

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Join and Use Zoom or Microsoft Teams

This guide shows how to join a Zoom or Microsoft Teams meeting from a link, get past the waiting room or lobby, and use the basic controls: mute, camera, and leave.

Two popular video call apps

- ☐ Zoom
Common for doctor's appointments, webinars, and many businesses
- ☐ Microsoft Teams
Common for work meetings, especially with Microsoft 365
- ☐ Both work the same basic way
Click a link, wait to be let in, then mute, camera, and leave

Step by step

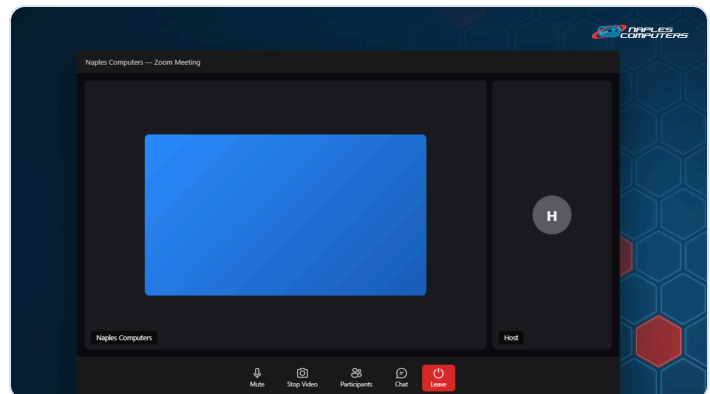
Zoom

1 Zoom: join a meeting from a link

Click the meeting link in your email or calendar invite. Zoom opens and you wait here.

WHAT TO DO

Once the host admits you, use Mute and Stop Video to control your mic and camera.



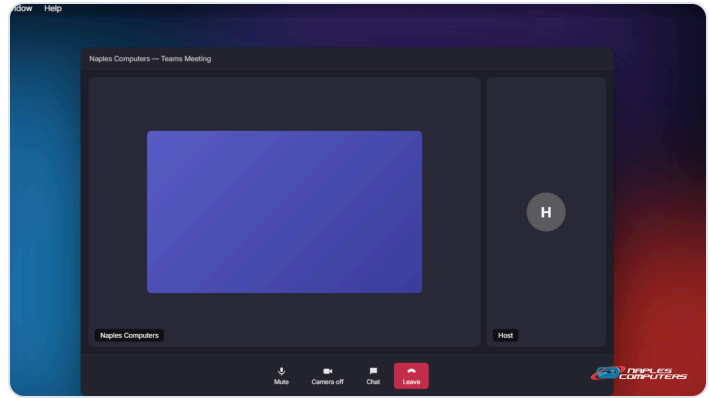
TEAMS

2 Microsoft Teams: join a meeting from a link

Click the meeting link. Teams opens to a lobby, and you wait here.

WHAT TO DO

Once you're let in, use the microphone and camera buttons the same way.



A few tips

- ☐ Test your camera and mic first
Both apps have a quick audio/video test before you join
- ☐ Use headphones if you can
Cuts down on echo for everyone else on the call
- ☐ Face a light, not a window
So you're not a silhouette on camera

Recap: Zoom and Teams

- ☐ Click the meeting link; the app opens and you wait to be let in
- ☐ Both Zoom and Teams work the same basic way
- ☐ Mute/unmute and turn your camera on or off with the control bar
- ☐ Click Leave when you're done

If your camera or microphone doesn't work the first time, check that you clicked Allow when the app or your browser asked for camera and microphone permission.



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