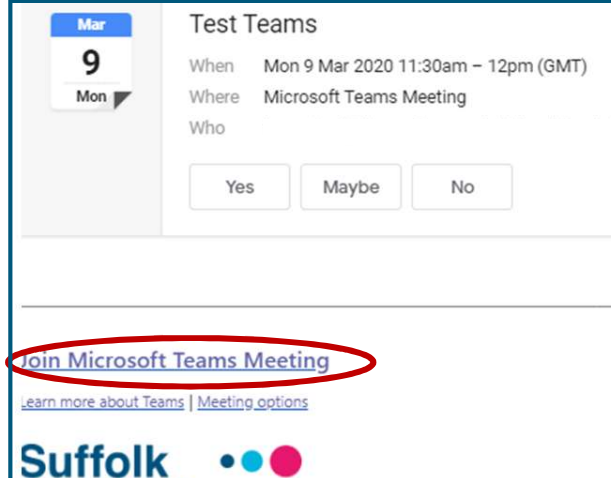


MS Teams - Joining A Meeting Quick Guide - Windows

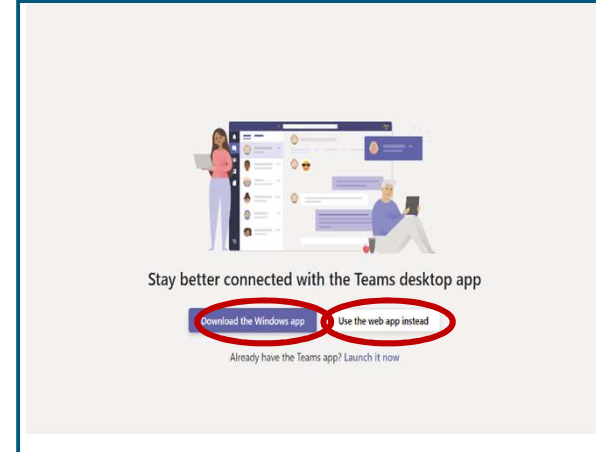
Instructions

1. Find your meeting Invitation in your calendar and click Join Microsoft Teams Meeting
2. Download MS Teams directly from Microsoft or use the Web App. If prompted create a Microsoft account
3. Enter your name and join them meeting.
4. If your host has not yet arrived wait in the lobby
5. Control your mic, & camera, add text and hang up from the toolbar

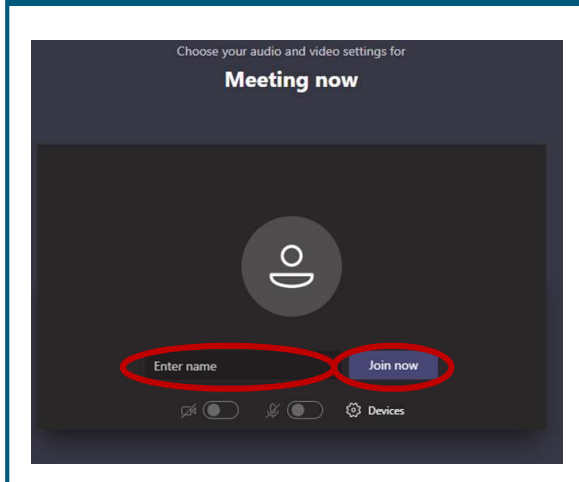
1. Invitation



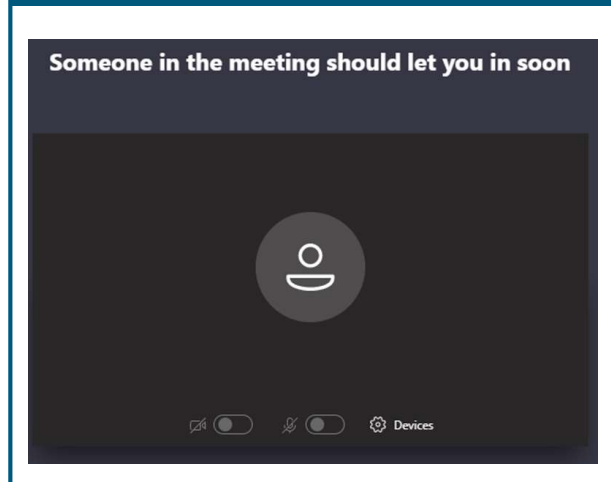
2. Download The App or Join From The Browser



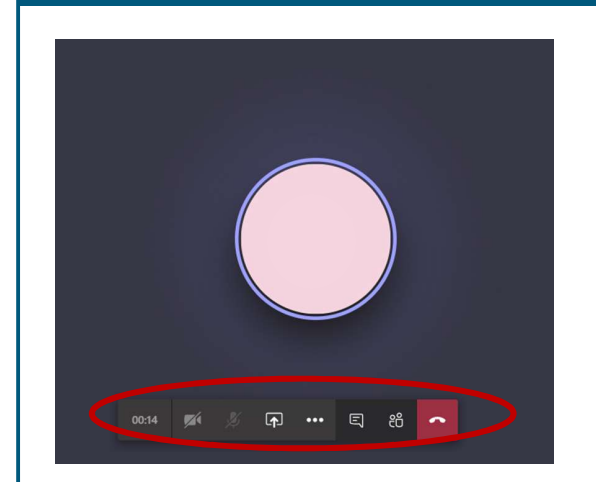
3. Join Meeting



4. Wait for your host



5 Manage your call.



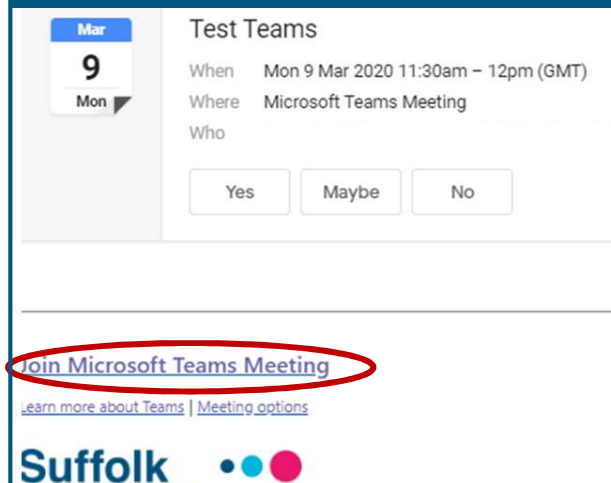
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MS Teams - Joining A Meeting Quick Guide - **Android**

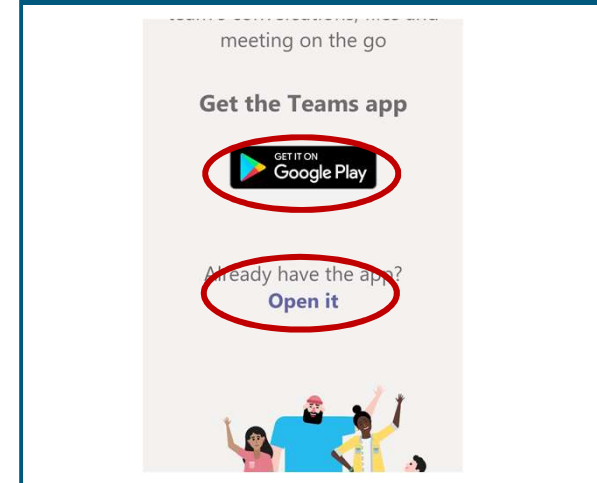
Instructions

1. Find your meeting Invitation in your calendar and click Join Microsoft Teams Meeting
2. Download MS Teams from Google Play or Open the app.
3. Join them meeting. *(If you have just downloaded the app you may need to return to step 1). If prompted create a Microsoft account*
4. If your host has not yet arrived wait in the lobby
5. Control your mic, & camera, add text and hang up from the toolbar

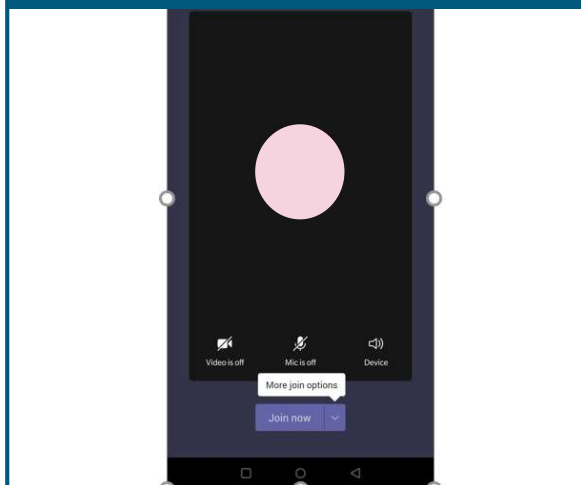
1. Invitation



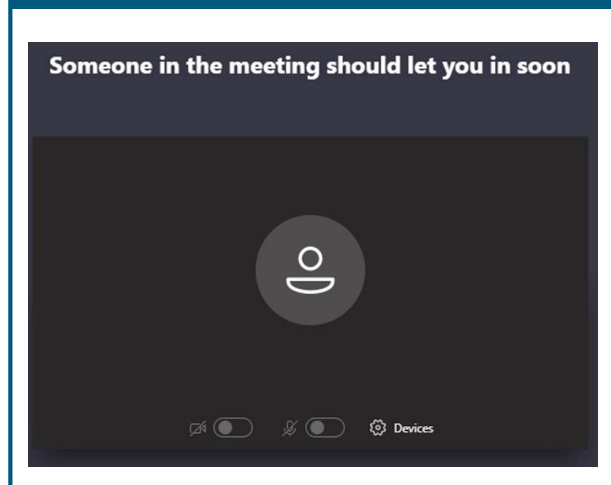
2. Download Teams



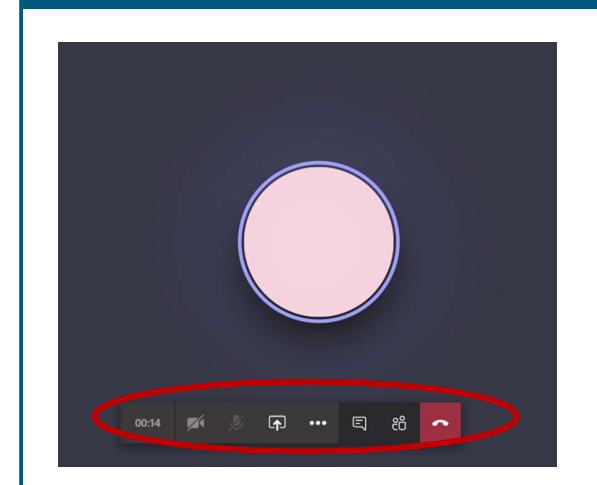
3. Join Meeting



4. Wait for your host



5 Manage your call.



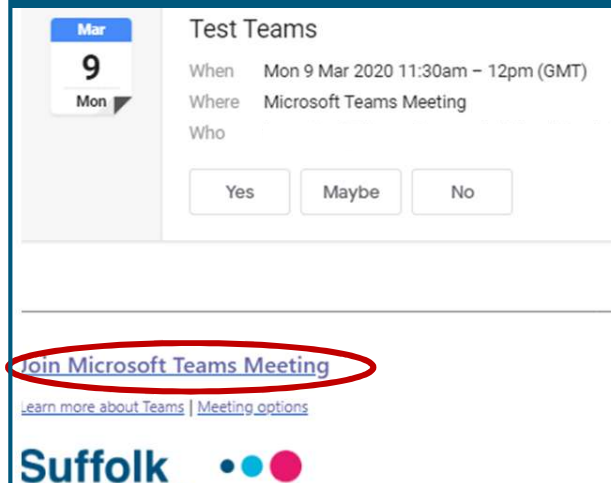
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MS Teams - Joining A Meeting Quick Guide – Iphone/Ipad

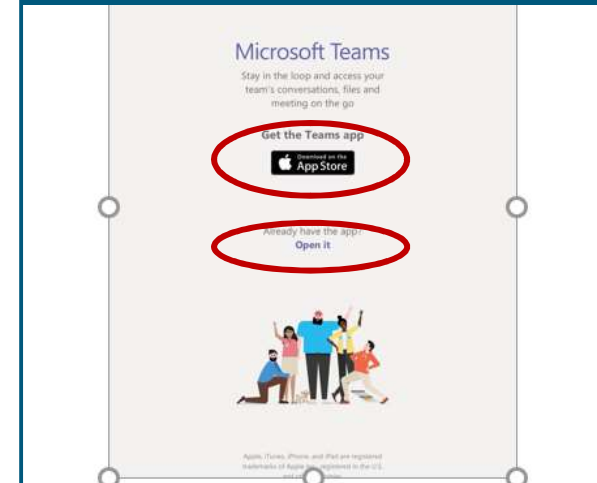
Instructions

1. Find your meeting Invitation in your calendar and click Join Microsoft Teams Meeting
2. Download MS Teams from App Store or Open the app.
3. Join them meeting. (If you have just downloaded the app you may need to return to step 1). If prompted create a Microsoft account
4. If your host has not yet arrived wait in the lobby
5. Control your mic, & camera, add text and hang up from the toolbar

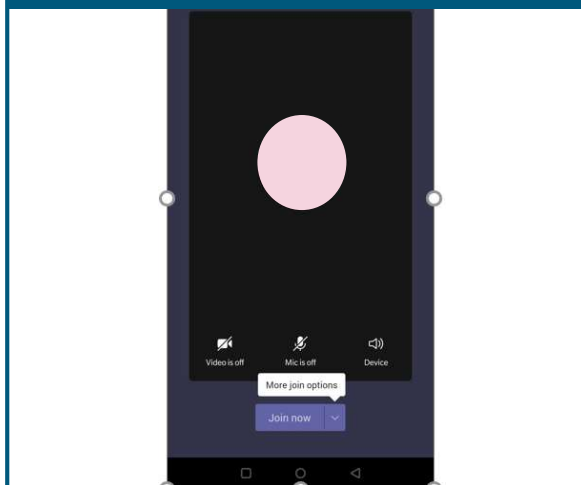
1. Invitation



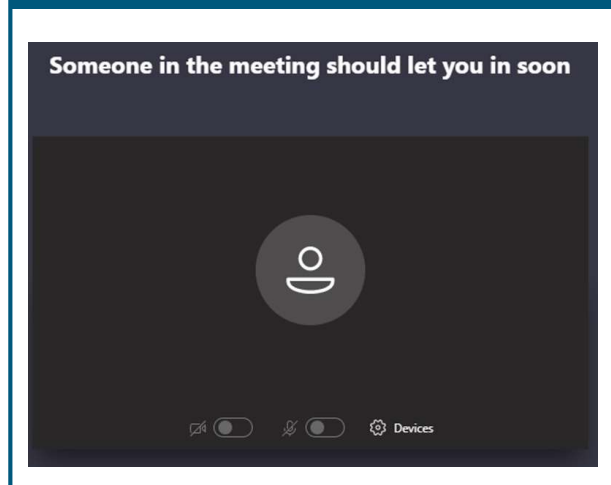
2. Download Teams



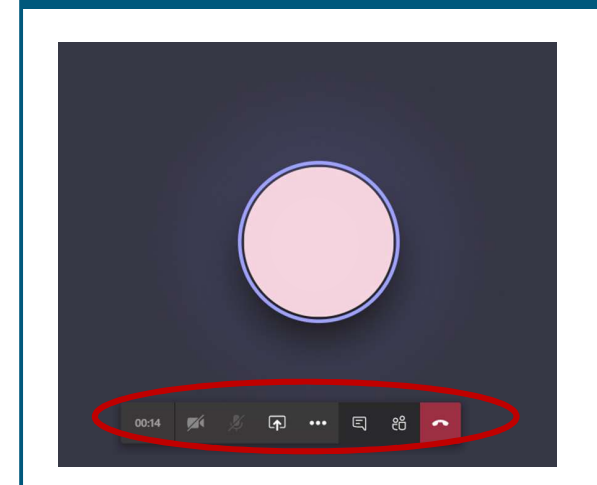
3. Join Meeting



4. Wait for your host



5 Manage your call.



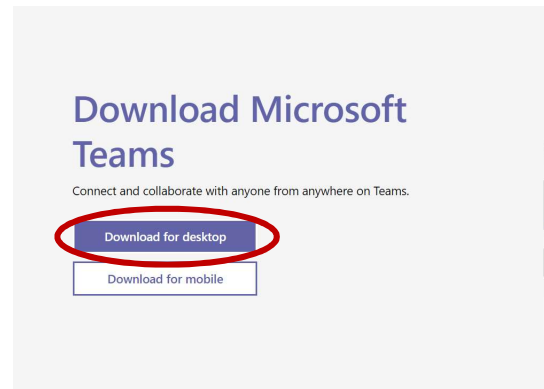
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MS Teams - Joining A Meeting Quick Guide – Mac

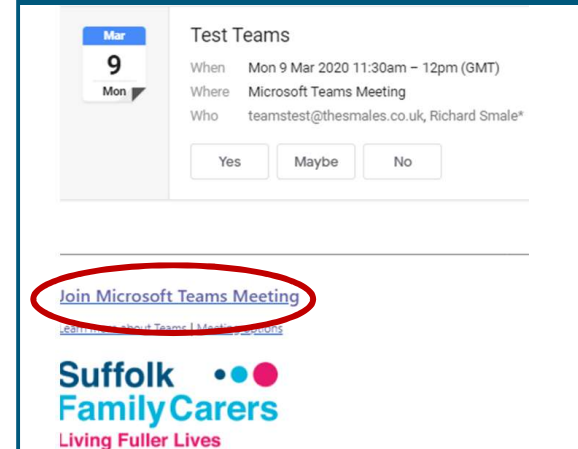
Instructions

1. Download and install MS Teams from <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
2. Find your meeting Invitation in your calendar and click Join Microsoft Teams Meeting
3. Join them meeting. If you have just downloaded the app you may need to return to step 1
4. If your host has not yet arrived wait in the lobby
5. Control your mic, & camera, add text and hang up from the toolbar

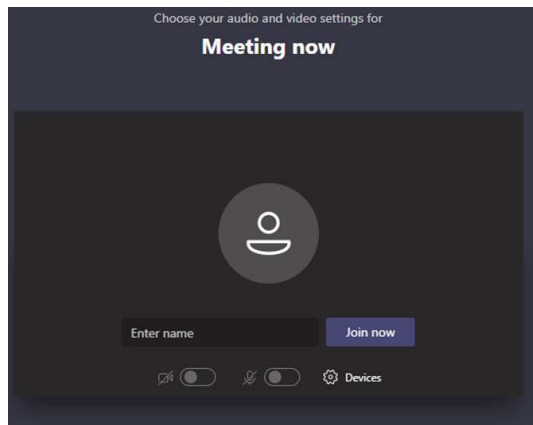
1. Invitation



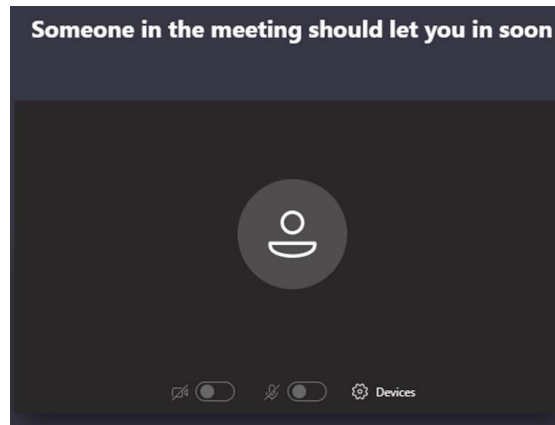
2. Download Teams



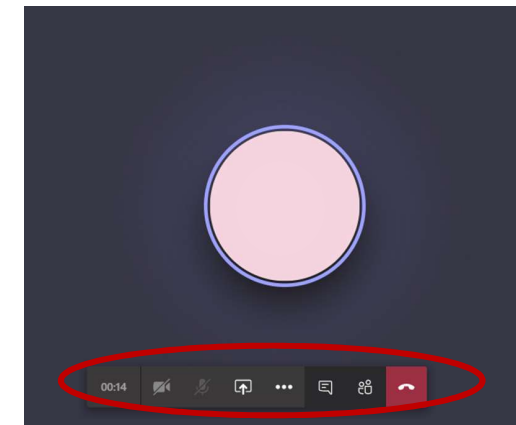
3. Join Meeting



4. Wait for your host



5 Manage your call.



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