

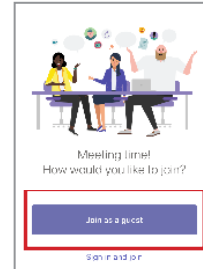
The items below are Advanced Meeting Option features. [Click here](#) to view our other Microsoft Teams Quick Reference Guides: Create a Meeting, Host a Meeting, Attend a Meeting, Chats and Video Calls as well as how to use Teams for Virtual Visits.

Inviting a guest to join your call

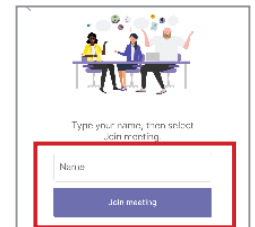
You can include people in your call who do not have a Teams account by sending them your **Join Microsoft Teams Meeting** link. Make sure you tell them to Join as a guest as shown on the right.

Their video call screen will look just like yours.

Tap **Join as a guest**.



Enter name and tap **Join meeting**.

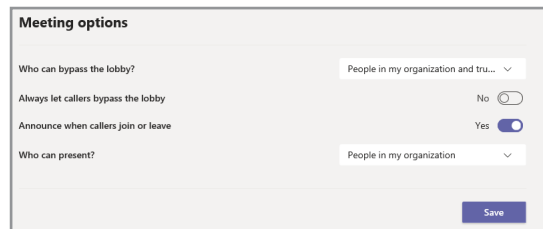
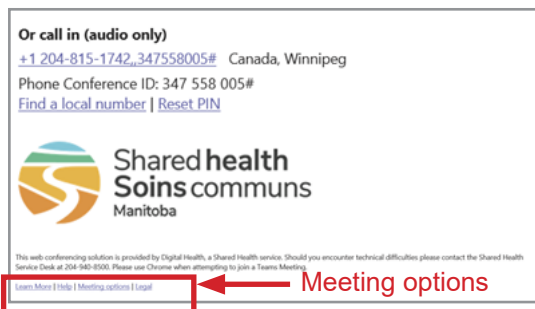


Joining from a Conference Room

If you are joining from a conference room and you will be using the speaker phone as your audio, mute the microphone and speakers on your laptop to avoid feedback and call into the audio conference line (phone number is found in the calendar invite).


Meeting Lobby

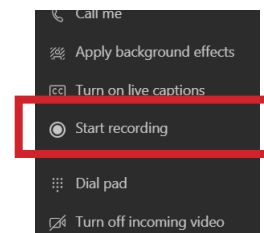
Open the calendar invite, scroll down to the bottom under the Shared Health logo and click on the **Meeting Options** link.



Recording

Click **More actions**  to **Start/stop recording**.

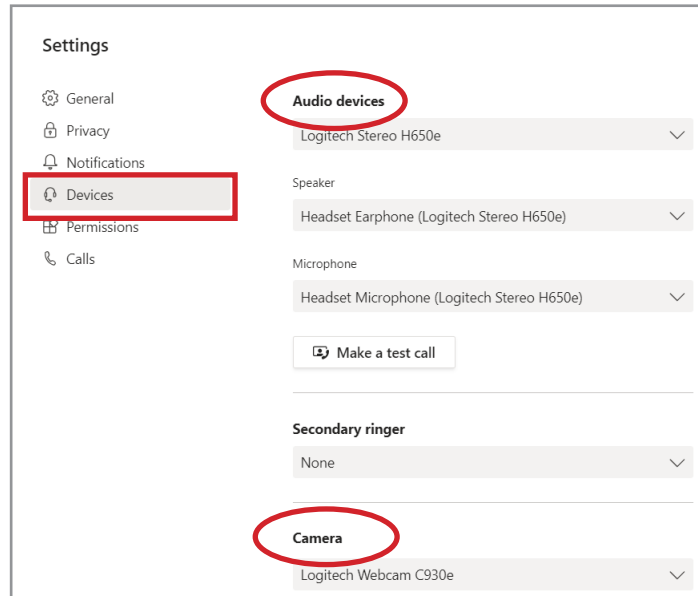
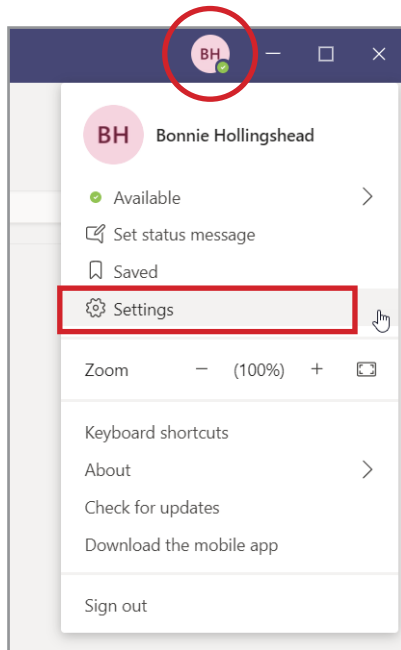
 Ensure you let the participants know at the start of the session that the session is being recorded. The file will be saved on OneNote by the person recording the meeting. The file is only accessible by others if this person chooses to share it.



Audio and Video Settings

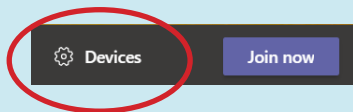
Set your audio and video settings, if this relates to you, to ensure you can hear and see your contacts during voice and video calls.

- 1 Click your profile circle and then click **Settings**.
- 2 Click **Devices** and select your audio and camera options.



! You can make changes to your device settings when you're joining a meeting or even during a meeting.

Before joining: click **Devices** and select your settings.



During a meeting: **More options>Device settings.**

