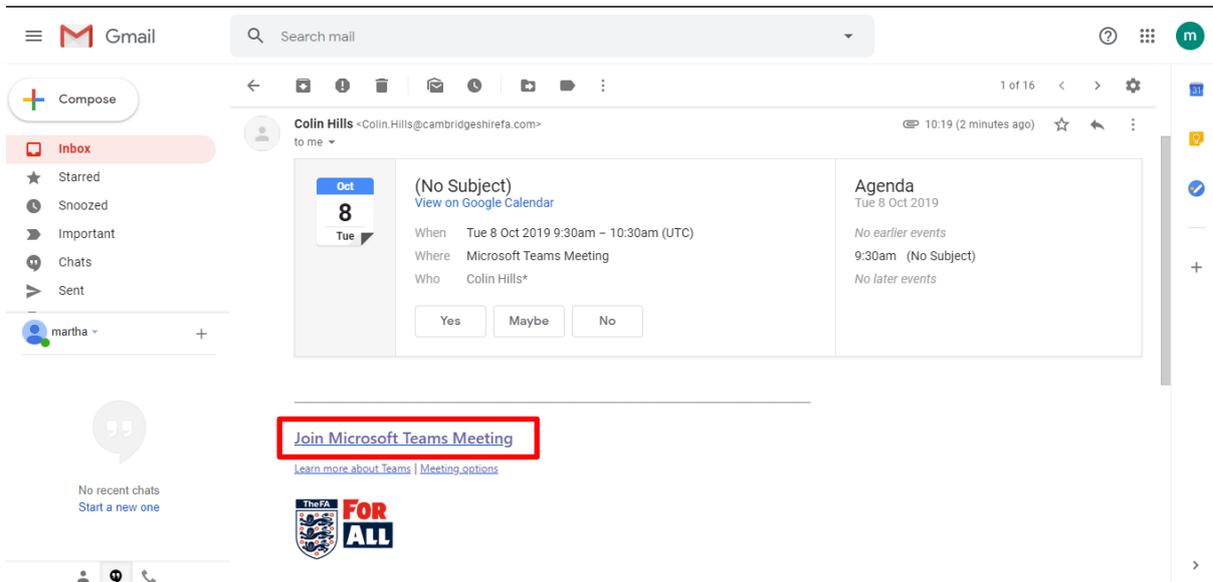
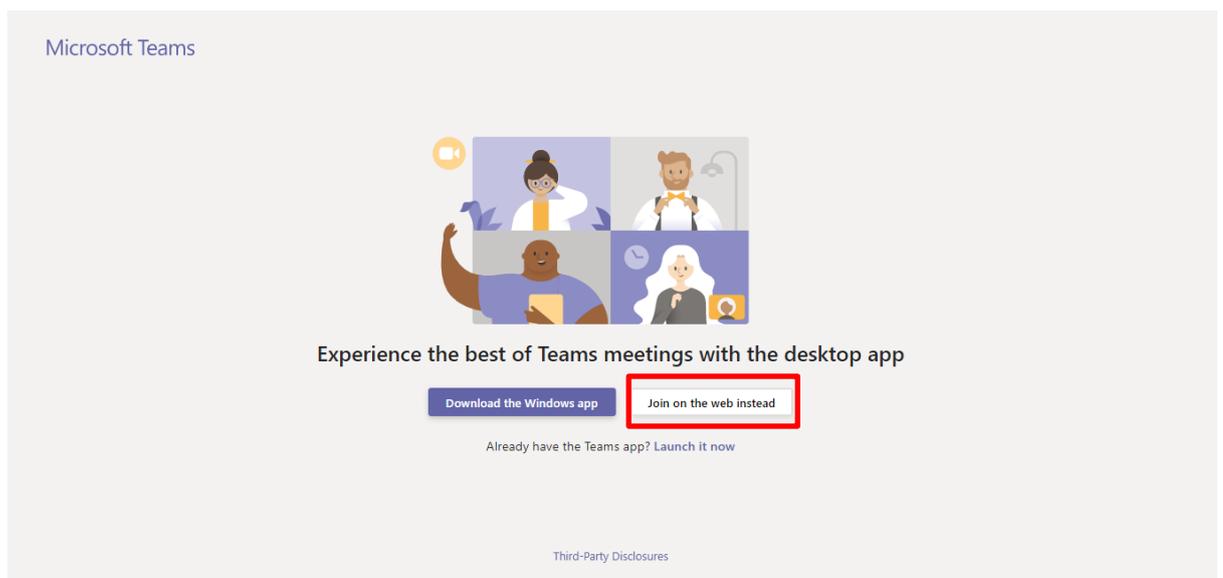


## Step by step guide to joining a webex

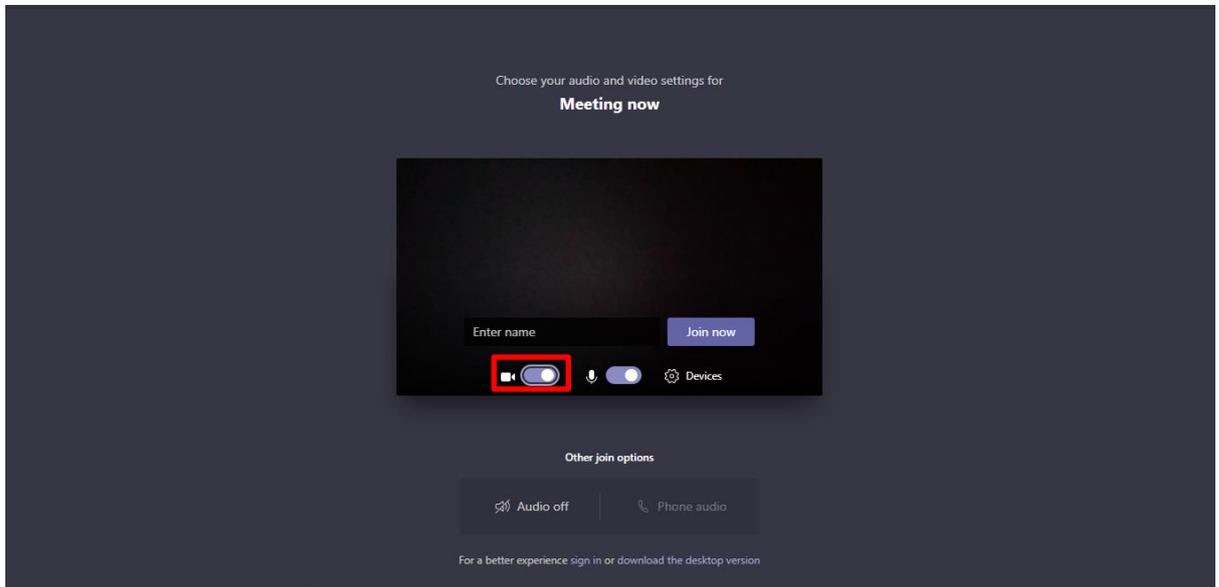
1. You will receive an email inviting you to join on a Teams Meeting. Click on the link that says **Join Microsoft Teams Meeting**



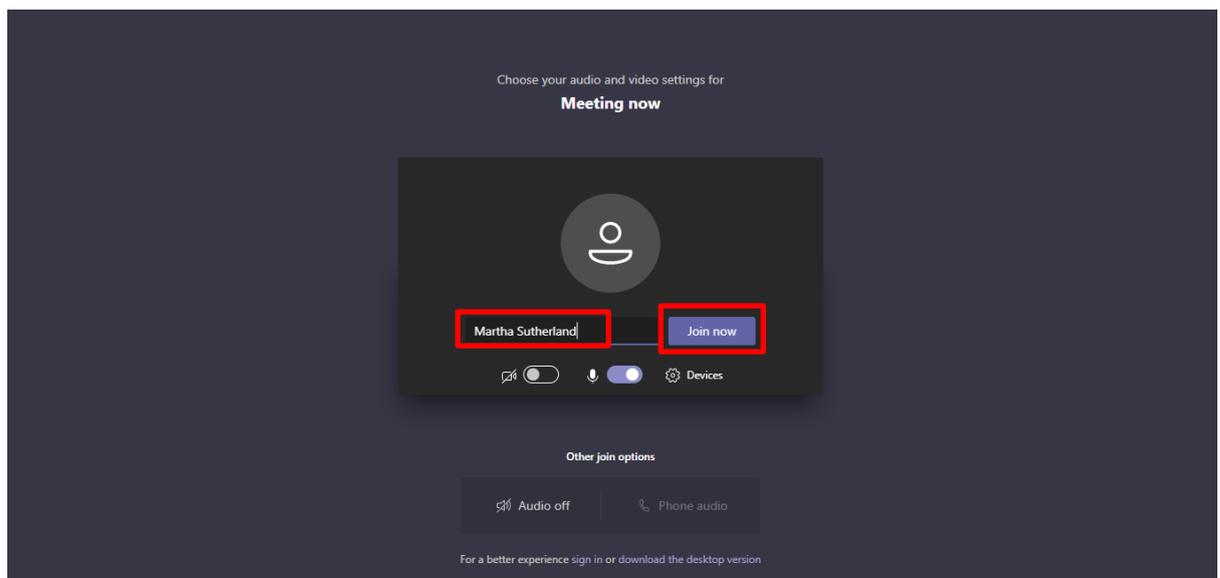
2. A new window or tab will open to run the webex in. Click **Join on the web instead**



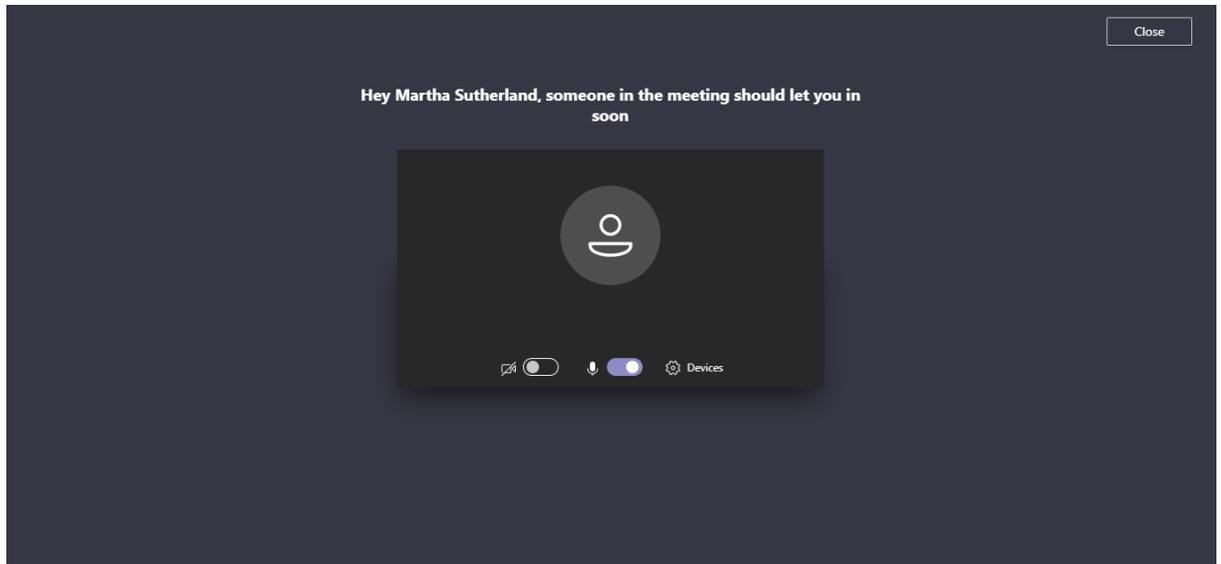
3. You can now chose your settings for the meeting.  
Please click on the switch to turn off your webcam



4. Enter your name and click **Join now**



5. If you are the first in the meeting you will see the below screen, this is fine just wait for the host to arrive and you will be able to join the meeting room



6. Once you are in the meeting you will see the below screen.  
Please click the the microphone to mute yourself – you can then turn this on if you need to speak  
There is also a chat feature you can use to ask questions during the meeting – everyone on the meeting can see what you type

