



How to Join Our Virtual Demo on Microsoft Teams

We want your demo experience to be simple and stress-free. Follow the steps below to join us on Microsoft Teams. No account is required.

For additional information: [Get started with Microsoft Teams - Microsoft Support](#)

Step 1: Open the Meeting Link

- At the scheduled time, click the link we send you by email.
 - The link usually says "Join Microsoft Teams Meeting" or begins with <https://teams.microsoft.com/>....
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Step 2: Choose How to Join

- If you already have the Microsoft Teams app, click Open Microsoft Teams.
 - If not, choose Continue on this browser to join without installing anything.
 - Works best on Google Chrome or Microsoft Edge.
 - Safari and Firefox may ask you to install the app.
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Step 3: Allow Camera and Microphone

- Your browser or the app will ask to use your camera and microphone. Click Allow so we can hear and see you.
 - You can turn them off later if you prefer.
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Step 4: Enter Your Name and Join

- Type your name when prompted.
 - Click Join now.
 - You may wait in a "lobby" until the host lets you in. That's normal.
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Step 5: Basic Controls Inside the Meeting

- **Microphone:** Click to mute/unmute. Keep muted when not speaking.
 - **Camera:** Click to turn your video on or off.
 - **Chat:** Click the speech bubble icon to type questions or comments.
 - **Raise Hand:** Click the hand icon to let us know you'd like to speak.
 - **Leave:** Click the red phone icon to exit when the demo ends.
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Joining From a Phone or Tablet

1. Tap the meeting link we send you.
 2. Install the free Microsoft Teams app if prompted.
 3. Open the app, allow camera/microphone, enter your name, and tap Join.
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Joining by Phone (Audio Only)

- If your invitation includes a phone number and conference ID, simply call that number and enter the ID when asked.
 - This option works without the internet or a computer.
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Quick Troubleshooting

- Can't hear anyone? Check your speaker volume and make sure the correct audio device is selected.
- They can't hear you? Ensure your microphone is unmuted and your browser/app has permission to use it.
- Camera not working? Close other apps (Zoom, Skype) that may be using your camera and refresh the page.
- Stuck in the lobby? Please wait – the host will admit you. If it takes more than 5 minutes, call us at the number provided in your invite.