

Attending a Charles County Government Teams Meeting as an External Attendee

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Microsoft (MS) Teams is used by County staff to chat, meet, call, and collaborate all in one place, no matter where the attendees are located.

If you have been invited to attend a Teams Meeting by someone at the County, please follow the instructions for how to join the meeting.

Please note that it is not possible to call in to a Teams meeting by telephone. Your device must have a microphone and speaker, or use an audio headset, in order to participate.

Attending a Teams Meeting

- 1) When Teams Meeting was scheduled, you should have received an email invitation with the details of the meeting and a link to join the meeting.
- 2) To join the meeting, click the 'Join Microsoft Teams Meeting' link from the invitation email.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- 3) Depending on what type of device and browser you are using, you may be asked to Launch/Download the Teams app or join the meeting from the web.
 - a. If you select to join via web, type in your name and select 'Join now'.
 - b. If you have a Teams account, select 'sign in'.
- 4) Choose the audio and video settings you want before entering the meeting.
- 5) After selecting audio and video options, click 'Join now' to enter the meeting.