



# **YENEPOYA**

(Deemed to be University)

## **Central Library and IQAC in association with Clarivate Analytics**

**Organizes Webinar on**

## **Web of Science - Advanced Users Training**

Resource person:

**Dr. Subhasree Nag**  
Senior Solution Consultant  
Clarivate Analytics

**Date: 3<sup>rd</sup> June, 2020**

**Time: 2:30 pm to 4:00 pm**

**Webinar Link: [Join Microsoft Teams Meeting](#)**

**If you have any query related to Webinar, kindly contact us:**

**Dr. K. S. Ali**  
Deputy Librarian  
Email: [aliks@yenepoya.edu.in](mailto:aliks@yenepoya.edu.in)  
Ph: +91 – 9686618671  
Ext. no.: 5085

**Dr. Mamatha P. K.**  
Chief Librarian  
Email: [library@yenepoya.edu.in](mailto:library@yenepoya.edu.in)  
Ph: 9845783853  
Ext. no.: 2067

# How to Join a Microsoft Teams Meeting

**Step 1.** In the calendar invitation, you will find a link to join the Microsoft Teams Meeting. You can join via the link which will allow you to use your computer microphone, speakers and webcam. Alternatively, you can dial in using the phone number and Conference ID.

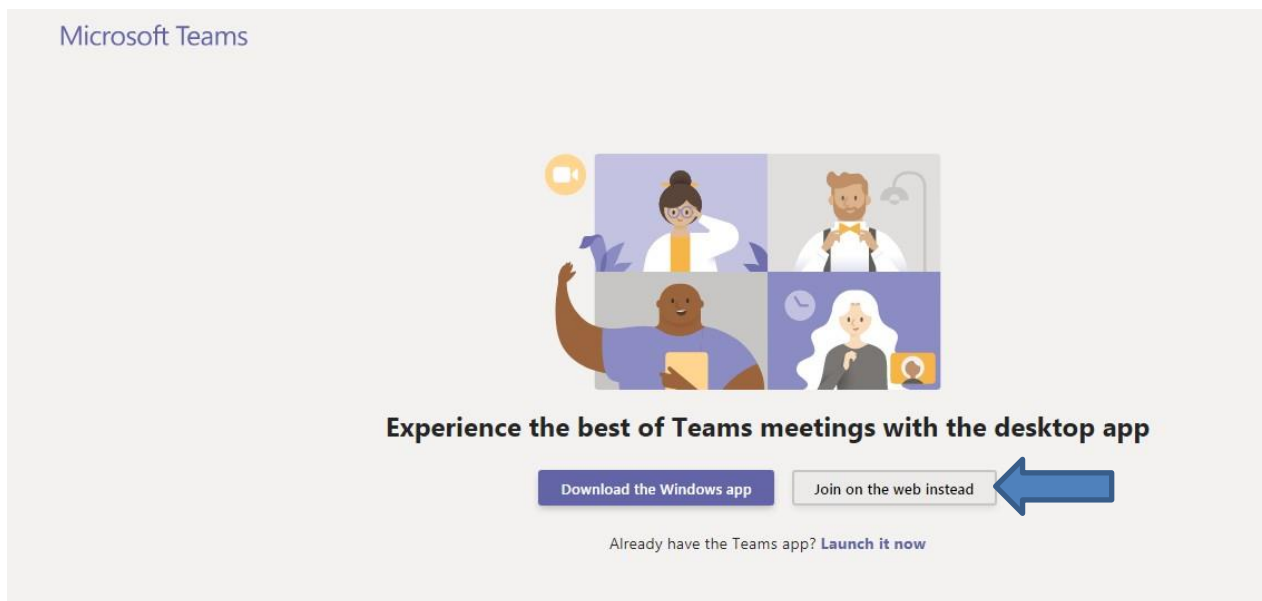
Please use the following link to join the discussion.

## Join Microsoft Teams Meeting

+91 22 6001 4505 India, Mumbai (Toll)  
Conference ID: **277 133 056#** (Yenepoya)

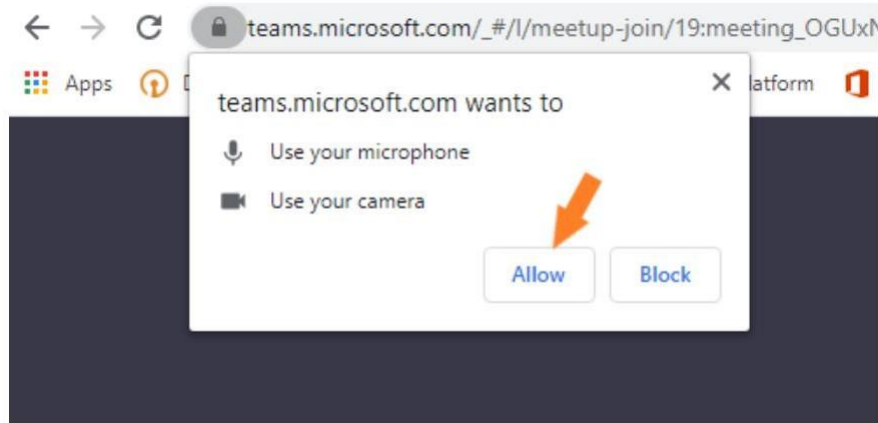
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#) [Clarivate](#)

**Step 2.** After clicking the “Join Microsoft Teams Meeting” link the page below will appear.

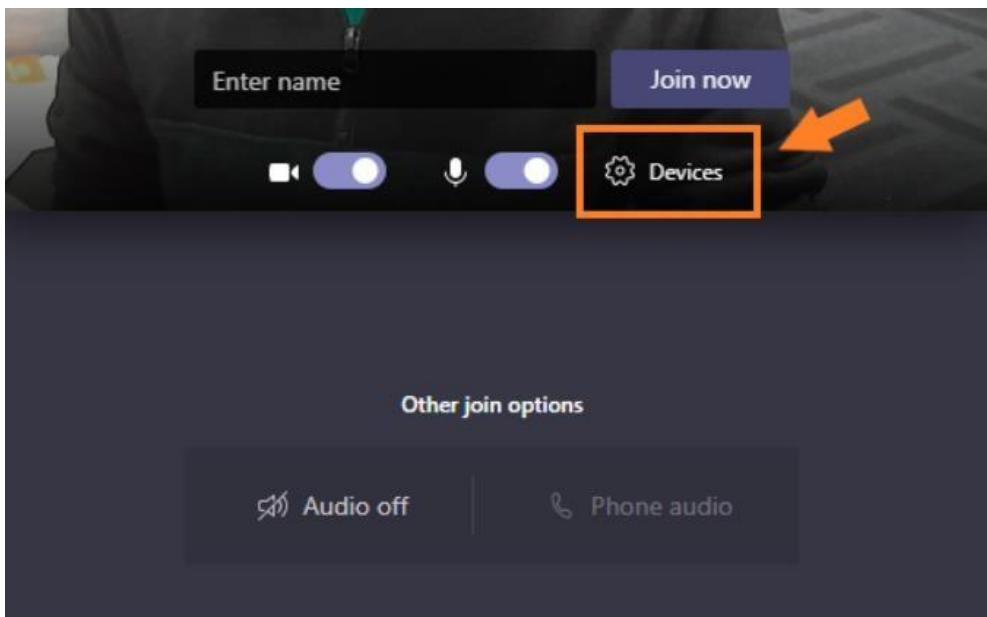


You can join a Teams meeting whether or not you have the Teams application installed. If you do not have the Teams application installed, select “Join on the web instead”.

**Step 3.** Once you join the meeting, a popup may appear asking you for permission to access your microphone and camera. Click “Allow”.

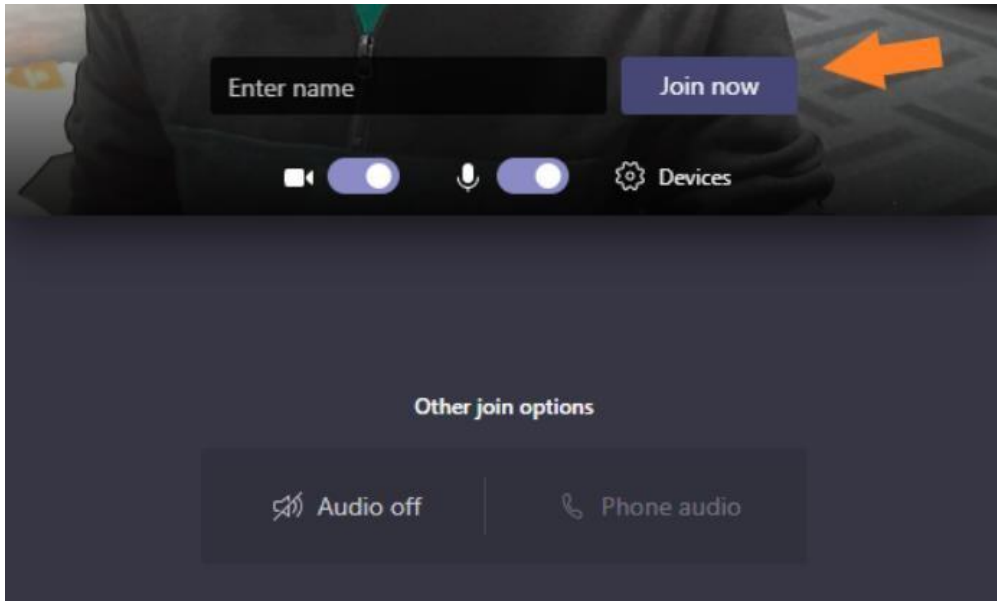


**Step 4.** Now that Teams has access to your microphone and camera you will see your camera feed in the Teams window. If you have multiple cameras, speakers or microphones, you can control which device you want to use by selecting the “Devices” button.

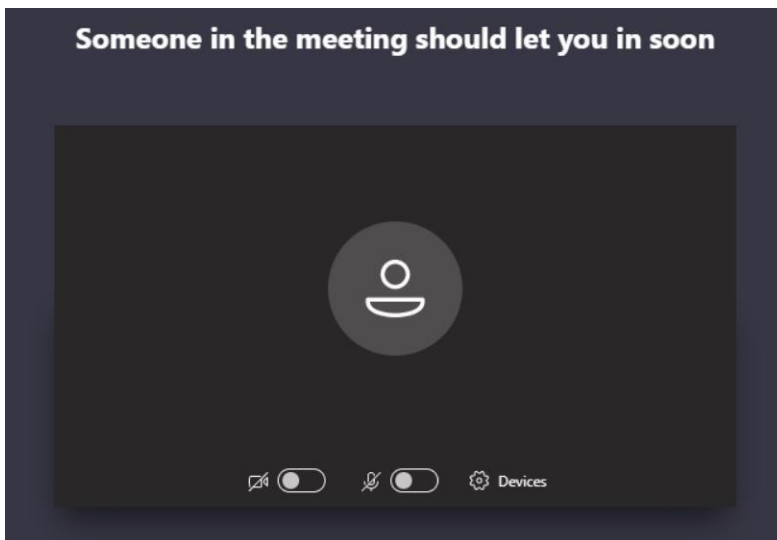


After clicking the “Devices” button, a popup will appear on the right-side of your Teams window, here you can select alternative Speakers, Microphones, or Cameras.

**Step 5.** Once you have the correct camera and microphone selected, enter your name and click “Join now”.



If you’re joining as a guest, you may be placed into a lobby after clicking “Join now”. If you’re in a lobby you’ll see this on your screen:



If you’re in a lobby just sit tight and wait for someone to let you into the meeting.

## Once You’re in a Meeting

Now that you’ve joined a Teams meeting this will be your view. If you hover over the teams window a toolbar will appear near the bottom of the window.



The camera icon will turn your camera feed off/on.

The mic icon will mute/unmute your mic.