

Step by Step: How to join Microsoft Teams meeting

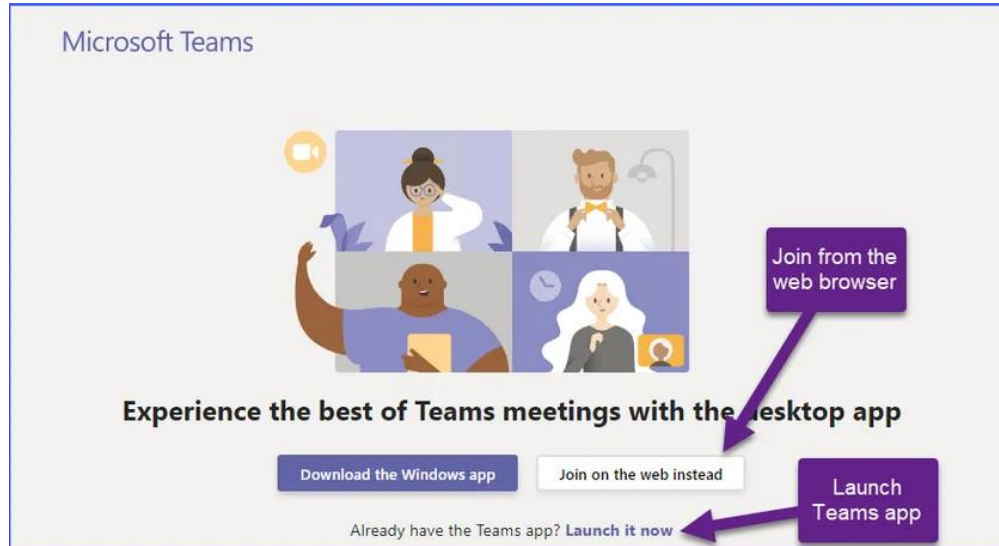
Before the meeting

1. You'll need a computer (Windows or Mac), tablet or smartphone with a speaker or headphones. You can join the meeting with your camera and audio turned off so other participants will only see your name.
2. The link to join the meeting will be sent to you by email and read something like "Click here to join".
3. You do not need a Microsoft account or log in, you will be logging into the meeting as a Guest.

How to join

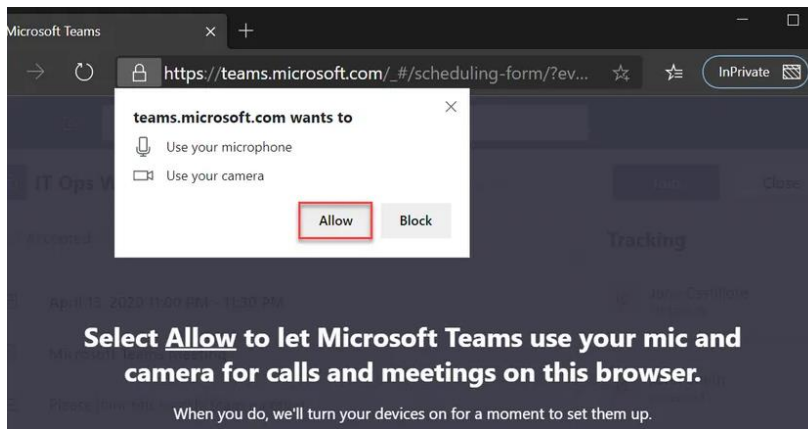
Using a computer

1. Shortly before the start of the meeting, use the link you have been sent to join. Click on the "Click here to join" link in the email.
2. The link will open an internet browser on this page. The easiest way to join is by clicking on "Join from the web browser" as shown below. You can also install the Microsoft Teams app by clicking "Launch it now". This will give you full access to the Teams app, however, will take longer to download.

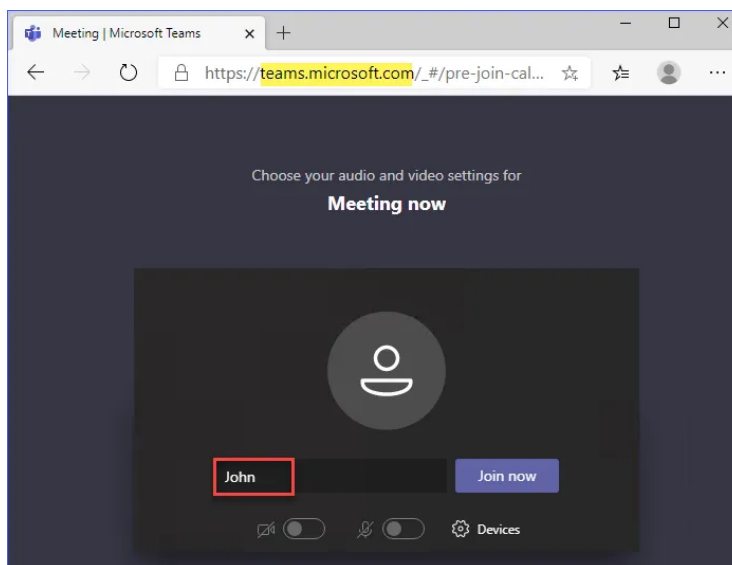


3. By choosing join from web, you'll be prompted to allow the site access to your microphone and camera. Click on the **Allow** button.

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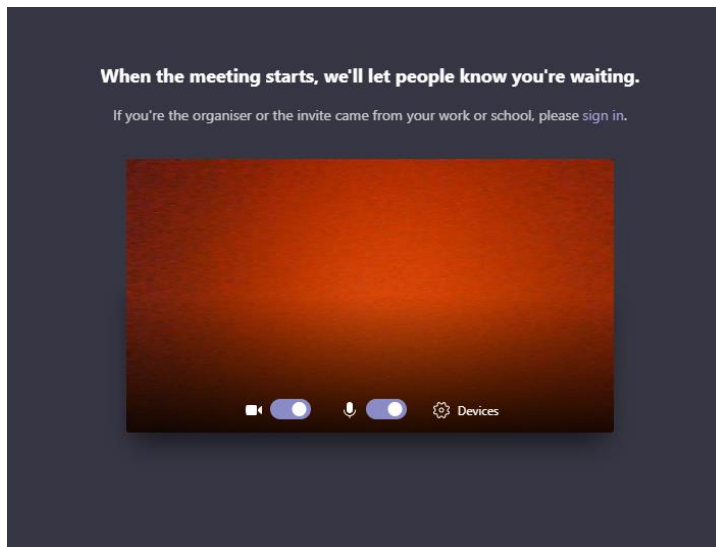


4. You will be joining the meeting as a Guest, so enter your name as shown below and click "Join". The camera and microphone will default to "off" as shown below, click on these to toggle them to "on" should you wish. You will be able to switch between on/off during the meeting.

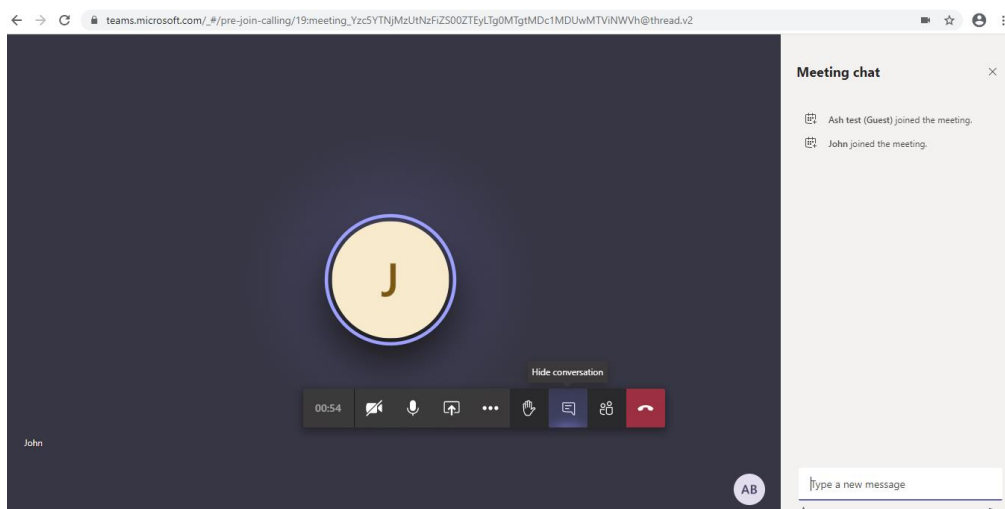


5. This will take you to the lobby screen where you will wait until the meeting starts and you are let in, as shown below.

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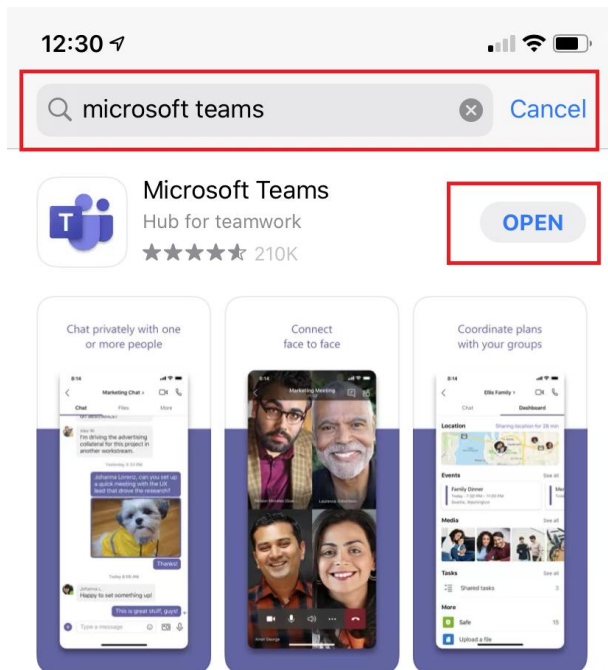
6. Once you are in the meeting, your screen will look as shown below. If you move your mouse the bar along the bottom of the screen will allow you to control things such as your microphone, camera, raising your hand or toggling the comments window to add a comment or type a question.



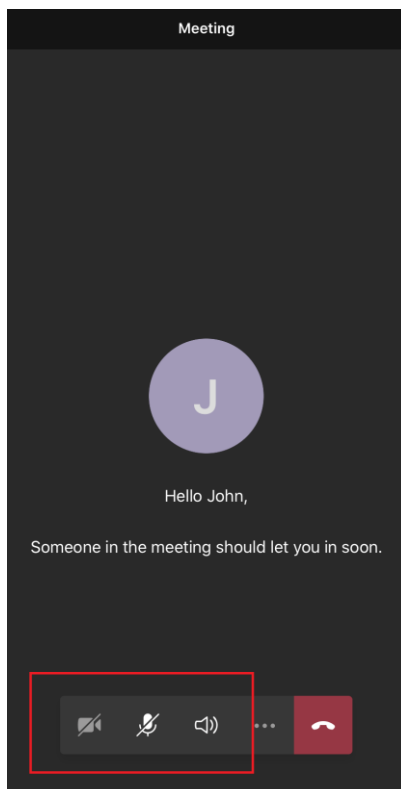
Using a tablet/smartphone

1. Before you click on the "Click here to join" link in the email, you'll need to make sure you have the Microsoft Teams app downloaded on your smartphone or tablet. You can do this by going to your App Store, searching for Microsoft Teams and installing. Your app store search will look something like the below.

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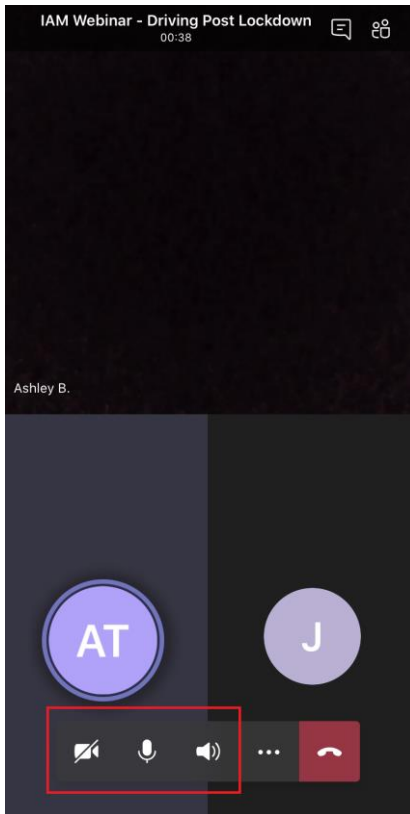


2. Shortly before the start of the meeting, click on the "Click here to join" link in the email.
3. This will open the Microsoft Teams app click "Join as a Guest", type in your name and click "Join Meeting". This will take you to the lobby screen where you will wait until the meeting starts and you are let in, as shown below. Tap on the screen to toggle your camera/microphone "on" or "off".



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- Once you are in the meeting, your screen will look as shown below. Tapping the screen will show the menu bar at the bottom which will allow you to control things such as you microphone, camera, or toggling the comments window to add a comment or type a question. Click on the speaker icon to make sure your sound is set to headphones or speaker.



Leaving a meeting

Click on the red phone button to leave the meeting.

Need more help?

More guidance is available online here <https://adamtheautomator.com/join-microsoft-teams-meeting/>