



# How to create and join a Teams meeting

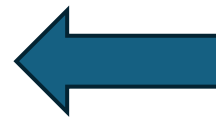
To join a Teams meeting, you need a link. This link is usually sent to you in an email. When it is time for the meeting. You just click on that link. You can also open the Teams app and find the meeting in your calendar. Before you join, you can check your camera and microphone. You can choose to turn your video on or off.



After you join, you will see a screen. The big middle part of the screen shows the faces of the other people in the meeting. Or it shows a presentation if someone is sharing their screen. At the bottom of the screen, you will see a bar with many buttons. These buttons are for the things you can do in the meeting.



Microsoft Teams puts everything you need in one place. You can see and talk to people, share your work, and type messages all at the same time. It makes it easy for people to work together, even if they are in different places. It is a simple tool for talking and working as a team.



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The buttons at the bottom let you control the meeting. You can turn your microphone on or off. You can turn your camera on or off. There is a share button to show your screen to everyone. There is also a chat button where you can type messages to the group. If you want to ask a question without talking, you can use the raise hand button.