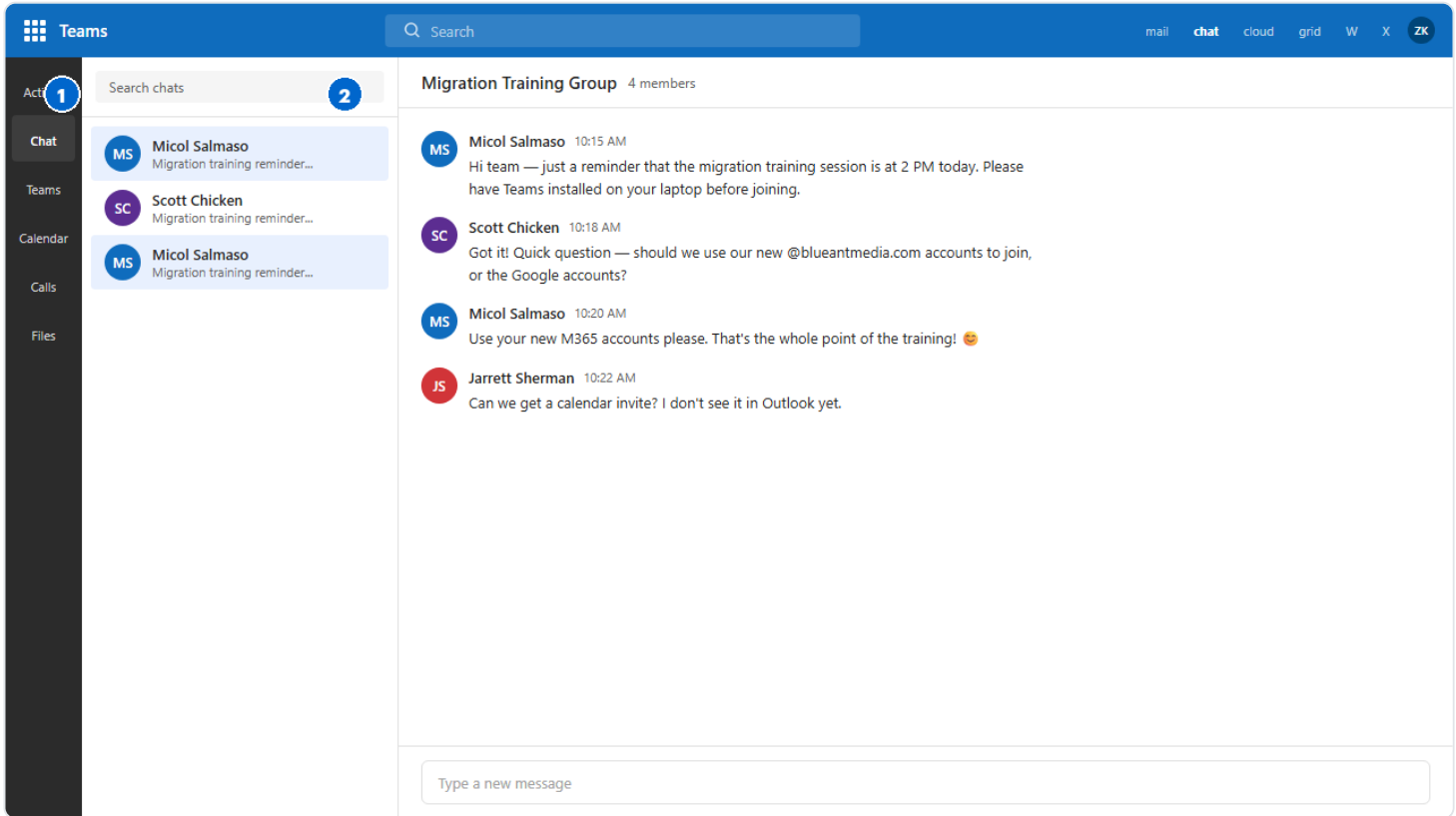


Accessing Teams in Your Browser



Teams in the browser — for users without the desktop app

If you don't have the Teams desktop app installed, you can use Teams fully in your browser.

Step 1

Go to teams.microsoft.com

Step 2

Sign in with your @blueantmedia.com account

Step 3

Allow browser notifications and microphone/camera access when prompted

BROWSER COMPATIBILITY

Teams web works best in **Microsoft Edge** and **Google Chrome**. Safari has limited meeting functionality. Firefox is not supported for meetings.

Navigation

Activity	Notifications, @mentions, reactions
Chat	1:1 and group instant messaging
Teams	Your teams and channels
Calendar	Schedule and join meetings
Files	Recently accessed files across Teams
Apps	Add-in apps and integrations

Chat

- **Start a chat:** Click Chat → New chat icon → type person's name
- **Group chat:** Add multiple people in the "To:" field
- **Share files:** Click the paperclip or drag-and-drop into the message area
- **Rich formatting:** Click the formatting icon (A with paintbrush) below the message box
- **@mention:** Type @ followed by a name to notify someone

Joining Meetings from Browser

Step 1

Click the meeting link (from email or calendar). If prompted, choose **"Continue on this browser"** instead of "Open Teams app."

Step 2

Allow microphone and camera access when your browser asks.

Step 3

Set your audio and video preferences in the pre-join screen, then click **"Join now."**

Meeting Controls (Web)

CONTROL	HOW
Mute/unmute	Click microphone icon
Camera on/off	Click camera icon
Share screen	Click Share icon → choose Entire screen, Window, or Tab
Raise hand	Click the Raise hand icon
Chat	Click the Chat icon in the meeting bar
Leave	Click the red Leave button

WEB LIMITATIONS

Teams web has a few limitations compared to the desktop app: background blur/effects may be limited, you can only share an entire screen or browser tab (not a specific window in some browsers), and some advanced features like breakout rooms require the desktop app to manage.

Files in Teams

Every Teams channel has a **Files** tab where shared documents are stored (backed by SharePoint).

- Click the **Files** tab at the top of any channel to see shared documents
- Upload files by clicking "Upload" or dragging-and-dropping
- Click any Office file to open it directly in the web editor

TIP

For the best Teams experience, consider installing the **desktop app** from teams.microsoft.com/downloads. It has full feature support and better notification handling. But the web app works well for most daily tasks.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.