

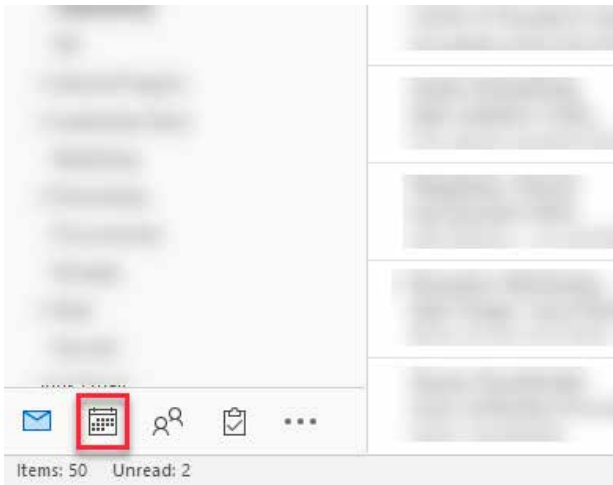
HOW TO JOIN A MICROSOFT TEAMS MEETING

This document will walk users through the process of joining a scheduled Microsoft Teams meeting using either Outlook or the Microsoft Teams application.

JOINING A MICROSOFT TEAMS MEETING THROUGH OUTLOOK

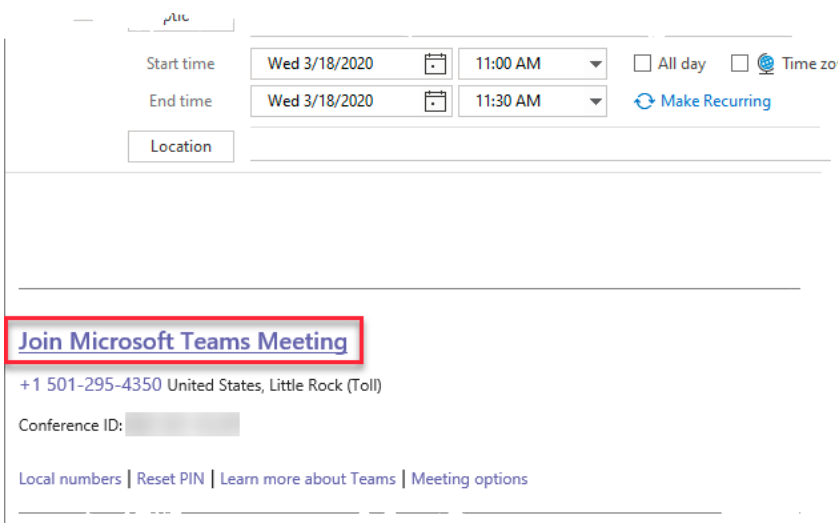
This is the most complicated way to join a Microsoft Teams Meeting and it is recommended to join scheduled meetings through the Microsoft Teams application, however, if you would like to do it through Outlook, follow these steps:

- 01 From within Outlook, switch to the Calendar point of view

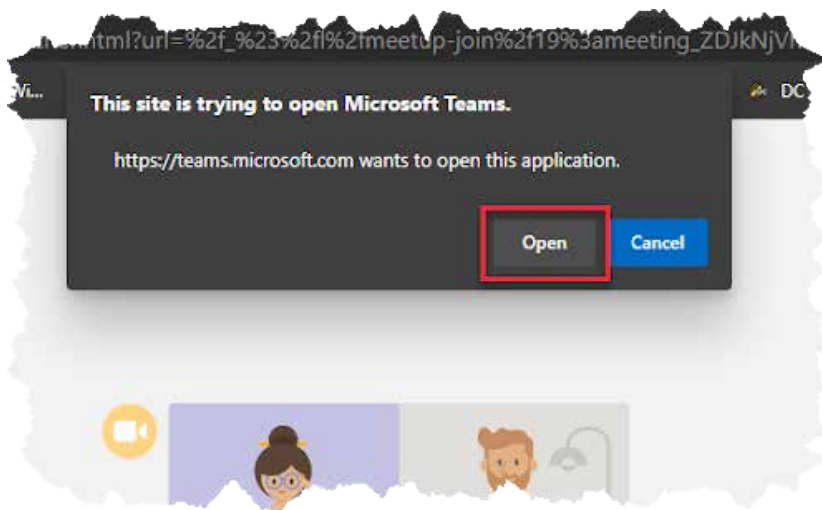


- 02 In the Calendar view, find the meeting you are wanting to join and open it.

- 03 In the meeting invitation, under the Notes section, click on the Join Microsoft Teams Meeting link.



- 04 When you click on the link, a browser window will appear with a pop-up window asking if the browser can open Microsoft Teams. Click the Open button.



- 05 The Microsoft Teams application will start the **Join now** screen will appear. Set your audio and video options and then click the **Join now** button.

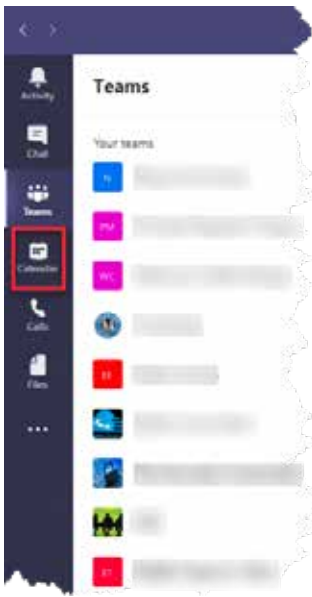


- 06 You are now connected to your Microsoft Teams meeting.

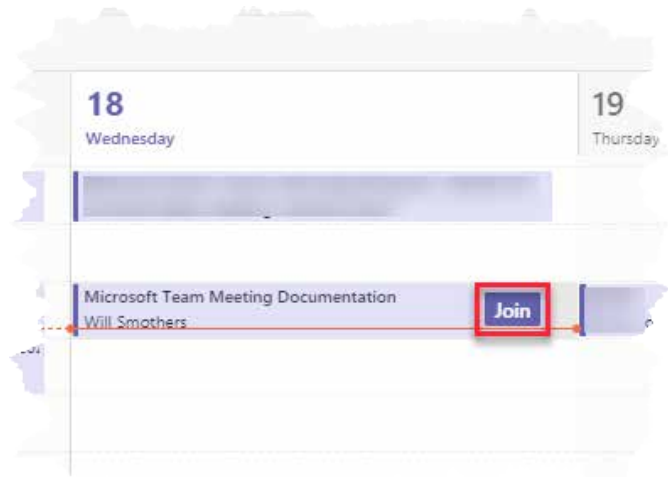
JOIN A MICROSOFT TEAMS MEETING THROUGH THE MICROSOFT TEAMS APPLICATION

To join a Microsoft Teams Meeting through the Microsoft Teams application, follow the steps below:

- 01 In the Microsoft Teams application, from the Launch bar, click on the Calendar icon.



- 02 In the Calendar view, find the meeting you are wanting to join and click the Join button.



- 05 The Microsoft Teams application will start the Join now screen will appear. Set your audio and video options and then click the Join now button.



- 06 You are now connected to your Microsoft Teams meeting.