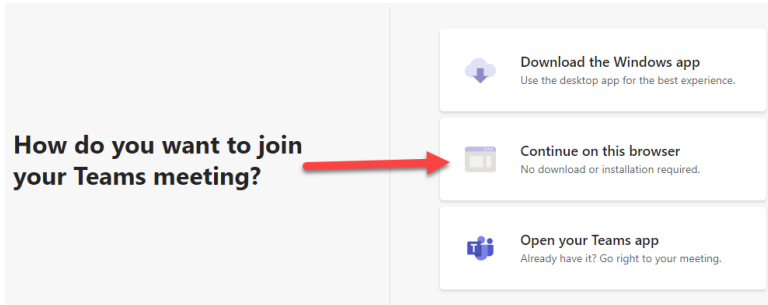


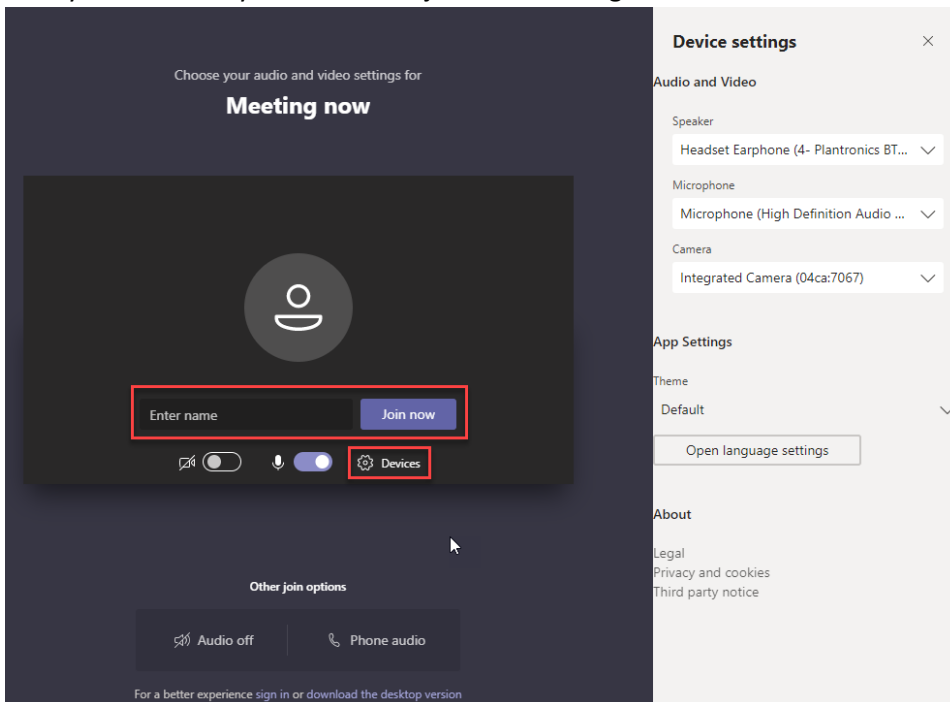
# Tips for a Better Teams Meeting Experience

- If possible, joining a few minutes early can help identify potential audio/video issues
- Use the Teams web-app when possible



After clicking the link to join the meeting, select “Continue on this browser” to have the meeting launch via the Teams web-app

- Next you can enter your name and join the meeting



Clicking the “Devices” icon allows you to choose your speaker/microphone device to use for the call

- Avoid using the built-in laptop microphone or speaker when possible
- If you dialed in to the meeting, pressing \*1 will provide you with your dial-in options
    - Pressing \*6 will mute/unmute you if you have dialed in