

Join & Use Zoom or Microsoft Teams

Get past the waiting room and learn the basic controls, on Windows 11 or a Mac.



*We Make
I.T.
Happen!™*

1 Click the Meeting Link

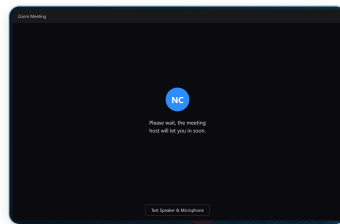
In your email or calendar invite, click the **Zoom** or **Teams** link.



**Opens the app
automatically**

2 Zoom: Wait to Be Let In

You'll see **"Please wait, the meeting host will let you in soon."**



3 Zoom: Mute & Camera

Once you're in, use **Mute** and **Stop Video** on the control bar.



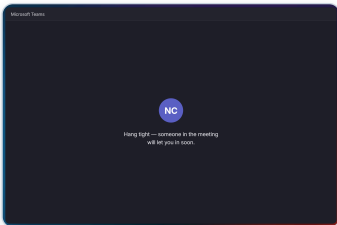
4 Zoom: Leave the Meeting

Click **Leave** at the right end of the control bar when you're done.



5 Teams: Wait in the Lobby

You'll see a message that someone in the meeting will let you in soon.



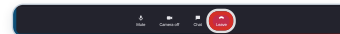
6 Teams: Mic & Camera

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



7 Teams: Leave the Meeting

Click **Leave** at the right end of the control bar when you're done.



8 Test First for Big Calls

Use the audio/video test before an important meeting, so you're not fumbling live.



**Headphones cut
down on echo**



Good to Know

- Both apps work the same basic way: click the link, wait to be let in, then mute/camera/leave.
- No scanner or account needed just to join — a meeting link is usually enough.
- Camera or mic not working? Make sure you clicked Allow when the app asked for permission.



Need Help?

Contact Naples Computers

239-513-1960

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