

Microsoft Teams Cheat Sheet

The following are instructions to provide you with details on how to join a meeting using FactSet's Microsoft Teams platform. You can join a meeting one of three ways:

1. Using the Microsoft Teams Client
2. Using a Supported Web Browser
3. Dialing In (if the invite has dial-in information)

A Teams meeting will look like this:

Join Microsoft Teams Meeting

+1 203-814-1847 United States, Bridgeport (Toll)

Conference ID: 188 313 207#

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

Join with a video conferencing device

989398470@t.plcm.vc VTC Conference ID: 1139382288

[Alternate VTC dialing instructions](#)



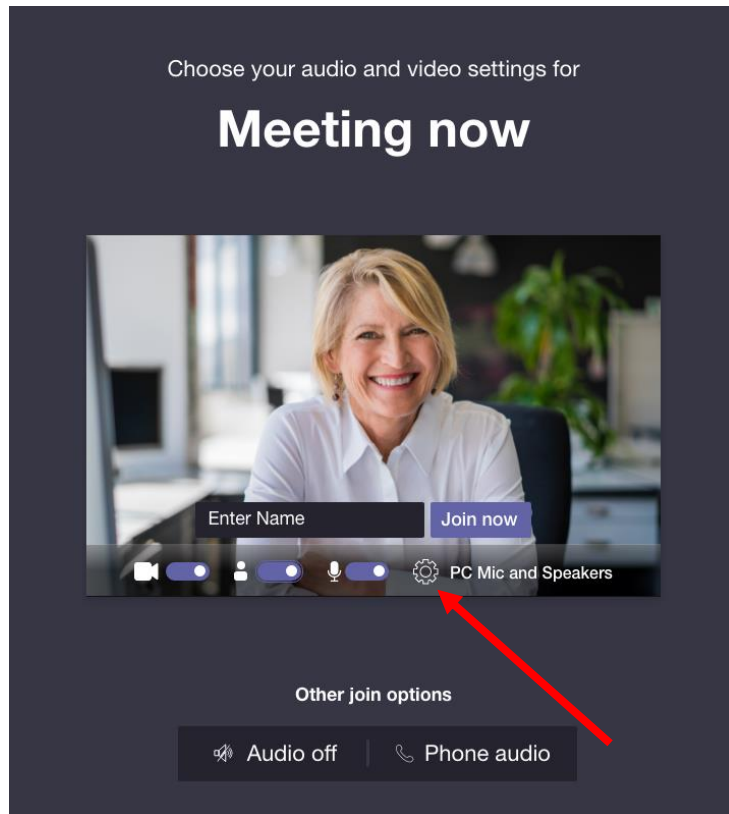
If the meeting does not have any of this information, ask the meeting organizer to add the Teams meeting information (this can be done by having the organizer click the "Teams Meeting" icon in the invite).

To prepare yourself for the best meeting experience, download the Microsoft Teams app on your PC or Mobile Device ahead of time. Check with your IT department to see if this is allowed, but in general, the application does not require any special rights to install. If you are already a Microsoft Teams user, and have the application installed where you access your meeting calendar, you'll be able to join by just clicking "Join Microsoft Teams Meeting".

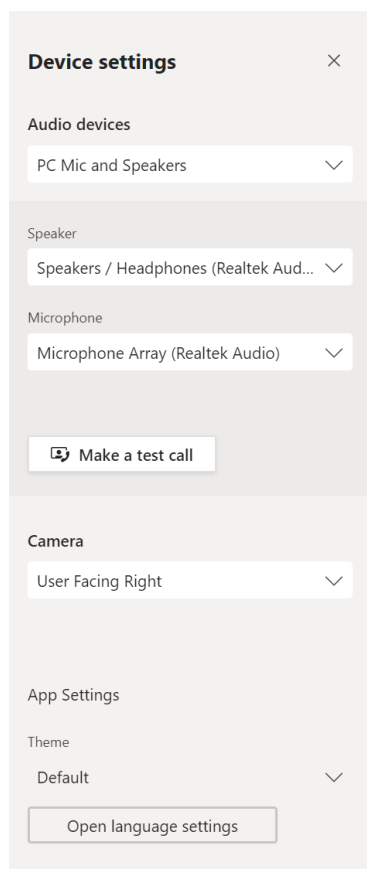
To download the Teams client ahead of time, please visit this site: <https://teams.microsoft.com/downloads>

This will detect your device platform and send you to an appropriate download link. From there install the app like you would any other app.

Once the app is installed, you can configure your audio by clicking the gear icon:



You will be presented with your audio options here:



Device settings ×

Audio devices


PC Mic and Speakers ▾

Speaker

Speakers / Headphones (Realtek Aud... ▾

Microphone

Microphone Array (Realtek Audio) ▾

 Make a test call

Camera

User Facing Right ▾

App Settings

Theme

Default ▾

Open language settings

Joining From Microsoft Teams Client Invitation

Once you have completed the optimal setup, click the “Join Microsoft Teams Meeting” link from the meeting invite.

[Join Microsoft Teams Meeting](#) ←

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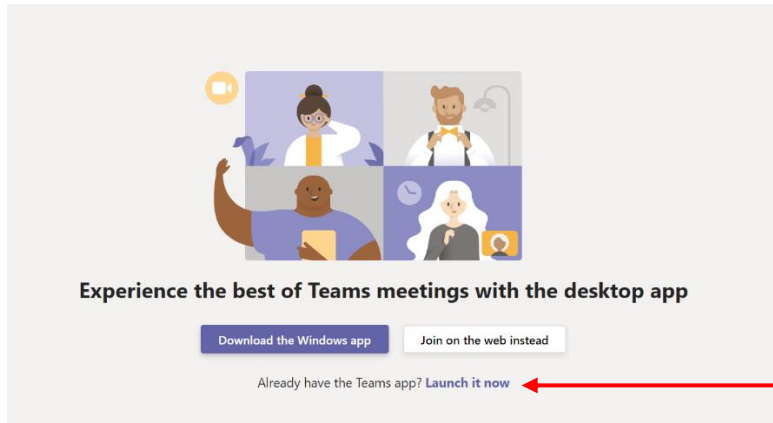
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This will launch a web page which lets you select whether to join from the app or via a web page.



If you already have the app installed on your device click “Launch it now”, this will launch the Microsoft Teams app automatically and you will join the meeting via the app on your PC or mobile device.

Joining From Web

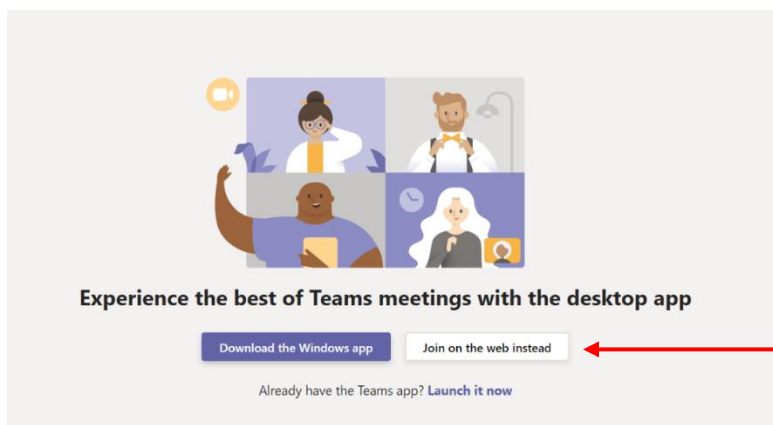
If you cannot install the app on your PC or Mobile device, you can join a meeting by using a supported web browser. To launch the web browser, click the “Join Microsoft Teams Meeting” link from the meeting invite.

Supported browsers are:

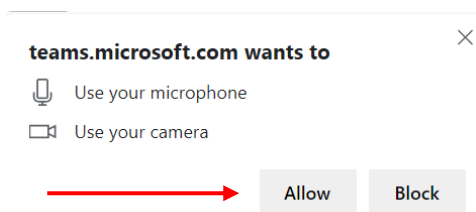
- Google Chrome (latest versions)
- Microsoft Edge (both the newer Chromium version and the older version)
- Safari (exceptions)
- Firefox (exceptions)

Internet Explorer is no longer supported.

If you wish to join from a supported browser, click “Join on the web instead”



You will be prompted to permit your browser to access your camera and microphones. In order for Teams to have access these capabilities you will need to click “Allow”.



Please note that you can turn off your camera and mute your microphone by selecting the slider here:



Joining From a Phone Call

If the meeting has dial-in information, please dial the number, if not please see the Alternate phone numbers below. You will be prompted for a conference ID, which is supplied underneath the phone number to dial.

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Alternate phone numbers may be found [here](#).