

Accessing Microsoft Teams

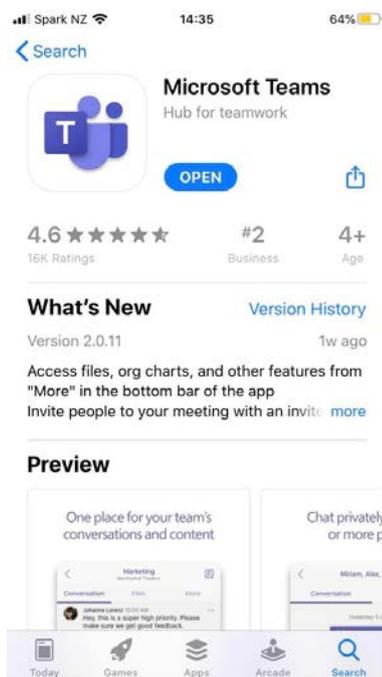
Mobile:

1. Click on the link provided or in the meeting invite, select **Join Microsoft Teams Meeting**.

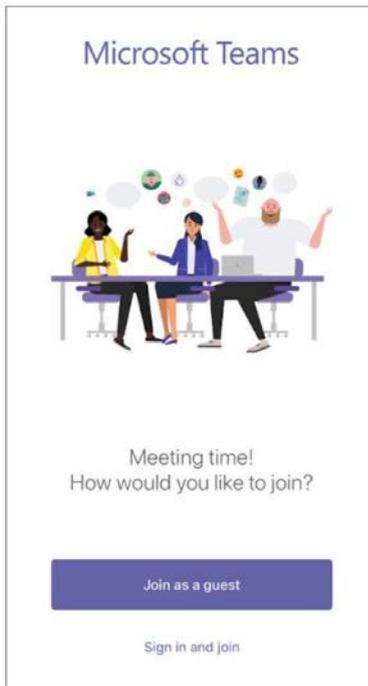
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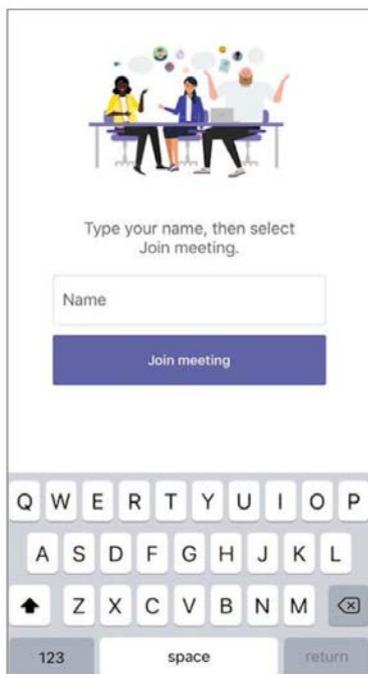
2. If you don't already have the Microsoft Teams mobile app, you'll be taken to your App or Google Play store to download it.



3. Download the app and open it right from the app store page. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
4. Next, you'll be given two options for joining your meeting: *Join as a guest* or *Sign in and join*. Choose **Join as a guest**.



5. Type your name and tap **Join meeting**.



6. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there, and someone in the meeting can then admit you.
7. Once you're in the meeting, you can turn your video or mic on or off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them.

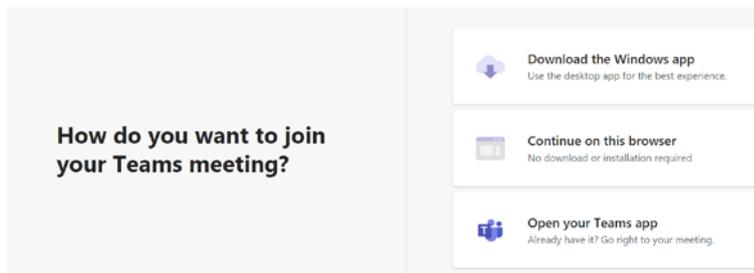
Desktop:

1. Go to the meeting invite and select Join Microsoft Teams Meeting or click on the link.

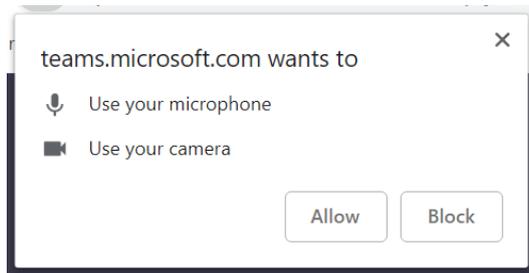
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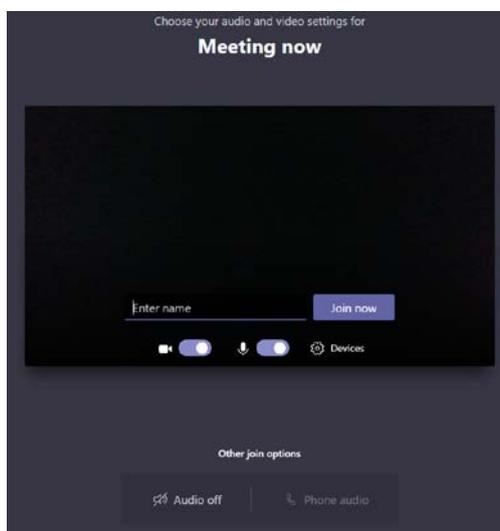
2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, use either Microsoft Edge or Google Chrome.



3. Your browser may ask if it's okay for Teams to use your microphone and camera. Be sure to click **Allow** so you'll be seen and heard in your meeting.



4. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose Audio off to avoid disrupting. Select Phone audio if you want to listen to the meeting on your mobile phone.



5. When you're ready, hit **Join now**.

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6. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there, and someone in the meeting can then admit you.

Housekeeping:

- Please mute your mic until you're asking a question.
- Please turn your camera off unless you are speaking, this helps maintain network stability.
- Feel free to post questions in the chat function at any time during the meeting.
- The meeting will be recorded for those that cannot attend.

Notes:

These instructions were adapted from: <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>