

Joining a Teams meeting on a second device with Microsoft Teams

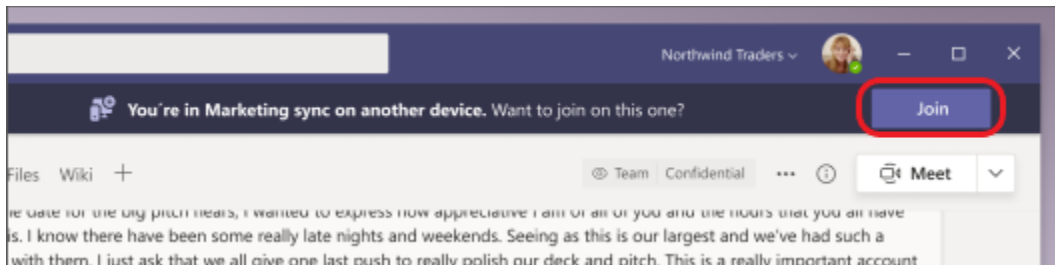
If you've joined a meeting on one device, you have the option to join it on another one at the same time. This can come in handy if, for example, you're in a meeting on your laptop but there's some content on your phone you'd like to share.

You can either transfer the meeting to the second device, or keep both devices in the meeting.

Transfer a meeting from one device to another

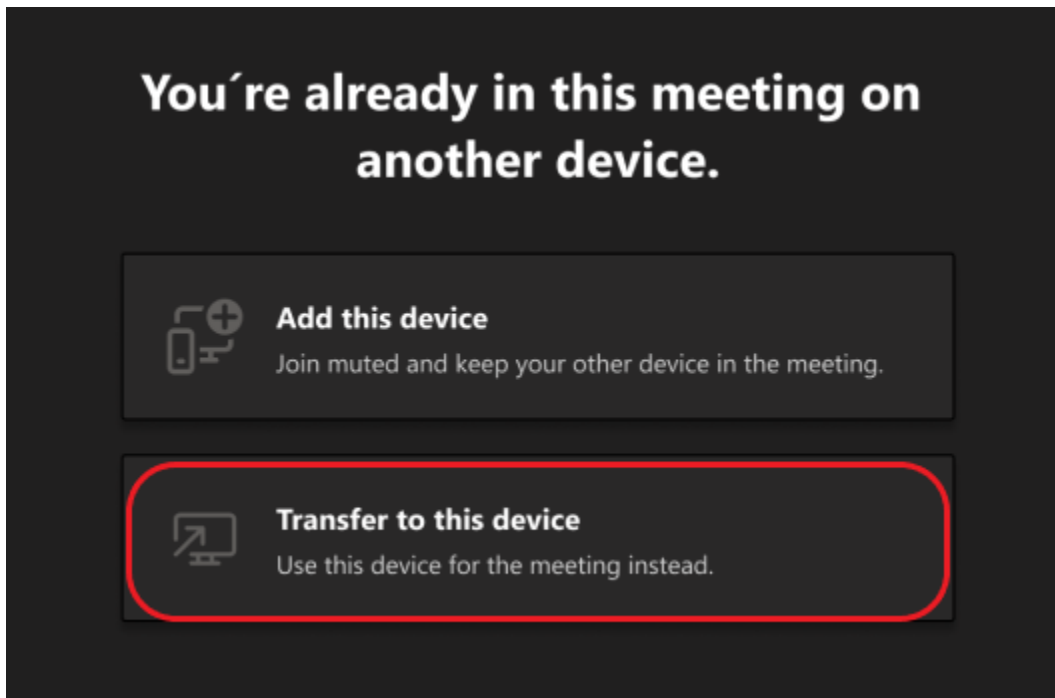
While you're in a meeting on one device, open Teams on the second one (the device you want to transfer the meeting to).

You'll see a message near the top of the second device's screen informing you that you're currently in a meeting on another device, and asking if you want to join it on this one, too.



Select **Join**.

Teams will then give you two options: **Add this device**, and **Transfer to this device**.



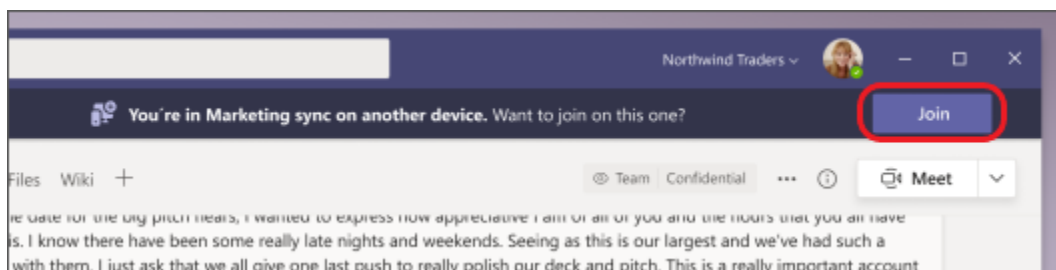
Select **Transfer to this device**.

You'll have the chance to set your audio and video preferences for the meeting on the new device. Then, choose **Join**.

Once you're in the meeting on the new device, your first device will leave the meeting.

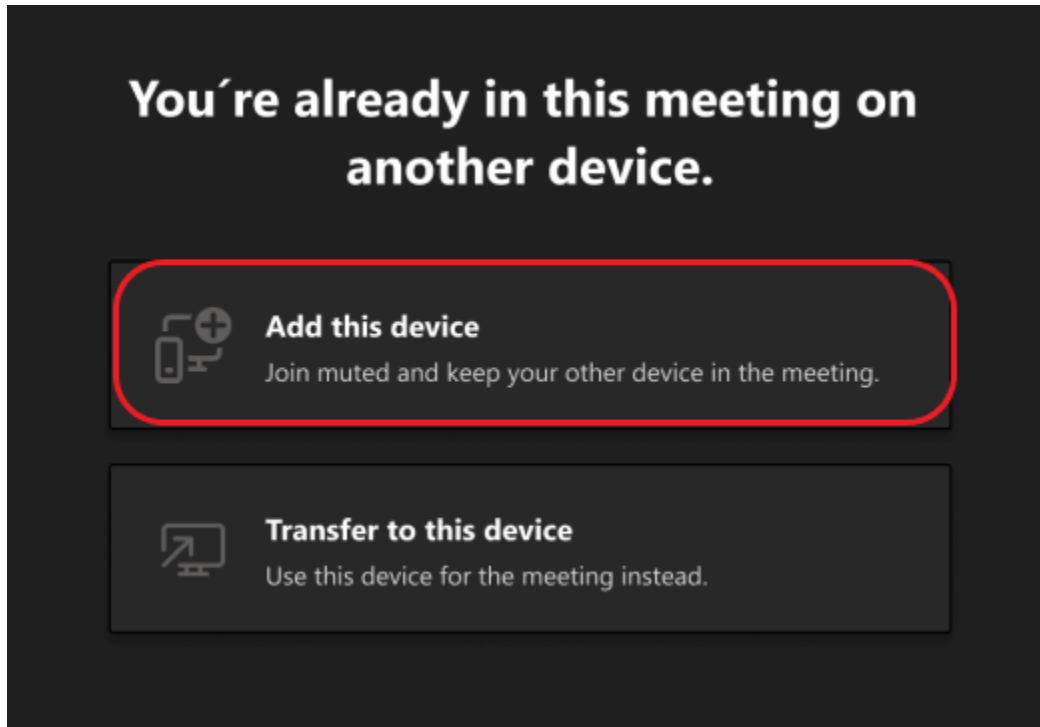
Add a second device to a meeting

While you're in a meeting on one device, open Teams on the second one. You'll see a message near the top of your screen informing you that you're currently in a meeting on another device, and asking if you want to join it on this one, too.



Select **Join**.

You'll then see two options: **Add this device**, and **Transfer to this device**.



Why all the extra steps?

Microsoft utilizes a 3rd-party Polycom device with Polycom's Firmware, not Microsoft's.