Exercise

# Joining and Participating in a Teams Meeting

This exercise requires two people to complete. Identify a colleague you can ask to start a meeting in Teams so you can explore the experience of joining a meeting.

**Part 1: Start and then join a meeting in the Teams desktop client**

For the purposes of the exercise, we can quickly start a meeting using the *Meet now* feature.

Ask a colleague to complete the following actions:

In the Teams desktop application, click **Teams** on the left sidebar menu and then click a suitable channel. Start a meeting by clicking the **Meet Now** icon located on the upper right of the screen. Enter a name for the meeting such as “Test Meeting” so others realize the meeting is not for a business purpose.



**Part 2: Join a meeting**

In your Teams desktop or web application, you will see an entry in the channel that a meeting has started. Click **Join Now**.

Before you enter the meeting, you can turn your camera on or off as well as your microphone. By clicking on the cog icon, you can select different speakers, cameras, or microphones as needed for your meeting.

Click the ellipses and explore the various options including Apply Background effects. Note this option may not be available when using the web client version of Teams.

**Part 3: Meeting Chat**

In the Teams app, click the **Show Conversation** icon at the top of the screen to see the Meeting chat. All details posted in the Team chat are saved for later reference.

In the chat Windows type “Be back in a minute” and press enter.
You colleague will see a dot has appeared over the chat icon  indicating that a message has been received and is not shown.

Notice the icons beneath the text box for chat allow you the same options as those in Teams chat. You can attach files, add GIFs, and format messages.

**Part 4: Private Chat during a meeting**

In either window, click on the Show Participants icon.

Hover over the name of the other user to see their contact card. In the contact card, you will see a chat icon. Click on the chat icon to launch into a private chat. Ask to send you chat messages such as “Testing Team Chat” and press enter. Unlike chat the meeting chat which is journaled as available for reference after the meeting, chat messages of this kind are only available to participants in chat. People who look at the meeting details after the meeting is over will not see these private chats.

You will see a popup alert about the chat. Click on the alert to be switched to Teams Chat application.

Click on Files on the left sidebar. This shows how you can move around in the Teams application without interfering with your meeting.

Click on the Meeting to rejoin the full screen meeting.

**Part 5: Leave or End-Meeting**

In the meeting window, there is a **Leave** button on the upper right corner. If there is a down arrow next to **Leave**, click on the arrow to show that you can either leave the meeting or end the meeting. Only the meeting owner can end the meeting which closes down the meeting for all participants. If there is no down arrow, simply click Leave.