

How to Join a Teams Meeting

Purpose:

This guide will describe the steps for joining a Microsoft Teams meeting. If you do not have a KHSC Teams account or are unable to log into your KHSC accounts due to technical difficulties, this guide will also explain how you can join.

How to Join a Teams Meeting from the Application:

1 Open the meeting invitation sent by your host.

2 Select the **Join Microsoft Teams Meeting** link.

3 This will open your default web browser to a page that asks you how you would like to join the Teams meeting. Select **Open your Teams app**.

Note: This link may also prompt your app to open automatically. If this is the case, proceed to step 4.

4 Select your audio and video preferences. For the purposes of the KHSC New Employee Welcome, **please ensure that both your audio and video are enabled** if possible.



Audio and video controls.

5 Select the **Join Now** button to enter the Teams meeting.

Join Microsoft Teams Meeting

+1 343-344-0194 Canada, Kingston (Toll)

Conference ID: 420 636 180#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

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.



Hôpital
Hotel Dieu
Hospital



Hôpital Général de
Kingston General
Hospital

Kingston Health
Sciences Centre

Centre des sciences de
la santé de Kingston

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How to Join a Teams Meeting as a Guest:

This section will outline the steps to join a Teams meeting if you do not have a Teams account or have been experiencing technical difficulties with your teams app.

Note: Microsoft Teams does not work well in Internet Explorer. To avoid technical difficulties, please use **Google Chrome**.



1 Open the meeting invitation sent by your host.

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2 Select the **Join Microsoft Teams Meeting** link.

3 This will open your default web browser to a page that asks you how you would like to join the Teams meeting. Select **Continue** on the browser.

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.

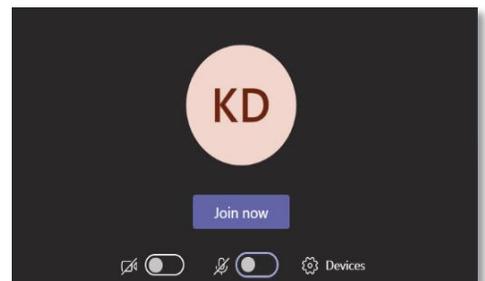
Note: If your default browser is Internet Explorer, **please copy and paste the URL for the meeting into Google Chrome** by:

- Right click the Join Microsoft Teams Meeting Link
- Select Copy
- Open Google Chrome
- Paste the link into the address bar

4 If prompted, enter your name. If you are not prompted, you will enter the meeting as 'guest'.

5 Select your audio and video preferences. For the purposes of the KHSC New Employee Welcome, **please ensure that both your audio and video are enabled** if possible.

6 Select the **Join Now** button to enter the Teams meeting.



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How to Join a Teams Meeting Using Audio Conferencing:

This section will outline the steps to join a Teams meeting if you are unable to join using a computer and, instead, need to use your phone.

Note: If you have to resort to using the audio conferencing function of Teams, **contact your host** in order to receive copies of the visual aids used by presenters.

1 Open the meeting invitation sent by your host.

2 Dial the **phone number** provided in the invite.

3 When prompted, input the **Conference ID** provided in the invite.

4 Follow any additional prompts and identify yourself once you have joined the meeting.

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