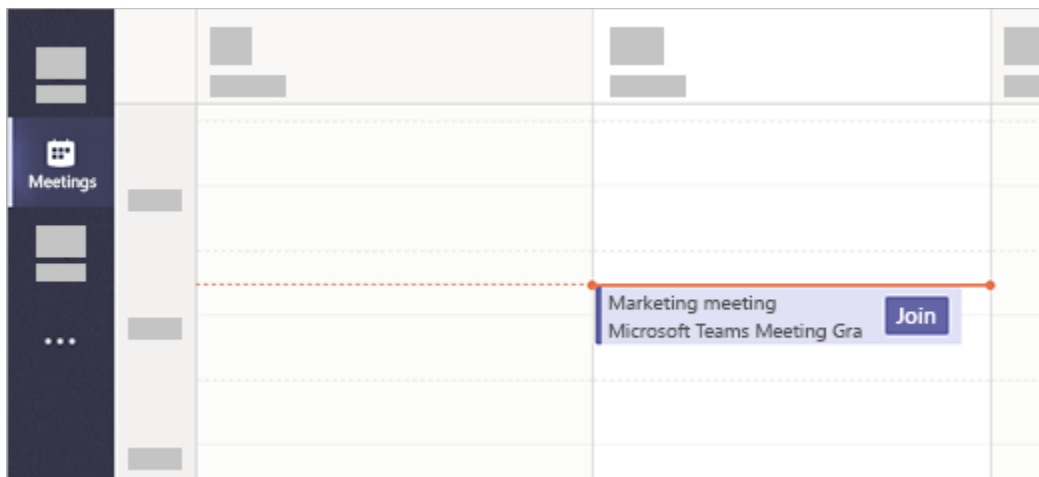
When you open the link or select **Join Microsoft Teams Meeting** in your meeting invite, you'll be taken to a page where you can choose to either join on the web or download the desktop app and then join. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the

organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

## Join from calendar

Select **Calendar** 📅 on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.



Or, if someone starts the meeting, you'll get a notification you can use to join.

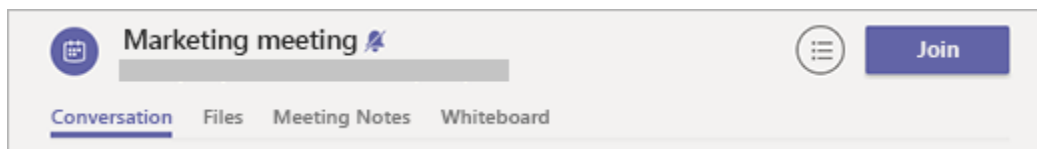
## Join in a channel

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.



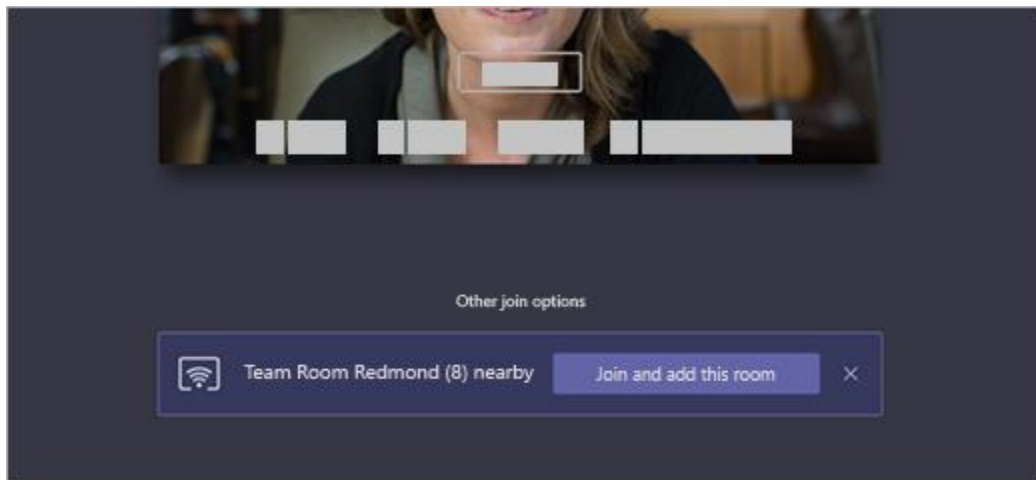
## Join from chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.

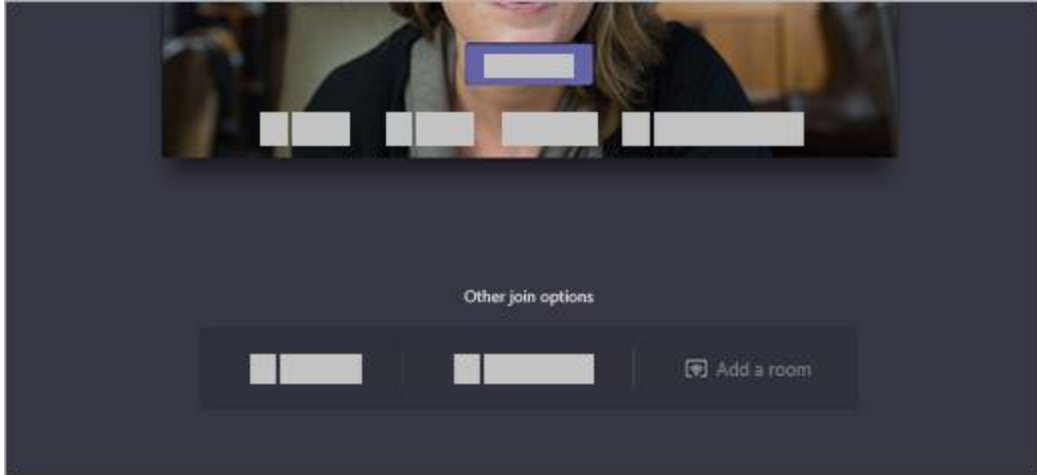


Add a room while you join

When you're choosing your audio and video settings, you have the option to add a room so you can use a meeting room's audio and video devices. Your personal device may even detect a nearby room using Bluetooth. If it does, you'll see the meeting room's name and the option to **Join and add this room**. If the nearby room has already joined the meeting, you can **Join with audio off** to avoid disrupting the meeting.



If your device doesn't detect the room nearby, select **Add a room** under **Other join options** and search for the room you're using.



Need further assistance? Contact the Dakota Electric Technology Help Desk by sending an [email](mailto:hdesk@dakotaelectric.com) to [hdesk@dakotaelectric.com](mailto:hdesk@dakotaelectric.com).