

Guide to setting up Microsoft Teams

Description

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This guide is intended to be used by those who are attending any meeting or webinar for Autism Oxford UK Limited via the Microsoft Teams platform. For a guide on how to use Zoom, please [click here](#).

Step 1).

Upon registering for an online meeting with Autism Oxford UK Limited, you will receive an email confirmation with details of the meeting and in this confirmation will be a link to the Microsoft Teams meeting, which will look like this:

.....I.....
Join Teams Meeting
en-GB
https://teams.microsoft.com/join/19%3ameeting_ZGYwMTAyNjYtNDNlYi00Mml3LThkMTetZmE2YWZjYmY1NWQw%40thread.v2/0?context=%7b%22Tid%22%3a%22a3214613-3b3b-4f34-88f3-c04570f84160%22%2c%22Oid%22%3a%224d80715e
Meeting ID: 325 645 232 323 321 3

The URL highlighted in blue is the unique to the meeting.

Step 2).

Click the URL in the email confirmation and this will open your default web browser (the link is supported in Chrome, Safari, Firefox and Microsoft Edge) and the following screen will be shown:

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.

Step 3).

Choose one of the options on the screen. You have the opportunity to download the Microsoft Teams app to your laptop/computer/smart phone, continue to the meeting using the browser (the most popular choice) and to open the meeting in your Microsoft Teams app that you have already installed.

Make the selection most applicable to you.

Step 4).

Once the meeting event box has opened, the Teams application will give you some options. Your name should already be prefilled and your camera and microphone should be activated. In some instances, cameras and microphones are not allowed depending on the meeting type. Once you are happy with the settings, click the Join button to be taken to the meeting room. You will go into a virtual lobby where someone will admit you.

