



IT Guide: Joining a Teams Meeting.

You will receive an email with an invite for your teams meeting, it will look like this.

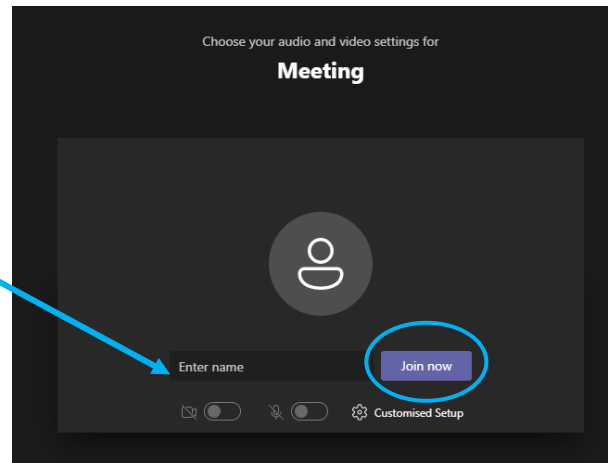
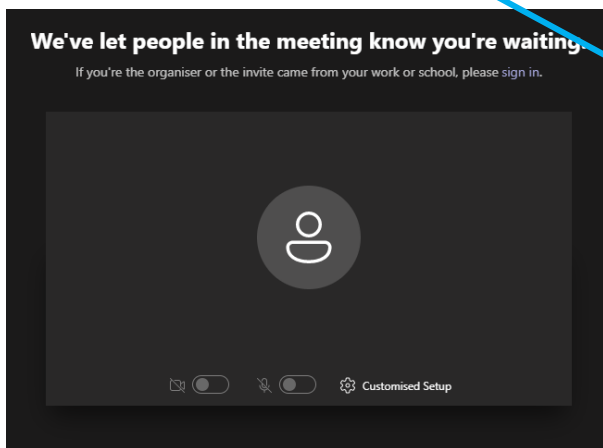
Select 'Click here to join the meeting'.

You will be given the following options:

1. **Download the Desktop App** – This will take you to the app download. This is recommended, you can download the App for Windows, Mac, Apple and Android devices.
2. **Continue on Browser** – Click this if you don't have the app downloaded. This will use your internet browser for the meeting, some of the screen/settings may vary. **(This cannot be done on phones, you will need to install the app)**
3. **Open in Teams App** – Click this if you have already downloaded the App.

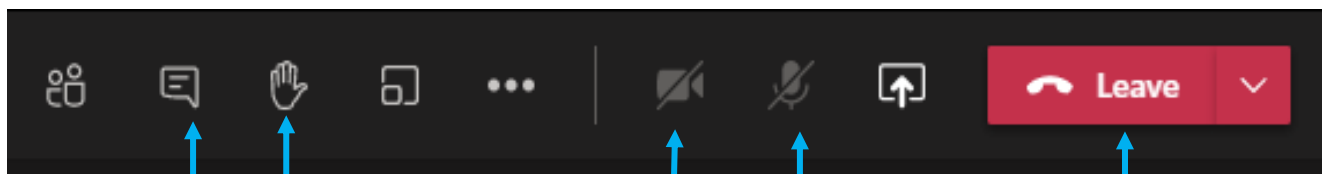
You may be asked to Sign in or join as Guest.

- Enter your name
- Turn on your Audio and Video.
- Click 'Join now'



Please join the meeting 5 minutes before your given time slot, you will be placed in a Virtual Waiting Room and staff will be notified. A member of staff will admit you into the meeting at your given time slot.

These are your meeting controls.



Show chat.

Raise hand.

Camera and mic controls.
Use these to turn Mics and Cameras on or off.

Leave meeting.