



Join the **Be Well @ Shell** Diabetes Support Group!

How To Use Microsoft Teams for Virtual Meetings

Thanks for signing up to attend our Diabetes Support Group virtual meetings! You should have received an invitation with a link to the Microsoft Teams meeting. If you haven't, please email shelldiabetesprogram@kelsey-seybold.com to request an invitation.

Use the step-by-step instructions below to ensure Microsoft Teams is set up correctly and you're able to log in for the virtual meeting. The instructions you follow will depend on the device you're using to access the meeting.

Laptop or Desktop Computer

1. Click on the "Join Teams meeting" link in the invitation you received. You do not have to create an account or have a Teams log in. You can join as a guest.
2. Choose "Join in this browser" and enter your name. If you have difficulty accessing the meeting using this option, you may have to install the application on your device. If you get a blank screen, try disabling pop-up blockers.
3. Allow your microphone to be used if prompted.
4. If you wish to have your camera on during the meeting, tap on the camera icon to enable it.

iPhone or iPad

1. To use Microsoft Teams on an iPhone or iPad, you'll have to download the app from the App Store: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
2. If possible, connect your device to Wi-Fi. This allows for the best video quality.
3. Click on the "Join Teams meeting" link in the invitation you received. You do not have to create an account or have a Teams log in. You can join as a guest.
4. Enter your name when prompted.
5. Allow your microphone to be used if prompted.
6. If you wish to have your camera on during the meeting, tap on the camera icon to enable it.

Android Smartphone or Tablet

1. To use Microsoft Teams on an Android device, we suggest downloading the app from the Google Play Store: <https://play.google.com/store/apps/details?id=com.microsoft.teams>
2. If possible, connect your device to Wi-Fi. This allows for the best video quality.
3. Click on the "Join Teams meeting" link in the invitation you received. You do not have to create an account or have a Teams log in. You can join as a guest.
4. Enter your name when prompted.
5. Allow your microphone to be used if prompted.
6. If you wish to have your camera on during the meeting, tap on the camera icon to enable it.