

How to Join a Microsoft Team Meeting

You can use your computer or mobile to download the app, OR you can join from a supported web browser.

Joining from a supported web browser

“ Locate the meeting invite within your email using a supported browser. ”



supported



not supported

Step

1

Step

2

Step

3

Step

4

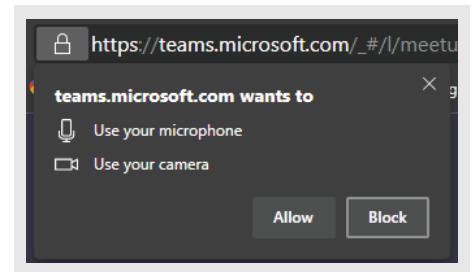
Step

5

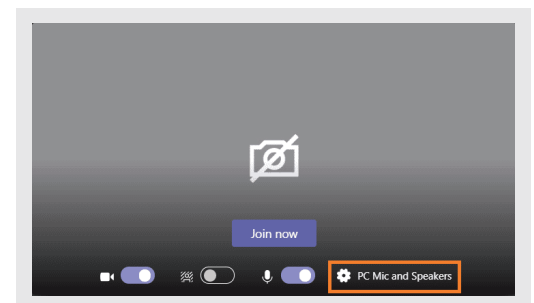
Step

6

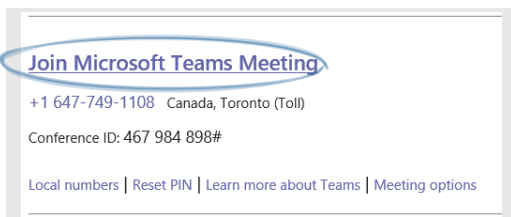
“ Allow permissions: access to both your microphone and camera. ”



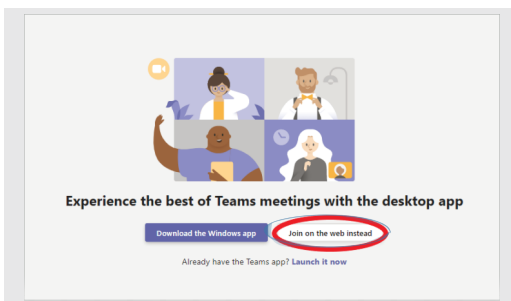
“ Enter your name and choose your audio and video settings. You can toggle off your microphone or webcam. Once ready, select the purple JOIN NOW button to begin the meeting. ”



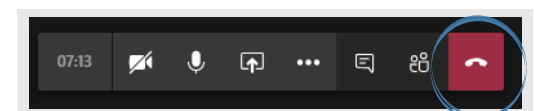
“ Select the Join Microsoft Teams Meeting link at the bottom of the invite. This will open a new tab. ”



“ Select Join on the web. If web page is not displayed refer to supported browsers on Step 1. ”



“ Once your meeting has come to an end , press the red phone icon to hang up. ”



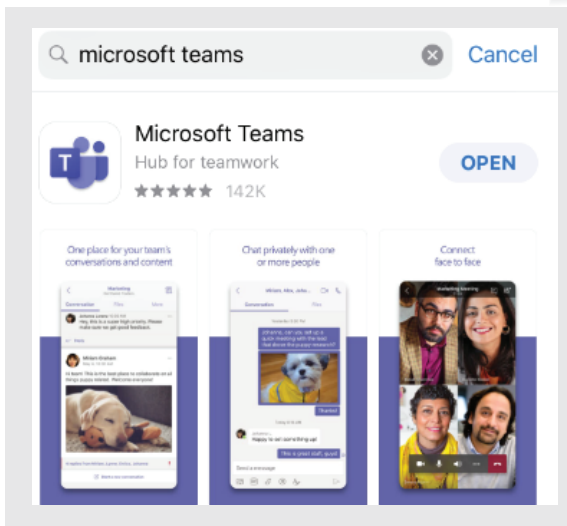
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Joining from the app

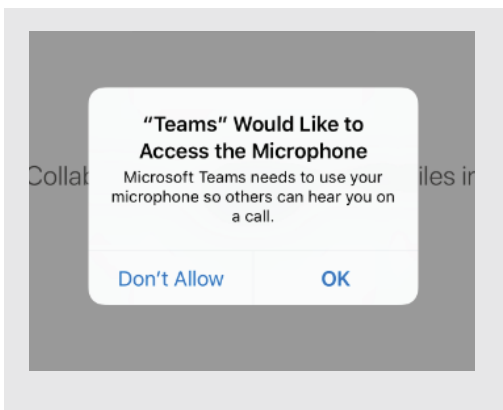
“Download the Microsoft Teams app from your app store.”

Step
1



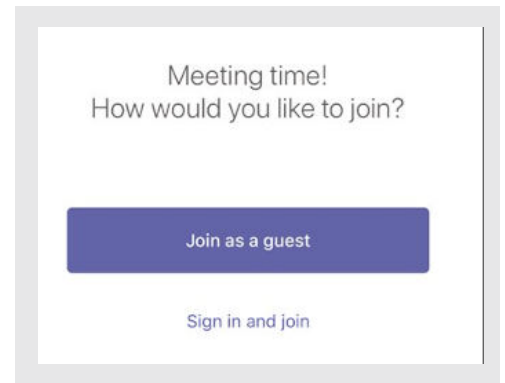
“Allow permissions: access to both your microphone and camera.”

Step
2



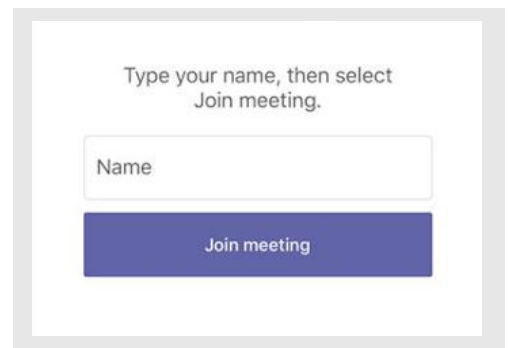
Step
3

“Select how you would like to join. As a guest or be signing in to your Microsoft Account.”



Step
4

“Enter your name below.”



Step
5

“Once your meeting has come to an end, press the red phone icon to hang up.”

