

How To Guide: Microsoft Teams

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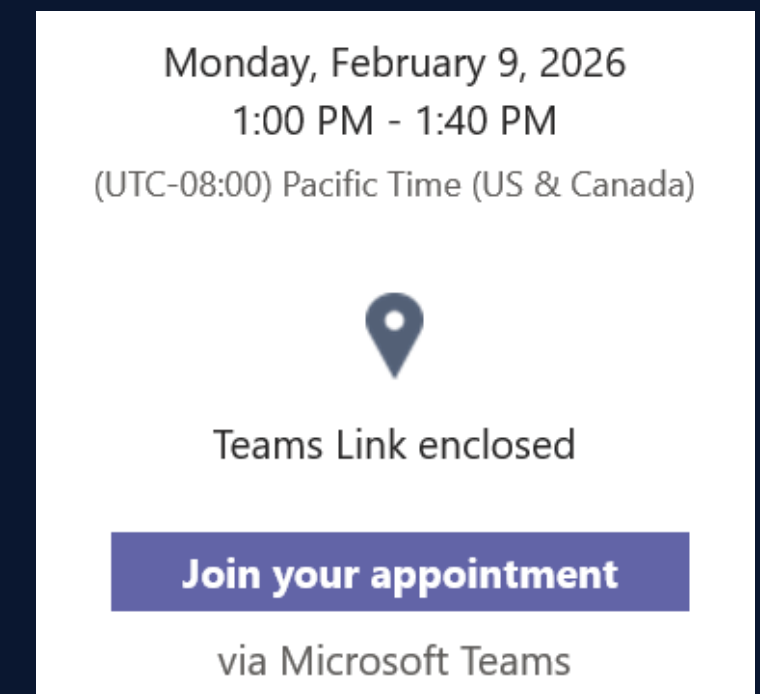
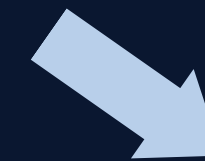
How-to:

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How To: Download the Teams App on a PC

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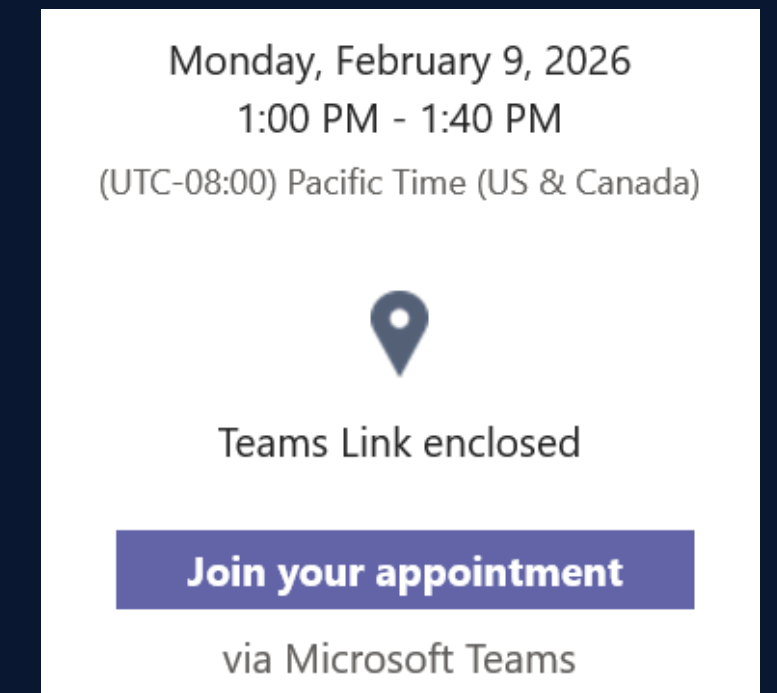
- Check your email for the meeting invite. In the email invite, select **Join your appointment.**
- Choose **Download Teams.**
- Click **Save File.** Then go to your **Downloads** folder. Double-click Teams_windows_x64.exe
- Sign in to Microsoft 365 with your email and password.
- Open your Teams app and go right to your meeting.



How To: Download the Teams App on a MAC

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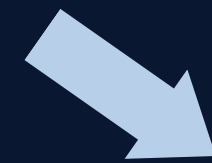
- Check your email for the meeting invite. In the email invite, select **Join your appointment**.
- Choose **Download Teams**.
- Go to your **Downloads** folder. Double-click Teams_osx.pkg.
- Click **Continue > Click Install**. If prompted, enter the Administrator User Name and Password. Click **Install Software**.
- Sign in to Microsoft 365 with your email and password.
- Open your Teams app and go right to your meeting.




How To: Download the Teams App on an iPhone

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- Check your email for the meeting invite. In the email invite, select **Join your appointment**.
- Click on the App store icon.
- Type the word **Teams** in the search box: The Teams app will be displayed. Click on the **Get** button. The app will begin to download.
- Once the app has downloaded, click on **Open** – Your device is now ready to start using Teams!
- When you receive a Teams meeting invitation, once you click on the join the teams meeting link, the Teams app will automatically open ready for you to take part in the meeting.



Monday, February 9, 2026
1:00 PM - 1:40 PM
(UTC-08:00) Pacific Time (US & Canada)



Teams Link enclosed

Join your appointment

via Microsoft Teams

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How To: Download the Teams App on an Android

- Click the Play Store icon and type Teams or Microsoft Teams in the search box. Click on Download.
- Once the app has downloaded, click on Open – Your device is now ready to start using Teams!
- When you receive a Teams meeting invitation, once you click on the Join the teams meeting link, the Teams app will automatically open ready for you to take part in the meeting.

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How To: Join a MS Teams Meeting as a Guest

- Check your email for the meeting invite. In the email invite, select Join your appointment.
- Once you click that, you can also accept the invite to add it to your calendar in your email.
- You must use either Microsoft Edge or Google Chrome as your browser. After the link launches the Teams app, select Join as Guest.
- Enter your name and choose your audio and video settings. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
- When you're ready, click the purple Join now button.

How To: Join a MS Teams Meeting Using a PC or MAC

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- Check your email for the meeting invite. In the email invite, select [Join your appointment](#).
- If you added the meeting to your Calendar, Go to your Email Calendar, select [Join your appointment](#) or [Click here to join the meeting](#).
- Turn on your camera, select [Background filters](#), and choose how you'd like to appear.
- Select a custom background and choose your audio settings.
- When you're ready, click the purple [Join now](#) button.

How To: Join a MS Teams Meeting Using an iPhone or Android

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- Once you've downloaded the Teams app to your device, Sign into your Microsoft Teams application.
- Select the Calendar icon for the list of scheduled Teams meetings. Find your appointment.
- When you're ready, click the purple Join now button.

How To: Share Your Screen Using a PC

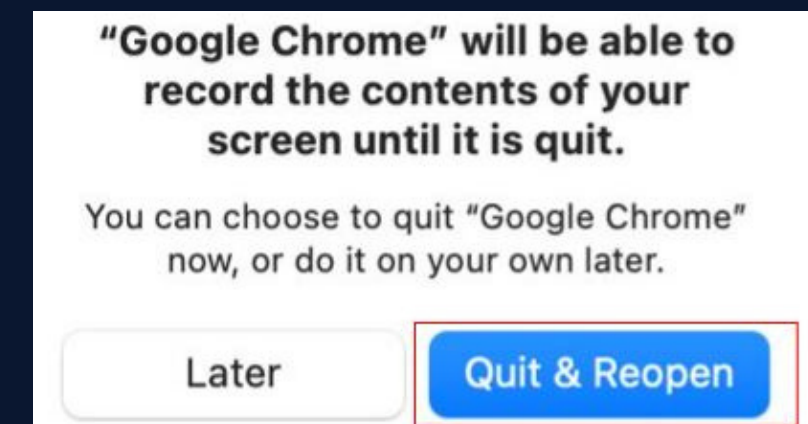
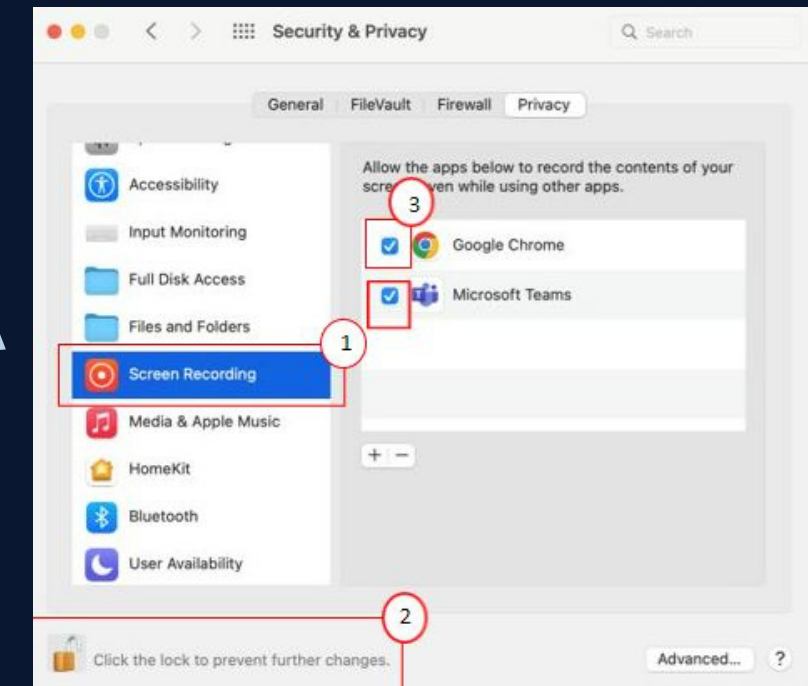
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- Once you've joined your appointment, select **Share content** in the upper right-hand corner and choose if you want to share your computer audio.
- Select what you want to share:
 - **Screen** lets you show everything on your screen.
 - **PowerPoint Live** lets you share a PowerPoint presentation.
 - **Window** lets you share an open window like a specific app you have open.
- After you select what you want to show, a red border surrounds what you're sharing.
- Meeting participants won't see any notifications that might come in.
- Select **Stop sharing** to stop showing your screen.

How To: Share Your Screen Using a MAC

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- Find the Apple logo in the top left-hand corner of your Mac and select **System Preferences/System Settings** from the drop-down menu.
- Select **Security & Privacy**.
- Scroll through the options and select **Screen Recording**.
 - macOS Monterey and older: click the gold lock icon on the bottom left and enter your computer password when prompted.
 - Check the box next to Google Chrome if you are using Teams on the web. If you are using the Teams desktop app, check the box next to Microsoft Teams.
- After Step 3, you will be prompted to close and reopen Chrome. You must do this before the next time you attempt to share your screen on Teams. You will not be prompted to close and reopen the Teams desktop app.



How To: Share Your Screen Using an iPhone

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- Once you've joined your appointment, select the **More Options** icon (“...”) near the bottom of the meeting window.
- Choose the **Share** option from the menu that appears.
- Select the **Share Screen** option, then select the **Start Broadcast** button to begin sharing your screen on your iPhone.
- When you are done presenting, Go back to the Teams app, select the **Stop Presenting** button to stop presenting but remain in the Teams meeting.
- Note: everything on your screen, including notifications will be shown. Enable **Do Not Disturb** to prevent unexpected notifications.

How To: Share Your Screen Using an Android

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- Once you've joined your appointment on your device, select the **More Options** icon (“...”) near the bottom of the meeting window.
 - Please note: browsers on Android are not compatible with viewing a Microsoft Teams Meeting. You must be logged into the Teams mobile application.
- Choose the **Share** option from the menu that appears.
- Select the **Share Screen** option, then select the **Start Now** button to begin sharing your screen on your iPhone.
- When you are done presenting, Go back to the Teams app, select the **Stop Presenting** button to stop presenting but remain in the Teams meeting.
- Note: everything on your screen, including notifications will be shown. Enable **Do Not Disturb** to prevent unexpected notifications.

Support and Helpful Links

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Click on any of the links below for more information on the following topics:

[Download Teams for your Desktop and Mobile](#)

[Join a Meeting on-the-go](#)

[MS Teams Microsoft Quick Start Guide](#)

[Join a Meeting in Teams](#)

[Use MS Teams on the Web](#)

[Join a Meeting Without a Teams Account](#)

[Join a Bookings Appointment as an Attendee](#)

[Sharing your screen on a PC](#)

For technical support, please email help@coldwellbanker.com.

For marketing support questions or appointment scheduling, cancellations, or updates, please email nextavailable@cbrealty.com.