

# Audio for Teams Meetings

There are several options for joining a Teams meeting, select the option that works best for you.



## COMPUTER

*Triumph Preferred Option*

Make sure you have the Teams desktop app download (visit [teams.microsoft.com/downloads](https://teams.microsoft.com/downloads))

For best experience connect a headset to your computer (you can use computer's native speakers and microphone, if available, but this will be a significantly degraded experience)

Configure your Teams audio before or during a meeting:

- **During a Meeting:** Click More Actions (⋮) → Show device settings → Select speakers/mic using dropdowns
- **Before a Meeting:** PC Mic and Speakers → Select speakers/mic using dropdowns
- **Audio Settings:** Profile image (or circle with initials) at the top right of Teams application → Settings → Devices



## MOBILE APP

*Triumph Preferred Option*

**1.** Download the Teams Mobile app to your cell phone (available for any Android or Apple device)

**2.** Login using Triumph email and password, confirm your identity using MFA one-time password

**3.** Join meetings using the Teams mobile app using phone speakers, headphones, etc.

The Teams mobile application is only for O365 MFA (Multi-factor) users. If you are unable to login to the mobile app submit a Global Service Desk ticket requesting "O365 MFA be enabled for your account".



## OTHER PHONES



Once you join a meeting you can have Teams call you, Microsoft charges Triumph for every time a user requests Teams call a phone number, please only use this option if all other options fail



Joining a meeting with a conference number is simple, use any phone you like to dial into the Teams meeting conference number in the meeting invite



Sending a Teams meeting with a conference number requires a special account. Only if you frequently schedule meetings with external recipients and/or frequently host in-person meetings using a conference room should you request a Teams Conference Number - If this applies to you, submit a request to the Global Service Desk.