User Manual for Microsoft teams for Laptops (as Guest User)

From: Sreeraj Ashok <sreeraja@cag.gov.in>
Date: Sunday, 12 April 2020 at 12:02 PM
To: sreerajashok <sreerajashok@gmail.com>
Subject: Teams test 2

Join Microsoft Teams Meeting

Learn more about Teams

1. Click on the link in the email sent. It would open in another Browser Tab.

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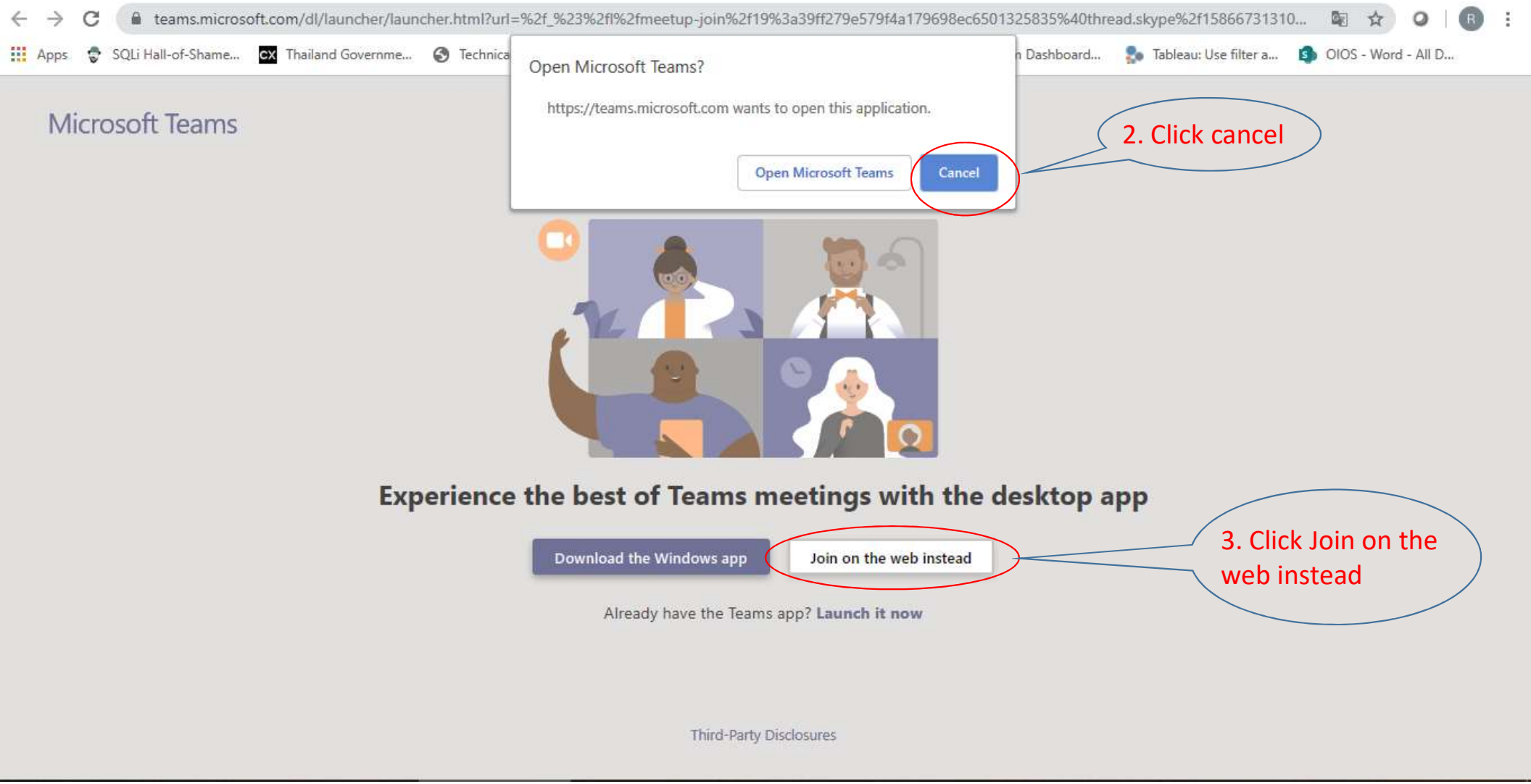
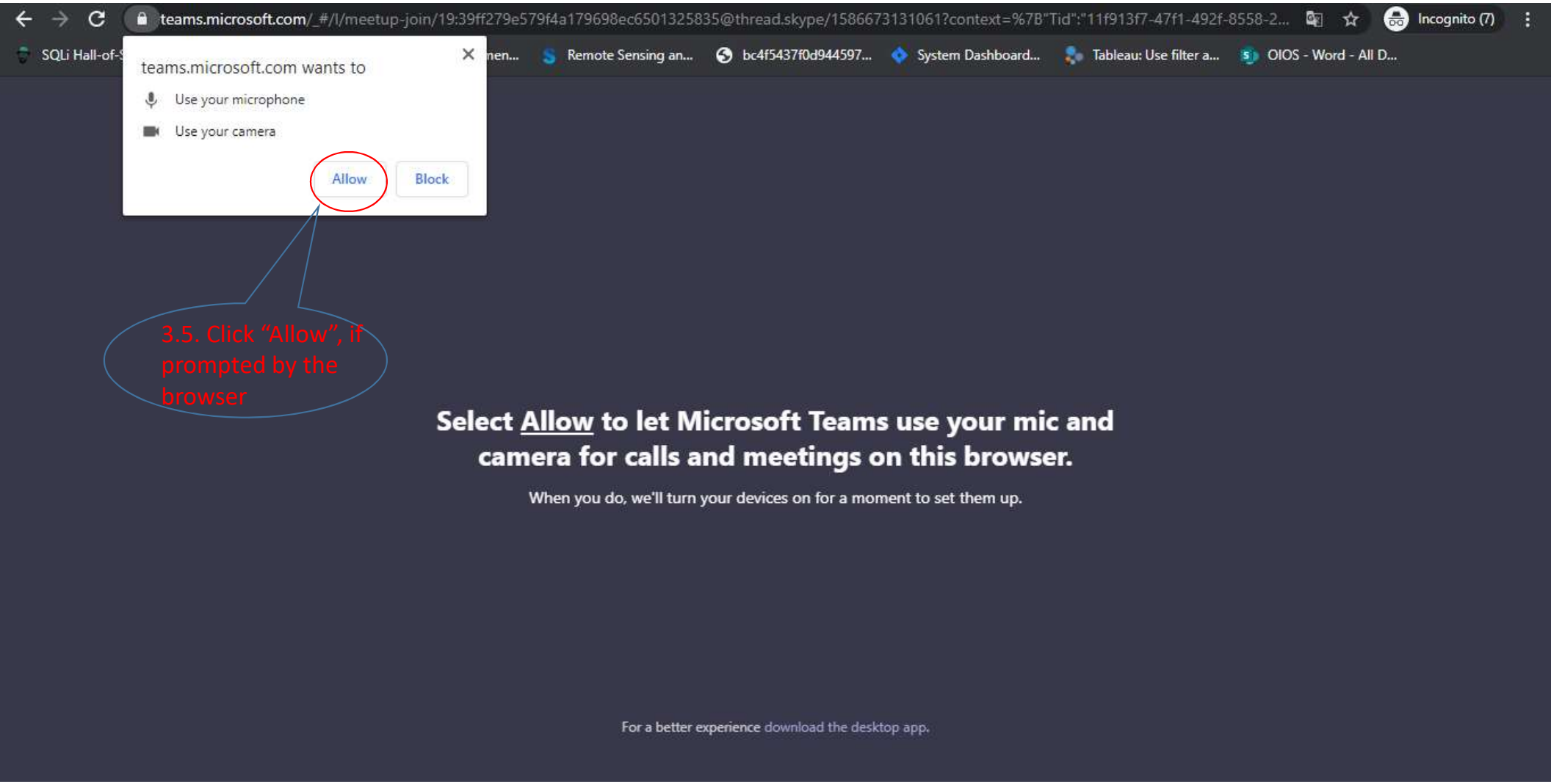
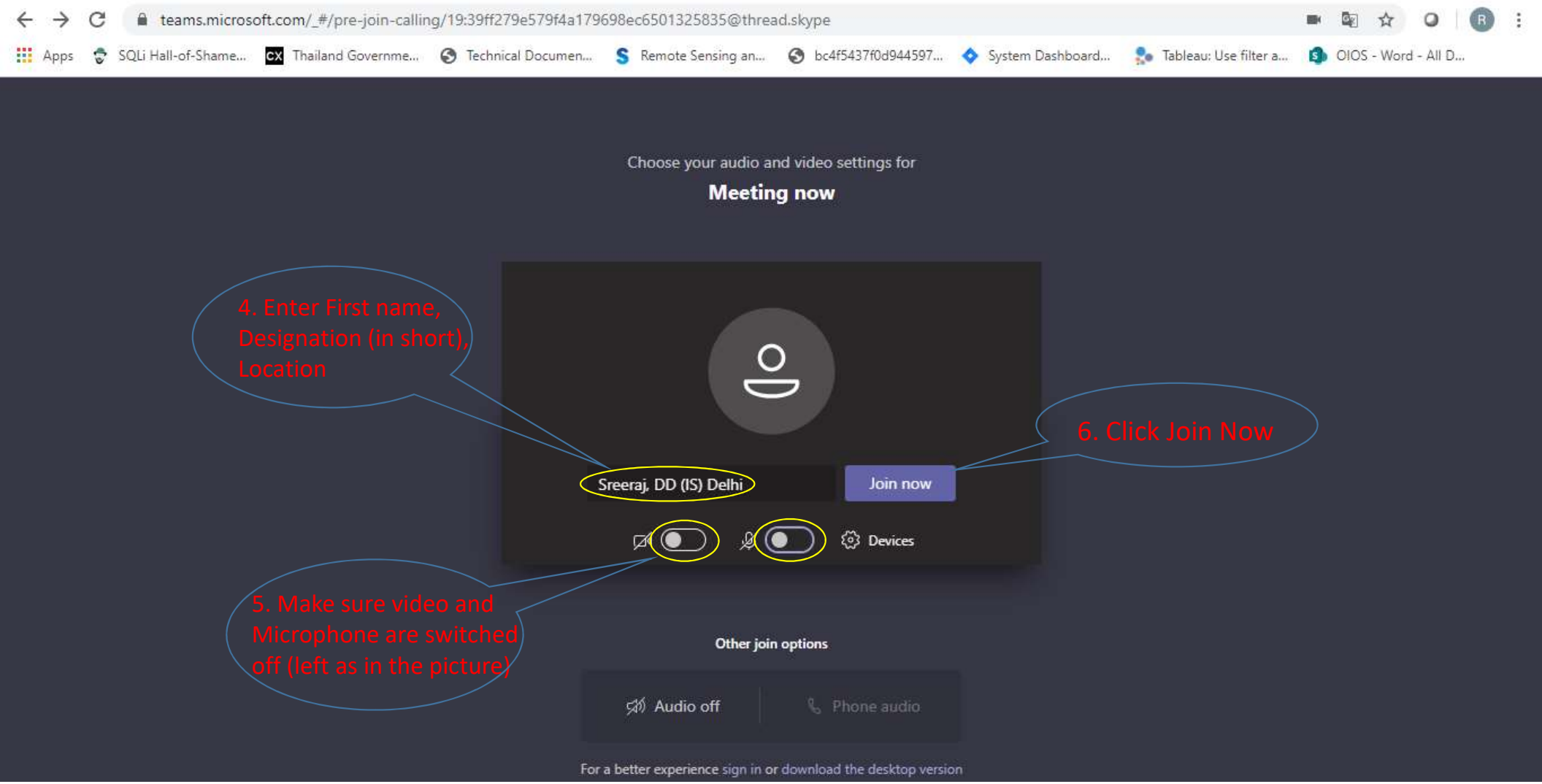
With regards

Sreeraj Ashok
Dy. Director(IS)
Office of C&AG, India


teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2fl%2fmeetup-join%2f19%3a39ff279e579f4a179698ec6501325835%40thread.skype%2f15866731310...
Apps
SQLi Hall-of-Shame...
Thailand Governme...
Dashboard...
Tableau: Use filter a...
OIOS - Word - All D...
Microsoft Teams
Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.
Open Microsoft Teams
Cancel
2. Click cancel
Experience the best of Teams meetings with the desktop app
Download the Windows app
Join on the web instead
3. Click Join on the web instead
Already have the Teams app? Launch it now
Third-Party Disclosures


teams.microsoft.com/_#/l/meetup-join/19:39ff279e579f4a179698ec6501325835@thread.skype/1586673131061?context=%7B"Tid":"11f913f7-47f1-492f-8558-2...
Incognito (7)
SQLi Hall-of-
Remote Sensing an...
bc4f5437f0d944597...
System Dashboard...
Tableau: Use filter a...
OIOS - Word - All D...
teams.microsoft.com wants to
Use your microphone
Use your camera
Allow
Block
3.5. Click "Allow", if prompted by the browser
Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.
When you do, we'll turn your devices on for a moment to set them up.
For a better experience download the desktop app.


teams.microsoft.com/_#/pre-join-calling/19:39ff279e579f4a179698ec6501325835@thread.skype
Apps
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Remote Sensing an...
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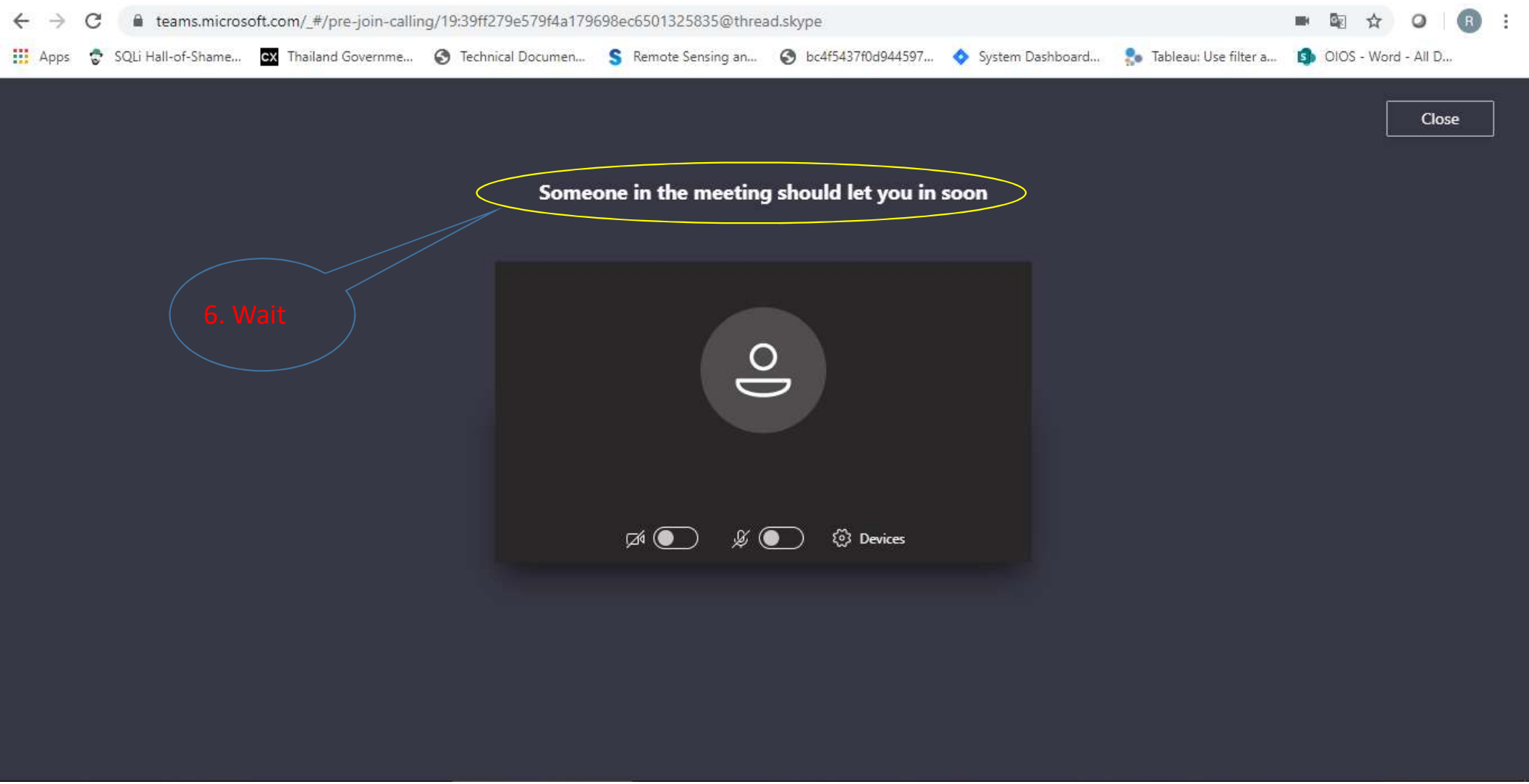
System Dashboard...
Tableau: Use filter a...
OIOS - Word - All D...
Choose your audio and video settings for
Meeting now
4. Enter First name, Designation (in short), Location
Sreeraj, DD (IS) Delhi
Join now
6. Click Join Now
Devices
5. Make sure video and Microphone are switched off (left as in the picture)
Other join options
Audio off
Phone audio
For a better experience sign in or download the desktop version


teams.microsoft.com/_#/pre-join-calling/19:39ff279e579f4a179698ec6501325835@thread.skype
Apps
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Thailand Governme...
Technical Documen...
Remote Sensing an...
bc4f5437f0d944597...
System Dashboard...
Tableau: Use filter a...
OIOS - Word - All D...
Close
Someone in the meeting should let you in soon
6. Wait
Devices

7. Switch on the Camera and Microphone, if you want to speak. Switch these settings off again, once done speaking.
SA
8. End the call after the meeting is concluded.
Your microphone is muted.
08:56
Sreeraj Ashok
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