

# Microsoft Teams Meeting Joining Guide

## Joining from a Laptop

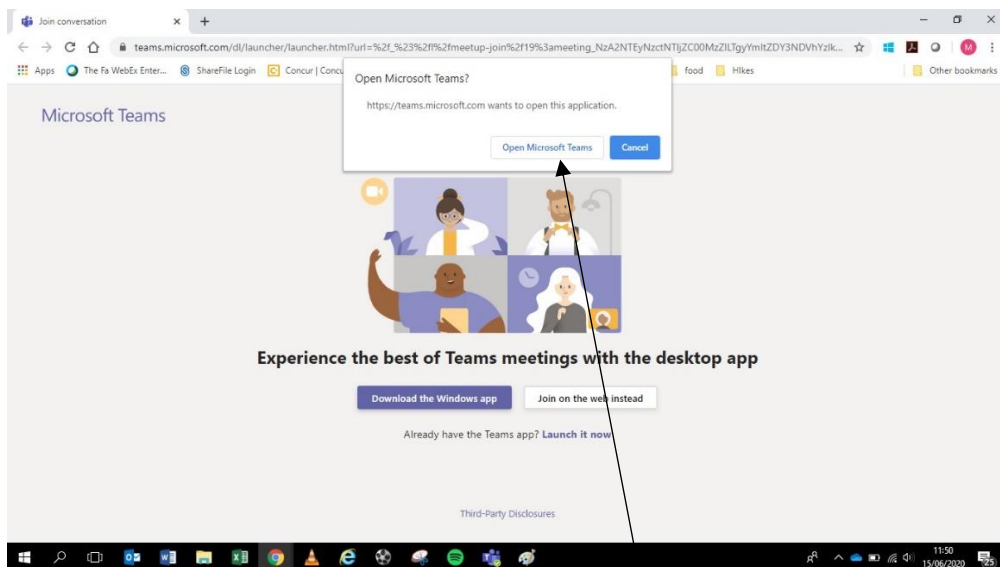
### 1. Already have Microsoft Teams

- a. You will receive an email with a meeting link. Click the link to join the meeting.



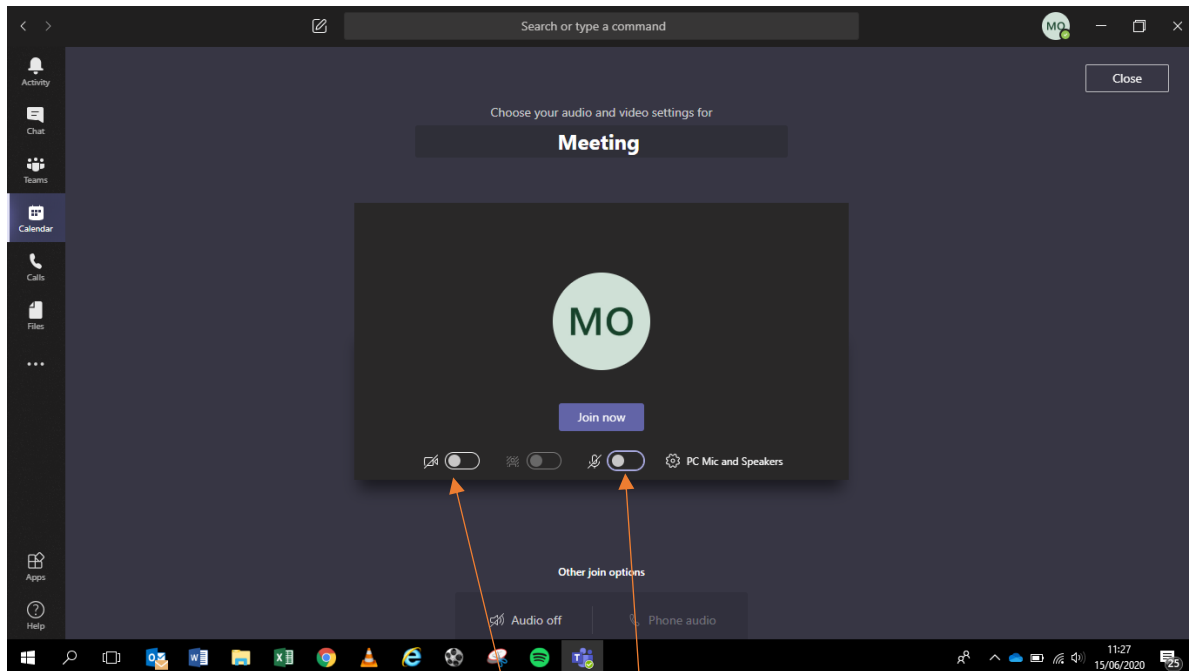
Meeting link found by clicking 'Join Microsoft Teams Meeting'

- b. Select to join through the app.



Select 'Open Microsoft Teams'

c. Turn on your camera and mic.



Switch on mic and camera and select 'Join Now'

d. Your account will be sent to a waiting room. The host will permit you access to the meeting.

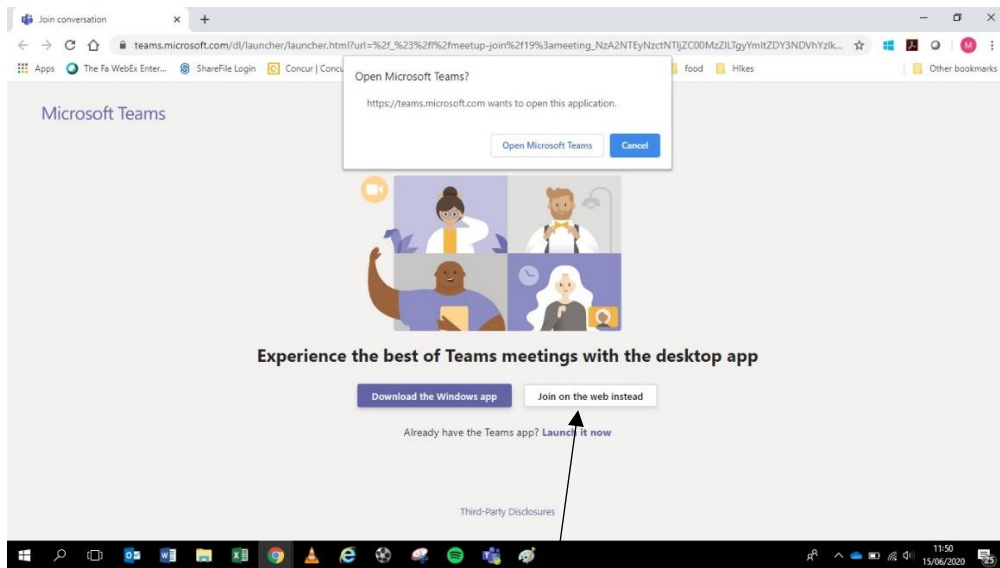
## 2. Joining as a guest

a. You will receive an email with a meeting link. Click the link to join the meeting.



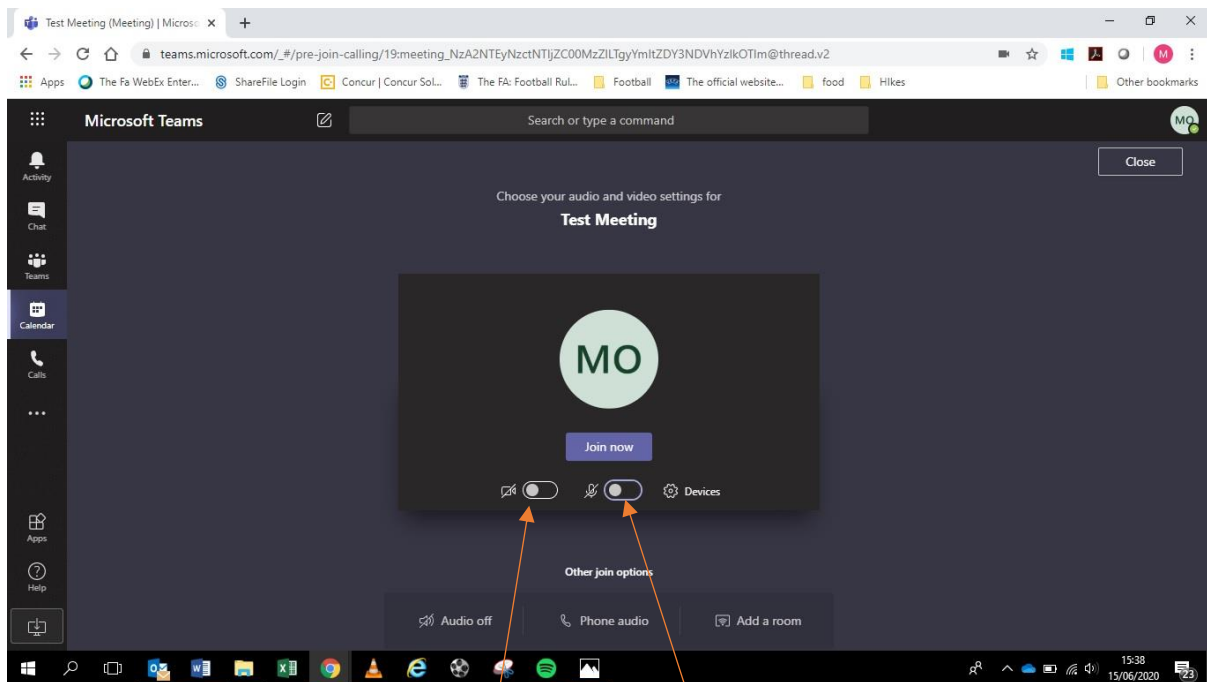
Meeting link found by clicking 'Join Microsoft Teams Meeting'

**b. Select to join through the Desktop.**



Select 'Join on the Web instead'

**c. Turn on your Camera and mic.**



Switch on mic and camera and select 'Join Now'

**d. Your account will be sent to a waiting room. The host will permit you access to the meeting.**

### 3. Joining using Phone/Tablet

- a. Download the App from the App Store.

Apple: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Android: [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_IE](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_IE)

- b. Go back into your emails and click the link to join the meeting.

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#### Join Microsoft Teams Meeting

+44 20 3321 5218 United Kingdom, London (Toll)

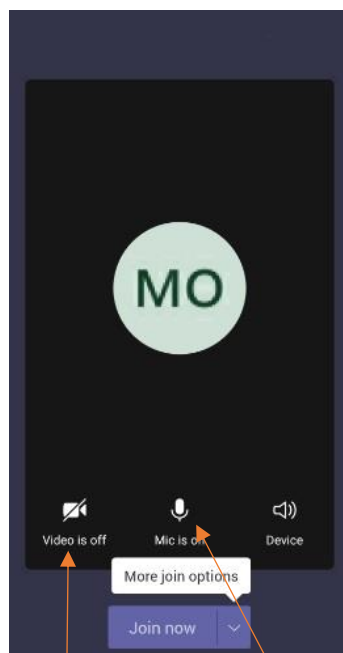
Conference ID: 885 843 981#

Local numbers | Reset PIN | Learn more about Teams | Meeting options



Meeting link found by clicking 'Join Microsoft Teams Meeting'

- c. You will automatically be brought back to the App to set up.



Switch on mic and camera and select 'Join Now'

- d. **Your account will be sent to a waiting room. The host will permit you access to the meeting.**