Microsoft Teams Meetings
External Attendee Instructions

The Maryland-National Capital Park and Planning Commission uses Microsoft Teams for its virtual meetings. Please follow the instructions below to participate in the meeting. If you have any questions, please reach out to the meeting host.

1. From your email, open the meeting invitation.

2. Click Join Teams Meeting.

3. A new window will display prompting you to select how you want to join the meeting:
   - **Download the Windows app**: select this option if you would like to download the Teams desktop application.

   [Image: How do you want to join your Teams meeting?]
   - **Continue on this browser**: select this option if you do not want to use the full desktop application and want to join without any downloads. Recommended browser: Google Chrome.

   [Image: How do you want to join your Teams meeting?]

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Maryland-National Capital Park and Planning Commission
Montgomery County ITI Division
• **Open your Teams app:** select this option if you already have the Teams desktop application installed on your computer.

4. On the next window you will see a preview of how you will enter the meeting. You should set up your audio and camera options prior to entering the meeting.

   • **Enter your first and last name.**
   • **Camera:** Toggle the camera on/off.
   • **Audio:** you have two audio options when joining a Teams meeting:
     - **Teams Audio (talk through your computer):**
       a. Toggle the microphone on/off. We recommend joining muted until it’s your turn to speak.
       b. Make sure your computer speakers are turned on so you can hear the rest of the meeting.
     - **OR**
     - **Phone Audio:** The meeting invitation includes a phone number and conference ID if you prefer to use your phone for audio.
       a. Dial the phone number provided in the invitation.
       b. When prompted, enter the conference ID.
       c. Make sure the microphone is toggled off in the Teams app and your computer speakers are muted.
       d. Mute yourself using the mute icon on your phone when you’re not talking.
       **IMPORTANT!** If you forget to mute yourself, you may be muted by another participant. You will hear an audio message that you have been muted and will be given instructions on how to unmute yourself.
       To unmute yourself press *6 on your phone.
   • **Click Join Now.**
   • Depending on the meeting settings, you may wait in a virtual lobby until an organizer admits you to the meeting.
5. Use the **screenshare function** to share a presentation or document with others in the meeting:
   - Select the share tray button (square with the arrow pointing upward).
   - Select what you want to share:
     - **If you joined on the web:**
       a. Select Desktop/Window.
       b. Select the screen you want to share:
          - Your Entire Screen
          - Application Window
          - Chrome Tab
       c. Select share.
     - **If you joined using the desktop app, you will have more share options.** Select one of the options from the list below to share with the meeting participants.
       a. Desktop: Shares your entire screen, including your taskbar and any notifications.
       b. Window: Shares just one window, without sharing the taskbar or any notifications.
   - Select the **stop sharing** icon when you are done sharing.
     - Hover your cursor over the center of the meeting to access meeting controls and click the share tray button again (square box with the x).

6. Consider using the **Raise your hand** feature to notify the host and the rest of the meeting attendees that you want to add something to the conversation.
   - Hover your mouse in the center of the meeting to see the meeting controls.
   - Click the hand icon to raise your hand.
   - The host will be notified that you raised your hand and will call on you to speak. At that point you can unmute yourself to use your audio during the meeting.
7. **Hang up** your phone (if you used phone audio) and click the red phone icon in the Teams app when the meeting is over.

![Phone icon]

**IMPORTANT ITEMS**

- **Unmuting yourself when joining through phone:** If you forget to mute yourself, you may be muted by another participant. You will hear an audio message that you have been muted and will be given instructions on how to unmute yourself. To unmute yourself press *6 on your phone.
- **Chrome:** We recommend using Chrome if you plan to join via the web.
- **Wifi:** Some home internet connections cannot handle both webcam and audio. Turn off your webcam while you are speaking if this is the case.
- **Download the App:** The web version of Teams does not have all the same capabilities as the desktop app. If you experience any issues in the web version, we recommend downloading the desktop app. If you already have the desktop app installed, when you click **Join Microsoft Teams Meeting** the desktop app will automatically open.