

Joining a Microsoft Teams Meeting

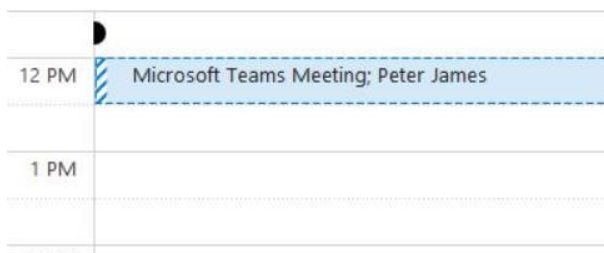
Click [here](#) if you are accessing from a computer

Click [here](#) if you are accessing from a mobile device

Joining a Microsoft Team meeting from a computer

1 In your email invite, click Join Microsoft Teams meeting

2 Microsoft Calendar view appears. Click Join Microsoft Teams meeting



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- 3 You have three choices:
- Download the Windows App – download and install the Teams App onto your computer
 - Continue on this browser – join a Teams meeting on the web. No download or installation required
 - Open your Teams app – you already have the app and click straight into your meeting
- Click Download the Windows app.

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.

- 4 Teams app downloads. Click the the Teams_windows_x....ee file at bottom left of your screen to install. A message is displayed indicating that it is installing.

We're downloading the Teams app!

Install Teams after it downloads.

You'll join your meeting automatically.

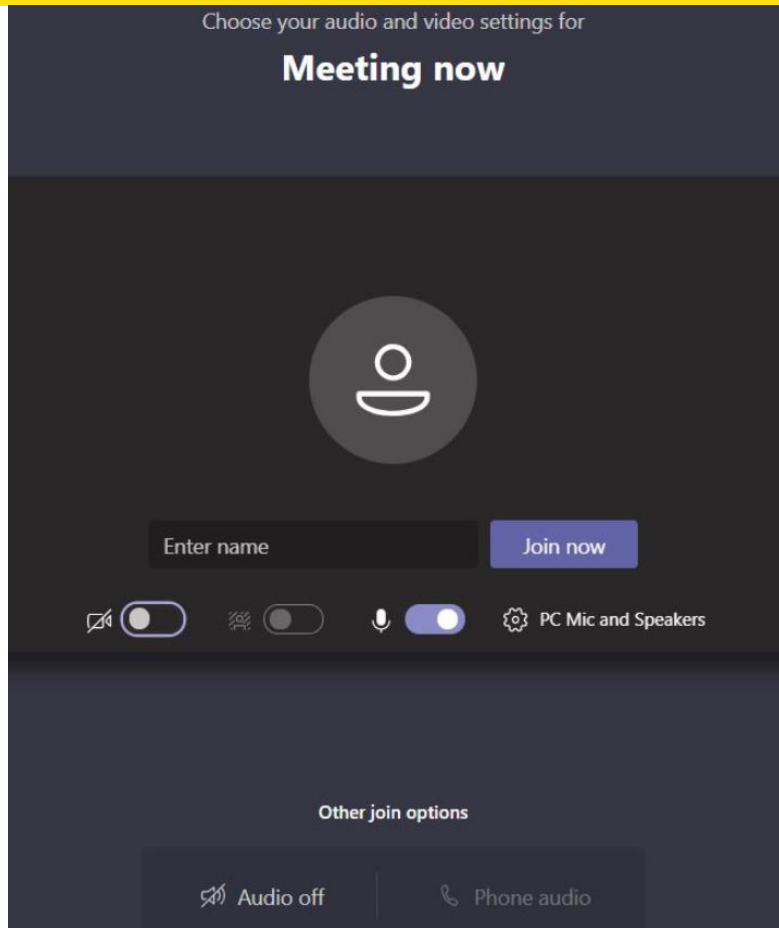


Teams_windows_x....exe
3.2/95.9 MB, 3 mins left

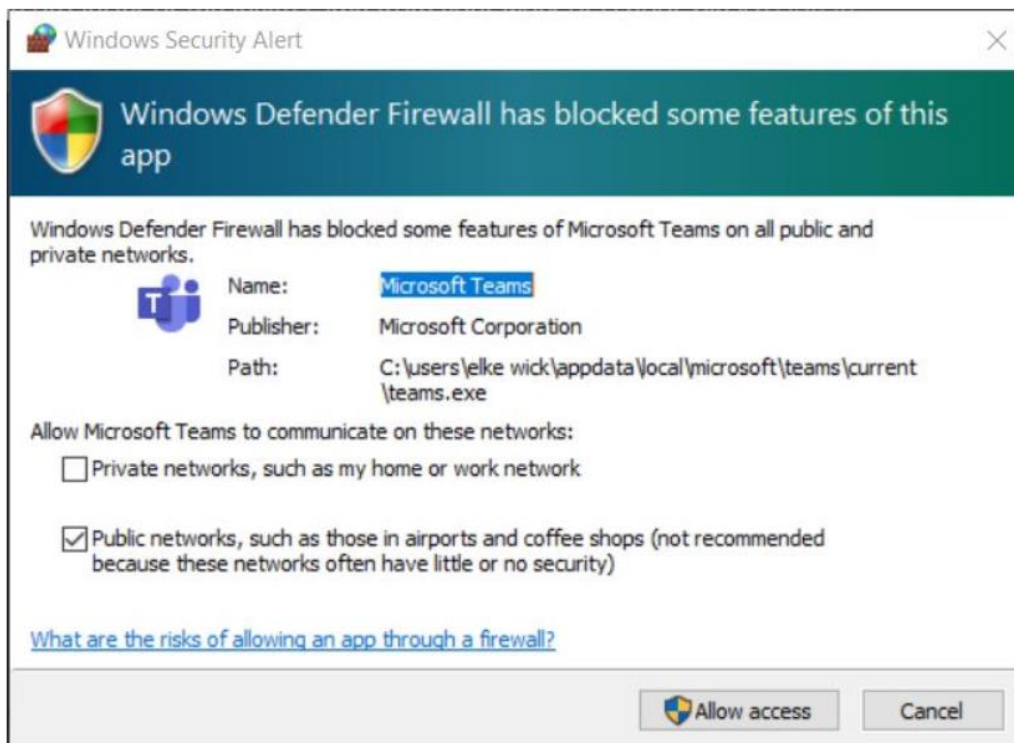


Installing Microsoft Teams . . .

- 5 Enter your name. Choose audio and video settings you want. Click Join now.



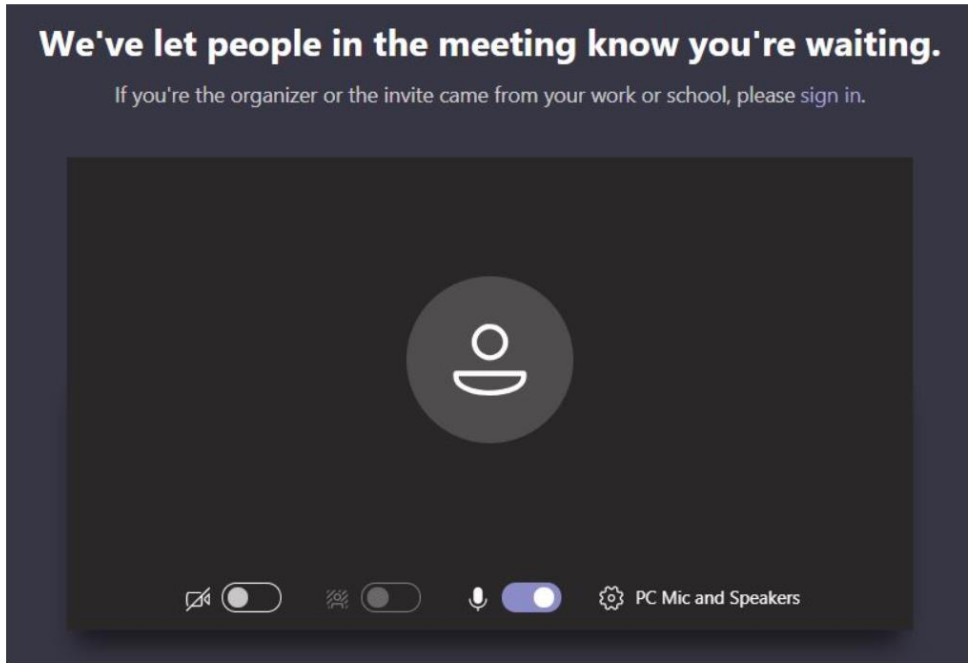
6 You may see this Windows Security Alert pop up window appear. Click Allow access.



7 You are now in the waiting room. The presenter will let you in.

We've let people in the meeting know you're waiting.

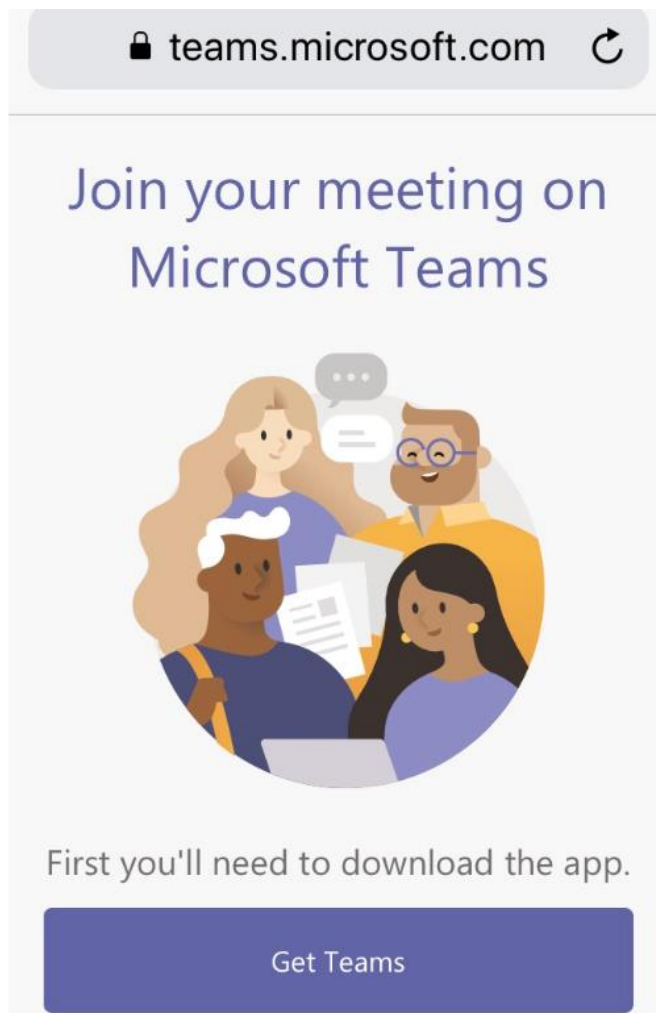
If you're the organizer or the invite came from your work or school, please sign in.



8 You have now joined the meeting.

Joining a Microsoft Team meeting from a smart device

- 1 Go to the email invitation that contains the Microsoft Teams meeting link and click the meeting link.
- 2 If this is your first time accessing a Microsoft Teams meeting, click Get Teams.



3 Your App Store or Play Store will automatically open to download and install the Microsoft Teams app. Click Get.



4 Click Open.



Microsoft Teams

Hub for teamwork

OPEN



4.7 ★★★★★

114K Ratings

#2

Business

4+

Age

5 You now need to login to your Microsoft account. Click Sign in to log in with your account details. Select your method of logging in – phone, or email. Enter the details and click Next.

Microsoft Teams




Welcome to Microsoft Teams!
A happier place for teams to
work together.

Enter email, phone, or Skype

Sign in

Get help with signing in

 Sign up for free

6 Enter your Microsoft account password and click Sign in.

Enter password

Password

[Forgot password?](#)

Sign in

- 7 So that you can be heard, click Ok to allow Teams to access your Microphone.

"Teams" Would Like to Access the Microphone

This will let you make calls and record voice messages.

Don't Allow

OK

- 8 Click either Don't Allow or Allow to allow Teams to send you Notifications such as alerts, sounds, and icon badges. These can be configured any time in your phone Settings.

"Teams" Would Like to Send You Notifications

Notifications may include alerts, sounds and icon badges. These can be configured in Settings.

Don't Allow

Allow

- 9 Click Continue, at this Teams notification.

Your Microsoft account picture and name will be visible to others on Teams. People can find you on

Continue

10 Turn **OFF** the toggle for Teams to find your friends on Teams. Click Continue.

Find your friends on Teams



To find your friends, we'll need to sync and store your contacts. You can turn this off at any time.

[Learn more](#)



Yes! Sync my contacts

Continue

11 You are now in the meeting waiting room. Your presenter will let you in.

Someone in the meeting should let you in soon.

12 You have now joined the meeting.