

# Microsoft Teams User Guide

## Saddlebrook Solar + Storage Project Virtual Open House

Please visit: [Microsoft Teams Online Instructions](#), or use the following guide to access the Teams meeting.

**There are a number of ways you can access the Teams meeting to attend the event.**

1. [Download Teams](#) app for free your desktop, iOS, or Android Phone
2. Use Teams on the web at <https://teams.microsoft.com>
3. Call-in to the meeting on your telephone using the Conference ID #

*We recommend you download the free Teams app on your computer or mobile device prior to the meeting to ensure the best user experience.*

**To Join the Teams meeting from the app once it is Downloaded on your computer use the following instructions:**

1. Click the Teams invite provided to you by West Path Delivery Program Team
2. Select **Join now**
3. Enter your name
4. Click join meeting
5. Please wait for someone to admit you to meeting

**To Join the Teams meeting from the app once it is Downloaded on your mobile device use the following instructions:**

1. Click the Teams invite provided to you by West Path Delivery Team
2. Select **Join as a guest**
3. Enter your name
4. Click join meeting
5. Please wait for someone to admit you to meeting

**To Join the Teams meeting on the web use the following instructions:**

1. Click the Teams invite provided to you by West Path Delivery Program Team
2. Select **Join on the web instead**
3. Follow the instructions on the screen to **allow** Microsoft Teams use your mic and camera for the meeting
4. Enter your name, turn off your mic and camera, and select **Join now**
5. Please wait for someone to admit you to meeting

**To call-in to the Teams meeting on your telephone, use the following instructions** *(please note, you will not be able to view the presentation using this option).*

1. Call the number shown in your teams invite
2. Enter the Conference ID # provided