

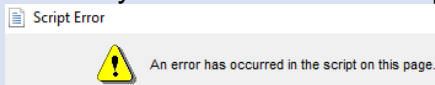
Weekly Tech Tip: How to Join a Scheduled Teams Meeting

First, set up Teams on your computer, tablet or phone:

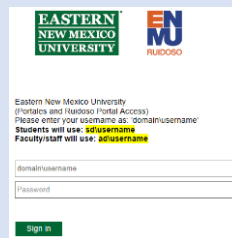
- Make sure you have downloaded and installed MS Teams on your preferred device by clicking this [Link](#)
- Next, after you have installed Teams, launch Teams. If on a laptop/workstation, left click on its icon (as shown below) that is located on your desktop. If on a tablet or phone find and click on the Teams app.



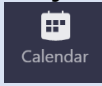
- If this is your first time, sign in with your @enmu email address
Note: If you encounter the script error as shown below, left click

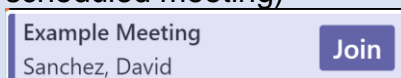


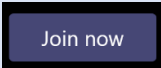
- Now sign in like you normally would sign into Portal with either your ad\ or sd\






Second, use the following pathway to join the scheduled meeting once logged in:


- Left click (Tap if on mobile) on , which is located on the left-hand side for desktops
- Left Click 'Join' on the meeting you want to join (Note: The purple Join button will only appear a few minutes before the scheduled meeting)

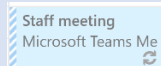



- Lastly, left click 

Alternatively using a web browser with no download (Not the preferred method but works for the basics, there are options that are not available):

- Go to my.enmu.edu
- Sign in with your ENMU credentials
- On the left hand side under  LaunchPad, left click  Faculty/Staff Email
- Up in the top left corner, left click 

- Now left click 
 - Double left click on the meeting you would like to join
- Example:



- Now you can join the meeting by scrolling down a little bit and left clicking on 

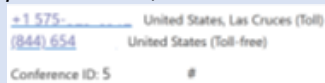
[Only available in some meetings]

If you only have a phone available dialing in to the number just below the last step above

(Note: Can also obtain the following information from the email invitation or by reaching out to the organizer of the meeting)

Example:

Dial the Toll-free number, then enter the conference id followed by the pound/hashtag symbol (#)



If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

To see additional tech tips, or download this week's tech tip, visit
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–ENMU Portales ITS Technical Trainer