



# Accepting Teams Invitations

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## What is RioNET Teams?

RioNET Uses Microsoft Teams for instant messaging, video/audio conferencing and for group project collaboration. Formerly called Skype for Business, Teams is growing in usage as a core web-based application of Microsoft Office 365 that also supports invited users without an installed client software application. The desktop software application is a free Microsoft download. Mobile applications are also available for iOS and Android phones / tablets.

## How does a Guest accept a Teams Invitation?

Invitations are sent to the “Invited people” (AKA: Guests) using their e-mail address as a calendar event. The e-mail received will allow the recipient to respond with an Accept, Tentative, Decline, Propose New Time, or View Calendar. When receiving a meeting invitation, it is most appropriate for the Guest to confirm the invitation: Accept / Send Response Now.

The calendar invitation for the Teams meeting is saved with the information displayed below in the Notes area of the meeting. Two general options are offered: Join Microsoft Teams Meeting, or Meeting Options. Learn More about Teams goes to Microsoft’s Teams web page.

Join Microsoft Teams Meeting will open the Guest’s Microsoft Office Teams application or the Microsoft Office 365 Web Teams. The desktop or Office 365 web application is needed for presentation or desktop sharing! Being in an Office 365 tenant is not required for guests to participate.

Invitation senders do not need to attend a Teams Meeting to videoconference.

Meeting Options offers guests an option to use just a web browser without the Microsoft Teams application, or the Microsoft Office 365 Teams web app.


[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Mobile device users will be prompted to download and install the iOS or Android app when clicking an event invitation.



While Microsoft Office Teams applications provide the most comprehensive Teams experience, the simple web browser experience can bypass the Guest's need to install Microsoft Teams applications, or require enrollment in Office 365.

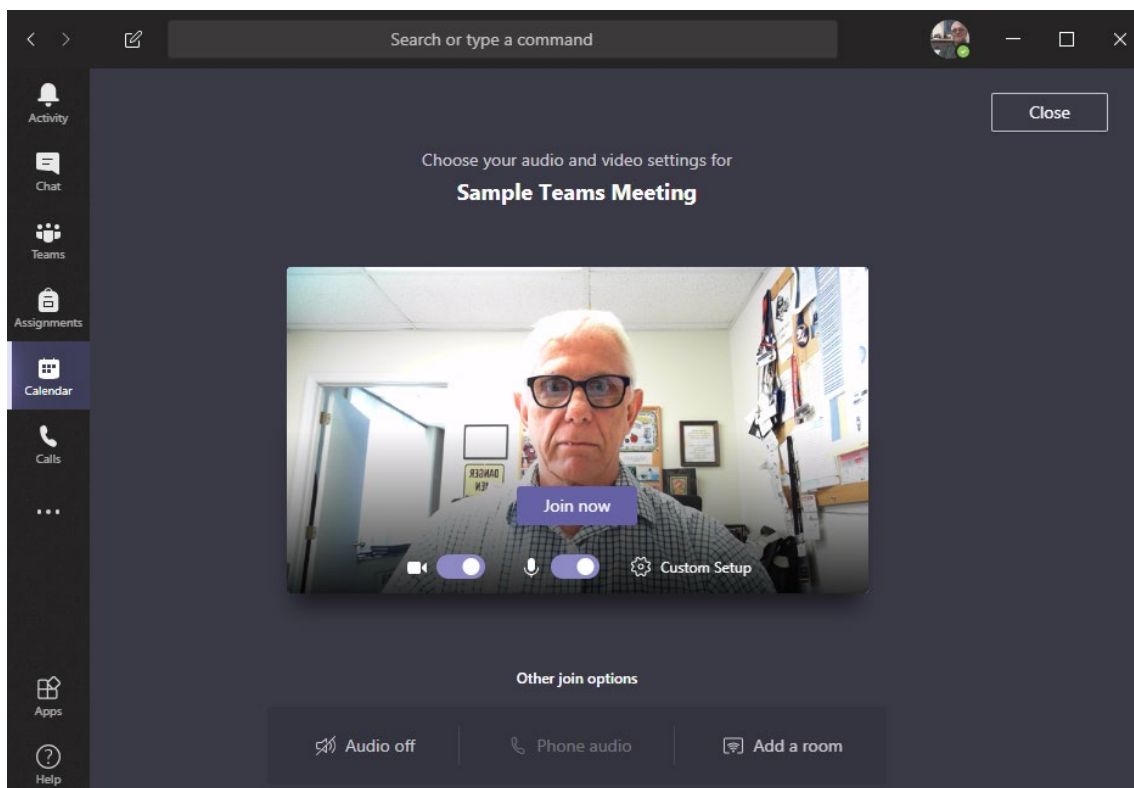


**Experience the best of Teams meetings with the desktop app**

[Download the Windows app](#)

Already have the Teams app? [Launch it now](#)

A Teams Meeting offers both Audio-only, or Video & Audio communications when a web camera is connected to the computer being used. Mobile phone apps are very similar.



Search or type a command

Activity  
Chat  
Teams  
Assignments  
Calendar  
Calls  
...

Choose your audio and video settings for  
**Sample Teams Meeting**

Join now

Custom Setup

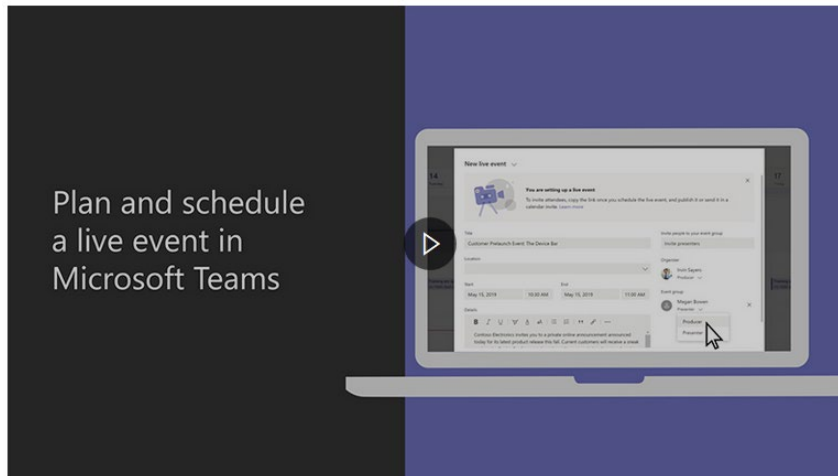
Other join options

Audio off | Phone audio | Add a room

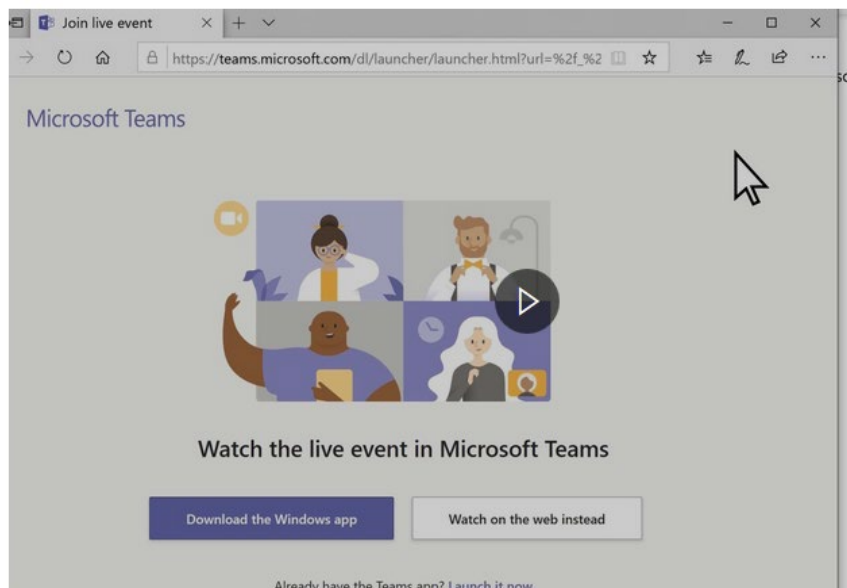


## Microsoft Teams Video Tutorials: Need more help – Watch Microsoft Tutorials

- [How to create Meetings with Teams.](#)
- [How to create and schedule a Teams live event.](#)



- [Joining a Teams Meeting without a Teams Account.](#)
- [What to do to attend a Teams live event.](#)



## RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>

**Campus Computing & Networking – support@rio.edu – 800-282-7201**