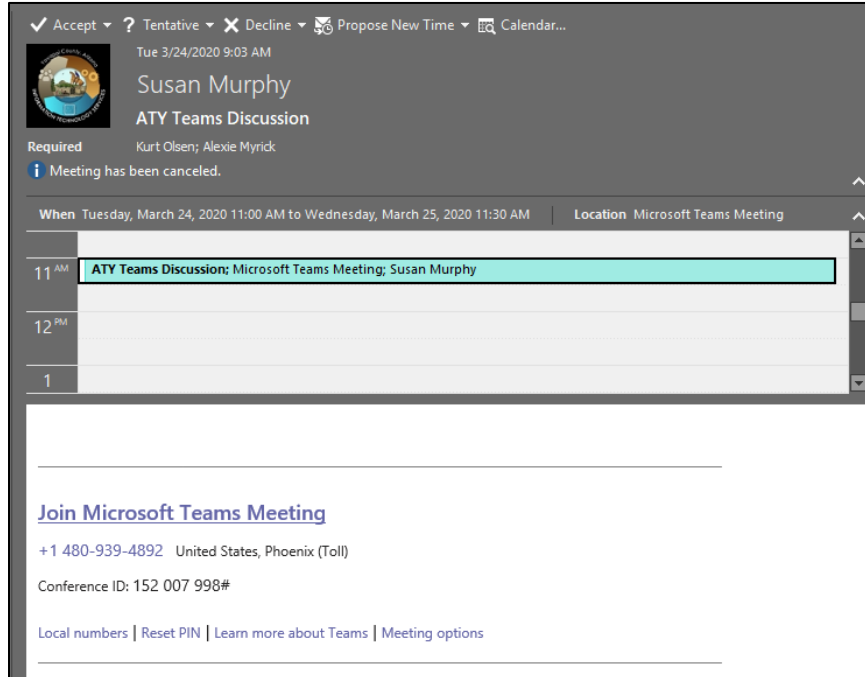
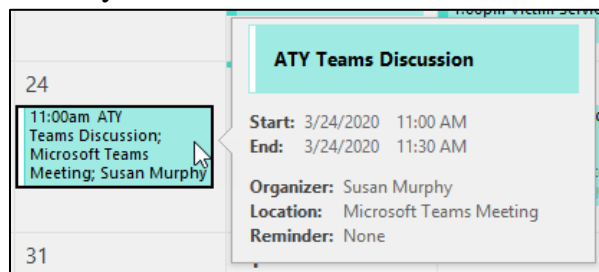


HOW TO JOIN A MICROSOFT TEAMS MEETING

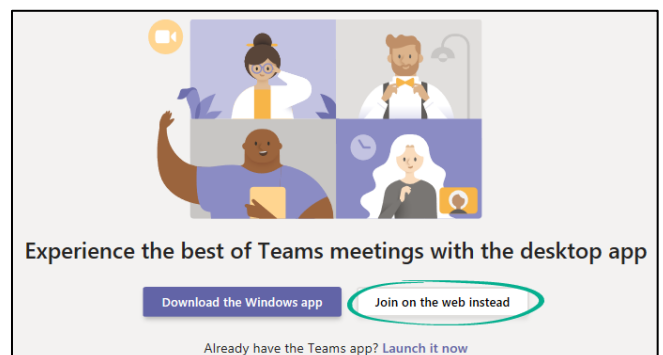
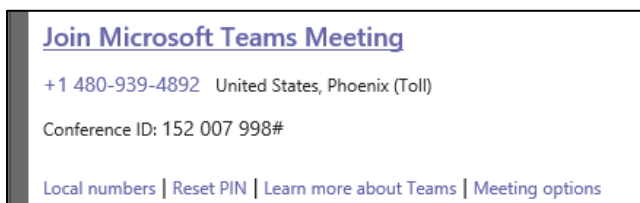
1. Once an administrator has set a meeting using Microsoft Teams, you as an attendee, will receive an email invitation that will look something like this:



2. When you accept the meeting by choosing 'Accept' in the upper-left corner, it will be automatically added to your Outlook calendar, if you have an Outlook account.



3. There are 3 ways to join a Teams meeting and you will need to choose the method that will work best for you.
 - a) **Joining online from a computer:** When it is time for the Teams meeting, simply open the invitation email or open the Outlook calendar appointment and click on the 'Join Microsoft Teams Meeting' link provided. You will be taken to the Teams website and be prompted to choose whether to install the Teams app or join online. In this option, you will choose to join on the web instead.



- b) **Joining from the desktop application:** Download and install the Teams app to your computer. Once you click on the link in your email to join the meeting, it will automatically open in the Teams app.
- c) **Joining from your cell phone:** The Microsoft Teams app is available for both Android and iOS. Prior to the meeting, download Teams to your phone. Then, when it is time for the meeting you will just click on the link in the invitation email or on your Outlook calendar and the Teams app will launch. The app will use your phone's camera just like your computer webcam. You may also choose to join the meeting without video, if permitted, in which case you will simply need to call the provided phone number.

4. When you join the meeting, make sure to have your camera and your microphone on. The controls will show up right on the screen and can be turned 'off' or 'on' at any point during the meeting.

