Arizona Department of Child Safety

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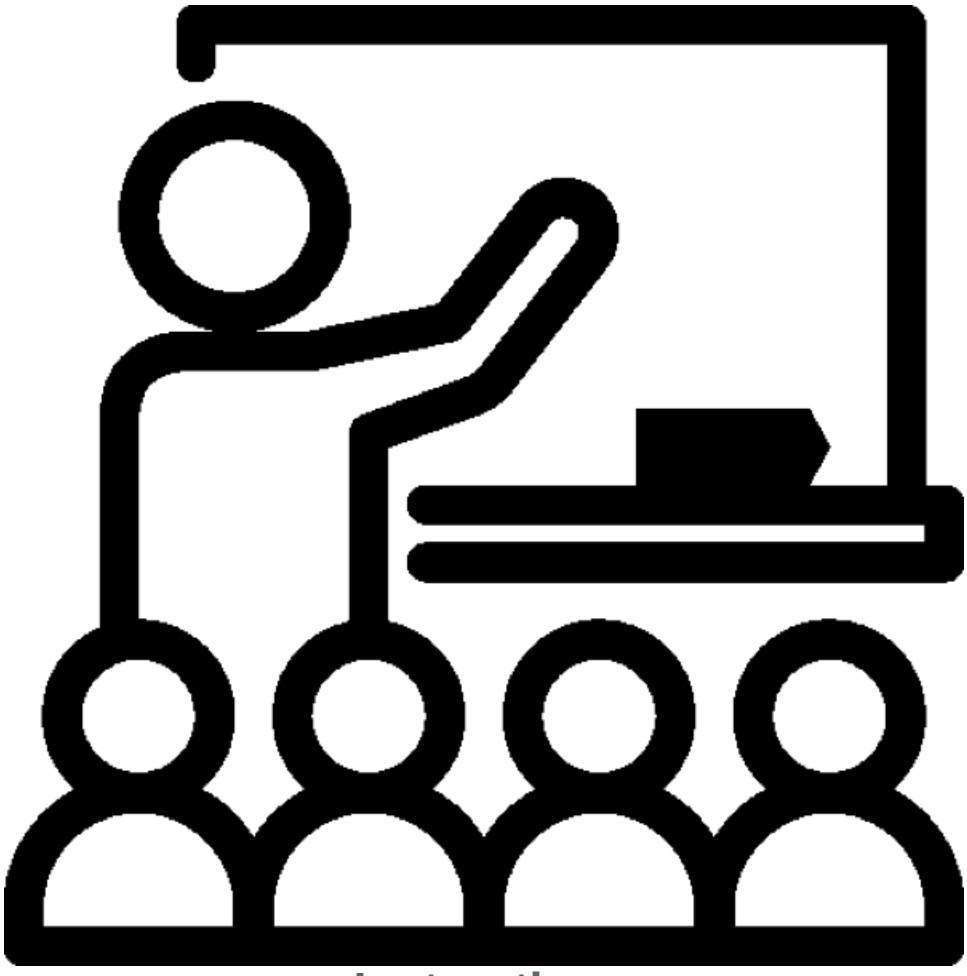
JOINING A MICROSOFT TEAMS VIRTUAL MEETING



Instructions

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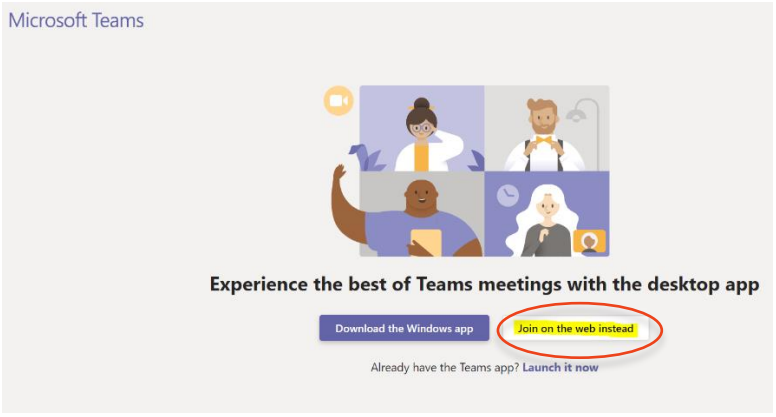
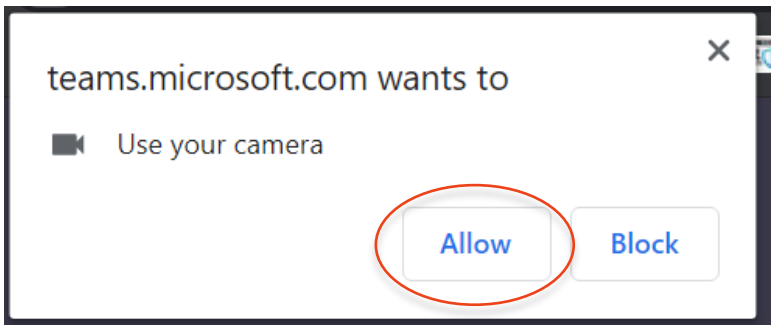
INTRODUCTION

The current preferred method for conducting contacts between children involved with DCS and their parents is virtual, utilizing video conferencing software. This guide contains instructions on how to join a virtual meeting set up through Microsoft Teams by DCS.

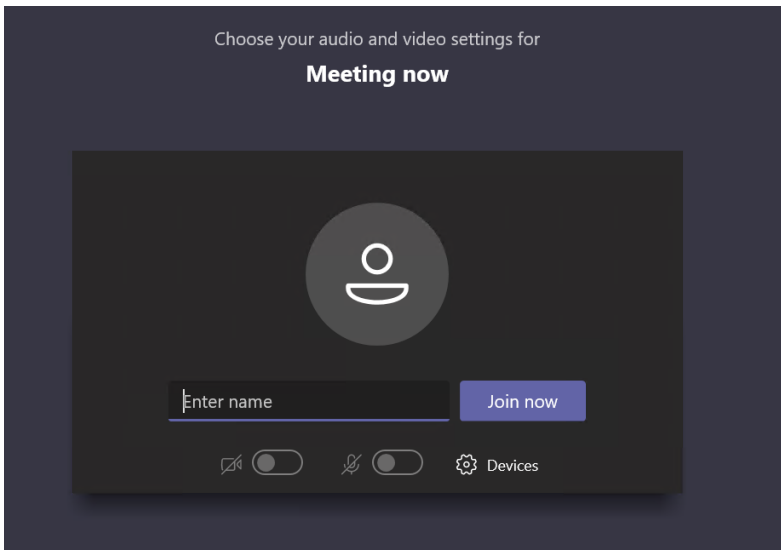
The first step in attending virtual meetings is to have a valid email account. If you wish to attend your Microsoft Teams meeting anonymously, please see the "Anonymous Gmail Account Setup Guide" for instructions on how to set up an anonymous Gmail account.

JOINING A VIRTUAL MICROSOFT TEAMS MEETING

	1. Sign in to your valid email address, or use the anonymous Gmail account you created **(see "Anonymous Gmail Account Setup Guide")**.
	2. Locate the meeting invite (this should be in your email), and click on the link that says "Join Microsoft Teams Meeting".
	3. In the web browser that opens, select "Join on the web instead".

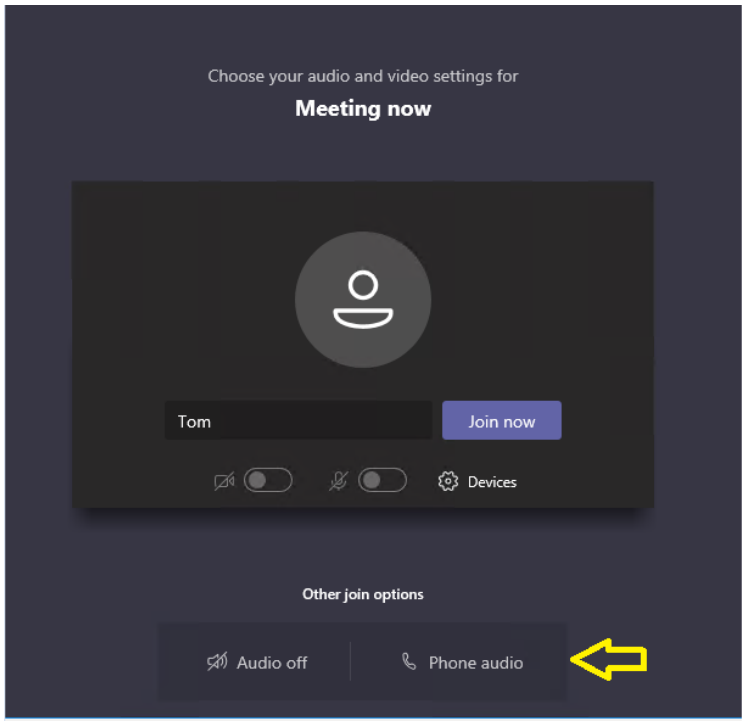


4. In the window that pops up, select “Allow” in order to allow the app to access your camera.

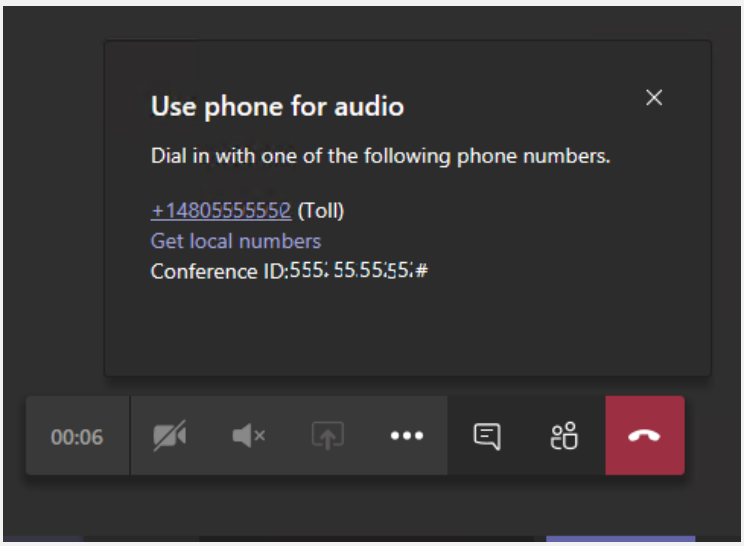


5. Enter the name you want displayed during the meeting. **Note that this can be any name (for example, “John Doe”, “Anonymous”, etc.).**

Then, click “Join now”. After a few seconds, you will be connected to the virtual meeting.



6. If you wish to use your phone to call in for the audio, and/or if your device does not have a microphone, click on the “Phone audio” option **before clicking “Join now”.**



7. The screen pictured left should pop up. Dial the phone number displayed, and then enter the Conference ID using your phone’s keypad when prompted.

   If you do not want the phone number you are calling from to be displayed to other meeting participants, dial “*67” first, then the phone number provided, and then enter the Conference ID.