Microsoft Teams User Guide

Edson Mainline Expansion Project Virtual Open House

Please visit: Microsoft Teams Online Instructions, or use the following guide to access the Teams meeting.

There are a number of ways you can access the Teams meeting to attend the event.

1. Download Teams app for free your desktop, iOS, or Android Phone
2. Use Teams on the web at https://teams.microsoft.com
3. Call-in to the meeting on your telephone using the Conference ID #

Edson Mainline Expansion Project Team recommends you download the Teams app on your computer or mobile device prior to the time of the meeting to ensure the best user experience. You can download the Teams app for free on your device's app store.

To Join the Teams meeting from the app once it is Downloaded on your <u>computer</u> use the following instructions:

1. Click the Teams invite provided to you by Edson Mainline Expansion Project Team
2. Select **Join now**
3. Enter your name
4. Click join meeting
5. Please wait for someone to admit you to meeting

To Join the Teams meeting from the app once it is Downloaded on your <u>mobile device</u> use the following instructions:

1. Click the Teams invite provided to you by Edson Mainline Expansion Project Team
2. Select **Join as a guest**
3. Enter your name
4. Click join meeting
5. Please wait for someone to admit you to meeting

To Join the Teams meeting on the <u>web</u> use the following instructions:

1. Click the Teams invite provided to you by Edson Mainline Expansion Project Team
2. Select **Join on the web instead**
3. Follow the instructions on the screen to **allow** Microsoft Teams use your mic and camera for the meeting
4. Enter your name, turn off your mic and camera, and select **Join now**
5. Please wait for someone to admit you to meeting

To call-in to the Teams meeting on your telephone, use the following instructions *(please note, you will not be able to view the presentation using this option).*

1. Call the number shown in your teams invite
2. Enter the Conference ID # provided by Edson Mainline Expansion Project Team