



日独産業協会  
Deutsch-Japanischer  
Wirtschaftskreis

## VIRTUAL MEETINGS VIA MICROSOFT TEAMS

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### **PARTICIPATE IN MEETINGS WITH AND WITHOUT TEAMS-ACCOUNT**

*You can join a team meeting via PC or smartphone at any time - regardless of whether you have a team account or not. The only requirement is a stable Internet connection.*

### **INSTRUCTIONS FOR CONNECTING VIA PC**

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1. Open the meeting invitation sent to you by email.
- 2a. If, for example, the appointment is planned on a long-term basis and you would like to add it to your calendar first, open the vcs-file attached to the email and save the appointment to your calendar. After you have added the appointment, you can access the appointment details at any time. As soon as the appointment starts, you can join the meeting. Just click on the “Join Microsoft Teams Meeting” link in the calendar entry.
- 2b. If the meeting you want to attend is scheduled to take place immediately or in a short while, you can directly click on “Join Microsoft Team Meeting” in the meeting invitation you received.

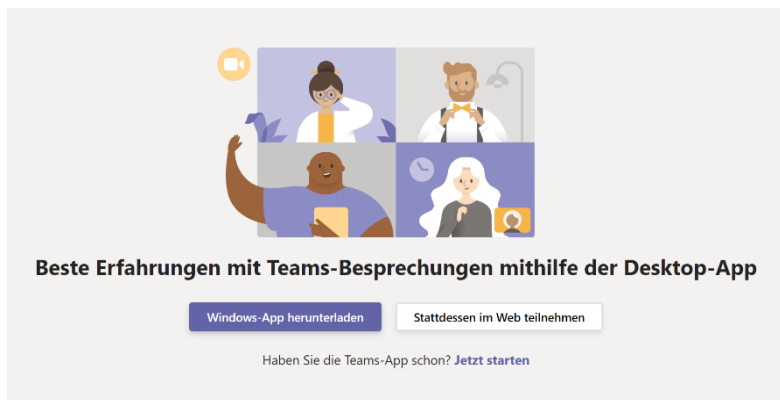
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### [An Microsoft Teams-Besprechung teilnehmen](#)

Weitere Informationen zu Teams | Besprechungsoptionen

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3. After you followed the “Join Microsoft Team Meeting” link, a website opens that provides the following options:
  - a. Download “Teams”- app.
  - b. Participate on the web / via browser instead.
  - c. If the app is already installed, open it.



4. Follow the instructions that are displayed on screen (for example, you might be asked if you want to allow access to your microphone and camera).



- 5a. If you wish to attend the meeting as guest or do not have a Microsoft Teams / Office 365 account, select “Attend as Guest”. Now enter the name which you want to be displayed during the meeting and click “Join the meeting”.
- 5b. If you already have a Microsoft Teams account, select “Sign In”. Then enter your account’s email address and password. Afterwards click “Join Meeting”.
- 5c. If you already have a Microsoft Teams account, you can also join the meeting from your browser by signing into your Office365 account. To do so, access your calendar, select the day the meeting is held, and click “Join Microsoft Teams Meeting”.



6. This will take you to the “Lobby”. The meeting organizer will be notified that you are present and can allow you to join the meeting.
7. You are now attending the meeting.

## **INSTRUCTIONS FOR CONNECTING VIA SMARTPHONE**

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1. Open the meeting invitation sent to you by email.
- 2a. If, for example, the appointment is planned on a long-term basis and you would like to add it to your calendar first, open the vcs-file attached to the email and save the appointment to your calendar. After you have added the appointment, you can access the appointment details at any time. As soon as the appointment starts, you can join the meeting. Just click on the “Join Microsoft Teams Meeting” link in the calendar entry.
- 2b. If the meeting you want to attend is scheduled to take place immediately or very soon, you can directly click on “Join Microsoft Team Meeting” in the meeting invitation you received.

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### [An Microsoft Teams-Besprechung teilnehmen](#)

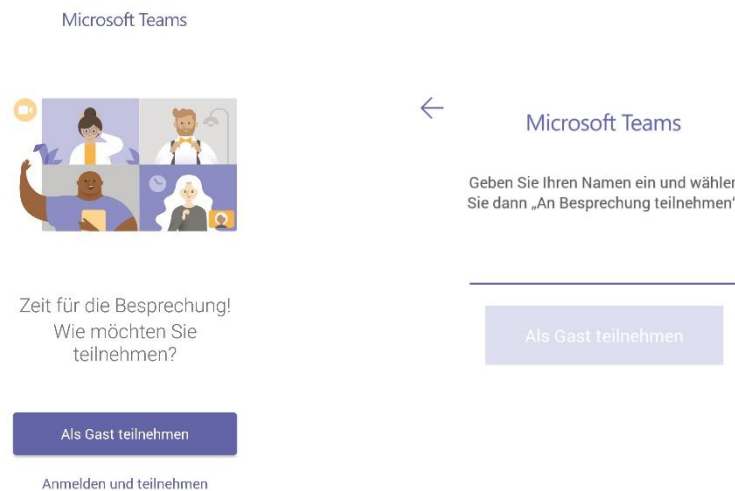
[Weitere Informationen zu Teams](#) | [Besprechungsoptionen](#)

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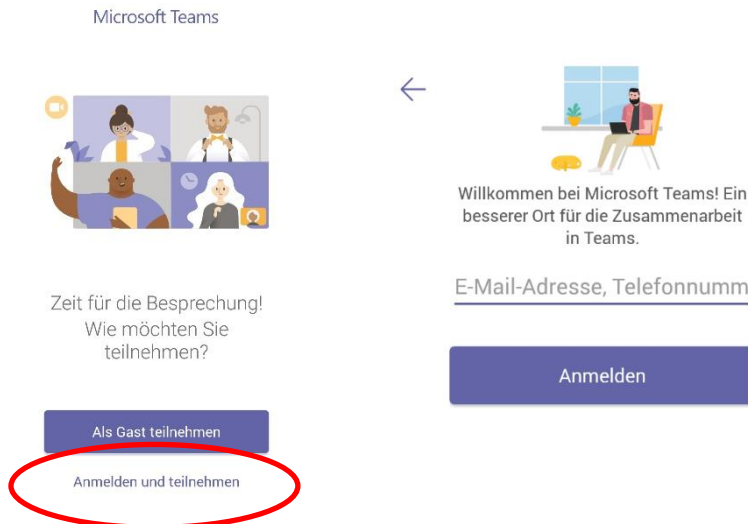
3. After you followed the “Join Microsoft Team Meeting” link, a website opens that provides the following options:
  - a. Download “Teams”- app.
  - b. If the app is already installed, open it.



4. Follow the instructions that are displayed on screen (for example, you might be asked if you want to allow access to your microphone and camera).
- 5a. If you wish to attend the meeting as guest or do not have a Microsoft Teams / Office 365 account, select "Attend as Guest". Now enter the name which you want to be displayed during the meeting and click "Join the meeting".



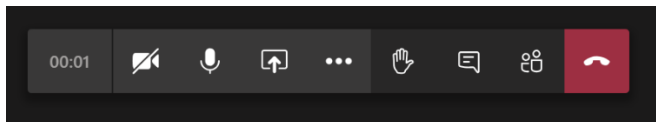
- 5b. If you already have a Microsoft Teams account, select "Sign In". Then enter your account's email address and password. Afterwards click "Join Meeting".



6. This will take you to the “Lobby”. The meeting organizer will be notified that you are present and can allow you to join the meeting.
7. You are now attending the meeting.

## OPTIONS WITHIN A MEETING

There are various functions available in the meeting window:



- a. meeting’s timeline / duration
- b. switch your camera on / off
- c. switch your microphone on / mute
- d. share
  - i. your desktop
  - ii. other windows
  - iii. presentations
  - iv. a whiteboard
  - v. other files that are stored on your PC (via “Browse”)
- e. raise your hand
- f. chat
- g. list other participants
- h. end call

## **TROUBLESHOOTING**

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- Q1 I can follow the meeting invitation, but I am the only participant in the meeting/ cannot hear the other participants.
- A1 Please wait until the moderator allows you to join the meeting or end the meeting yourself by hanging up. Now join the meeting again.

## **CONTACT FOR FURTHER QUESTIONS**

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