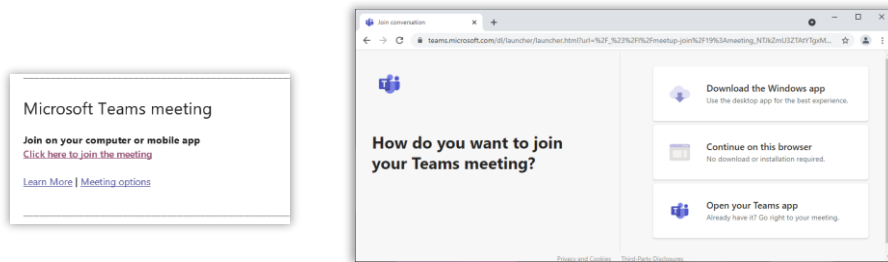


Joining a Teams Meeting

You don't need a Teams account to join a meeting that someone else has invited you to. Here are some quick steps to help you join a meeting using Microsoft Teams:

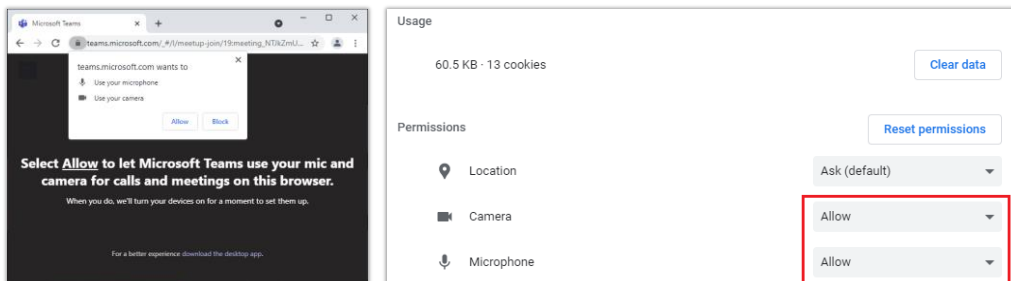
1. Meetings can be joined by clicking on a link that the meeting host has provided. Open the meeting invite that has been sent to you and choose the option 'Click here to join the meeting'.
2. After clicking on the link, a webpage will open and give you the option to either 'Download the Windows app', 'Continue on this browser', or 'Open your Teams app'.
3. If you already have Microsoft Teams installed, choose 'Open your Teams app'. Otherwise, choose the option to 'Continue on this browser'. We recommend using the Chrome browser for this.



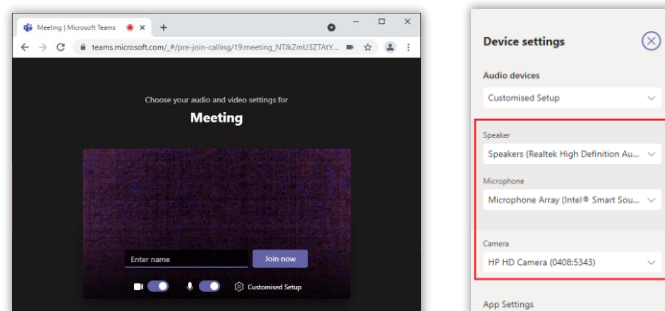
4. If you are attending the meeting using Teams in your browser, you need to make sure your browser is allowed access to the Camera and Microphone. If prompted, click 'Allow' to let Teams use your camera and microphone.

If you are not sure if Teams has access to use your Microphone and Camera, you can check by:

- a. Clicking on the padlock symbol in your browser's address bar, and choosing "Site Settings"
- b. On the page that appears, make sure Camera and Microphone are both set to "Allow"



5. Make sure the switches next to the Camera and Mic options are toggled on (purple). Choose 'Customised Settings' and make sure your preferred webcam and audio devices are selected.
6. Enter a display name to use in the meeting and click the 'Join now' button.



7. You should now be able to participate in your Teams meeting. For additional assistance, please refer to the Microsoft Teams support guides at <https://support.microsoft.com/en-us/teams>