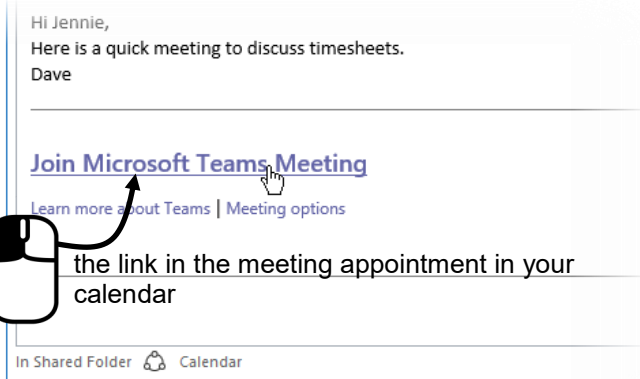


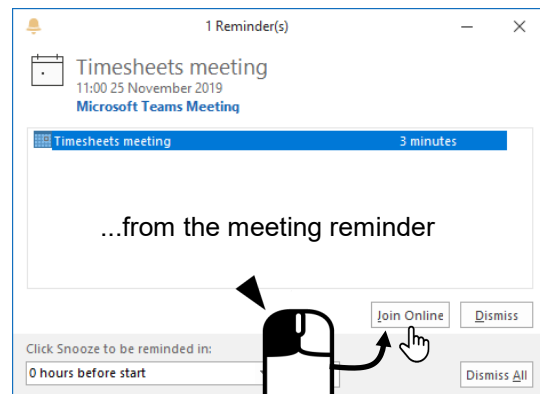
Joining a Microsoft Teams Meeting

When the time comes for a Teams Meeting, how do you join and what does it look like? This quick guide will show you...

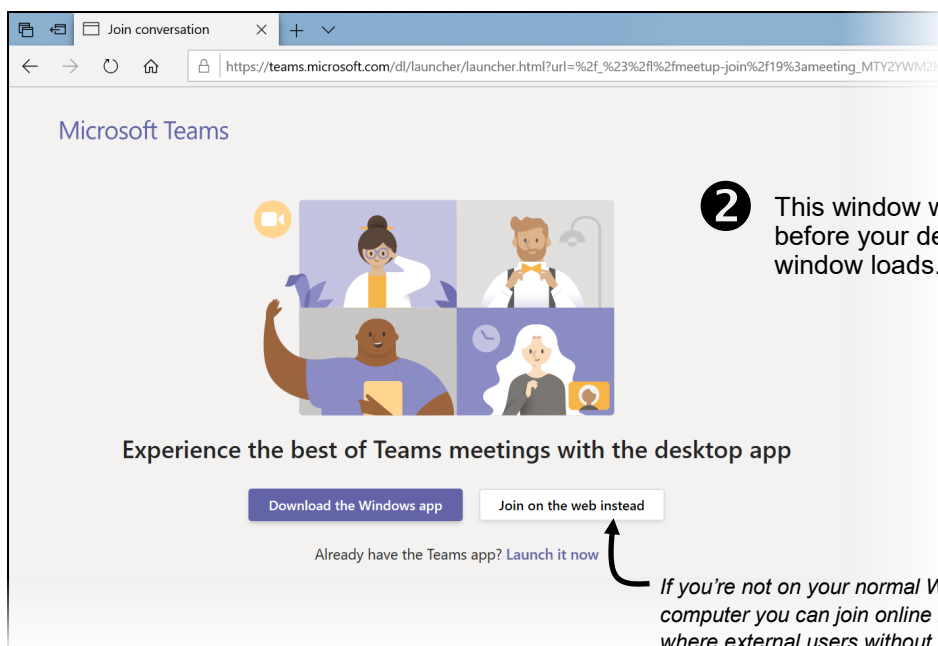
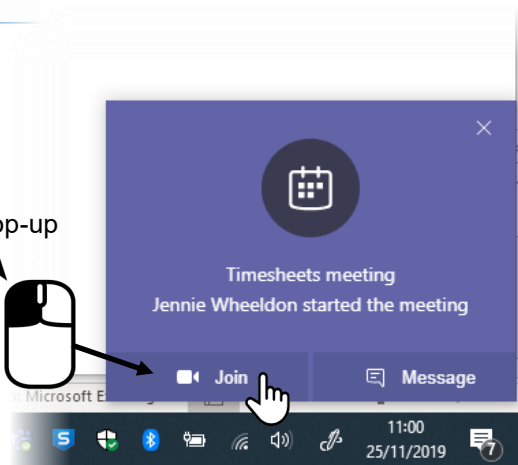
1 You can join in 3 ways...



the link in the meeting appointment in your calendar

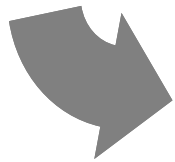
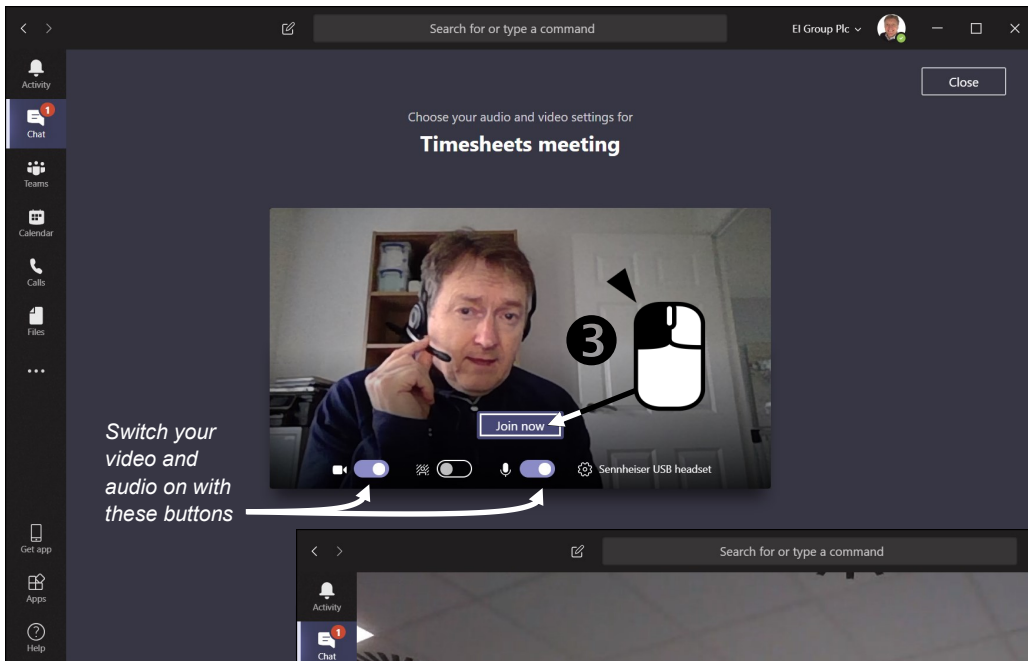


...or if they started before you, the pop-up box that appears on your desktop



2 This window will appear briefly, before your desktop Teams joining window loads...

If you're not on your normal Windows desktop computer you can join online here (this is also where external users without Teams will click)

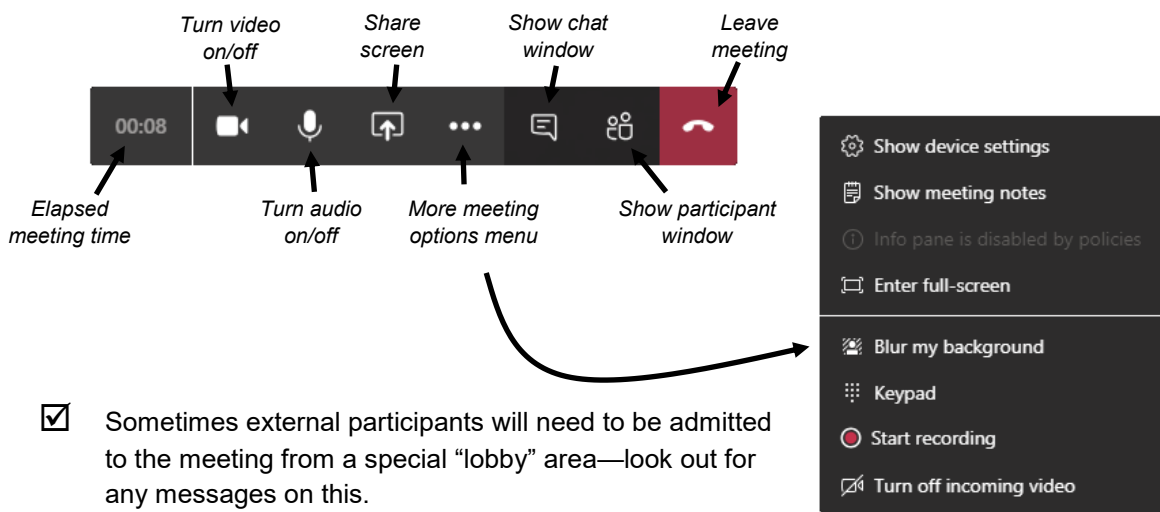


4 During the call you can see the other person (if they have their video switched on) and the meeting controls...



Things to Remember...

The meeting controls enable you operate the key functions of a Teams Meeting...



Sometimes external participants will need to be admitted to the meeting from a special "lobby" area—look out for any messages on this.