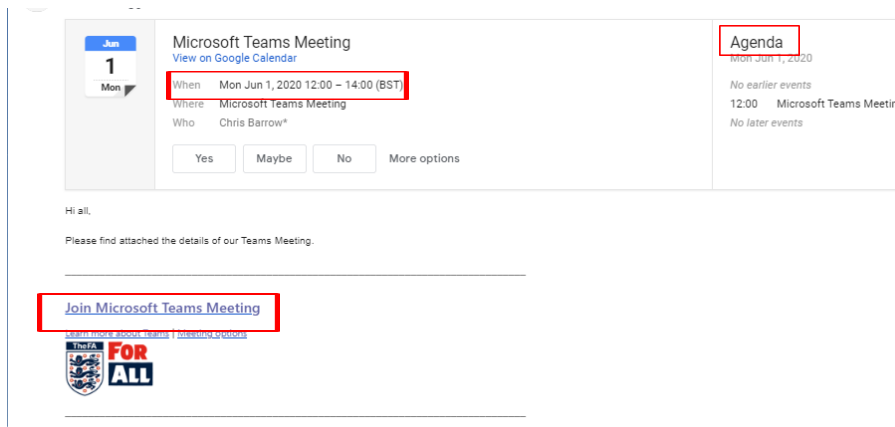


Accessing Microsoft Teams Meetings – Via a Computer

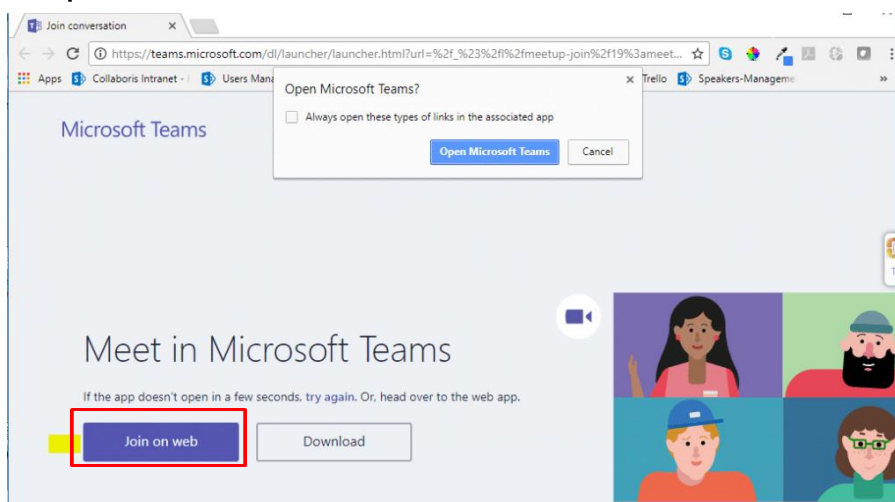
Logging in as External Users

1. Requirements – To access Microsoft Teams you will require an email address and internet connection.

2. Email Invitation – You will receive an email invitation, within this, you will find the details of your meeting including the scheduled date, time and relevant agenda. To join the meeting click on **‘Join Microsoft Teams Meeting’**.

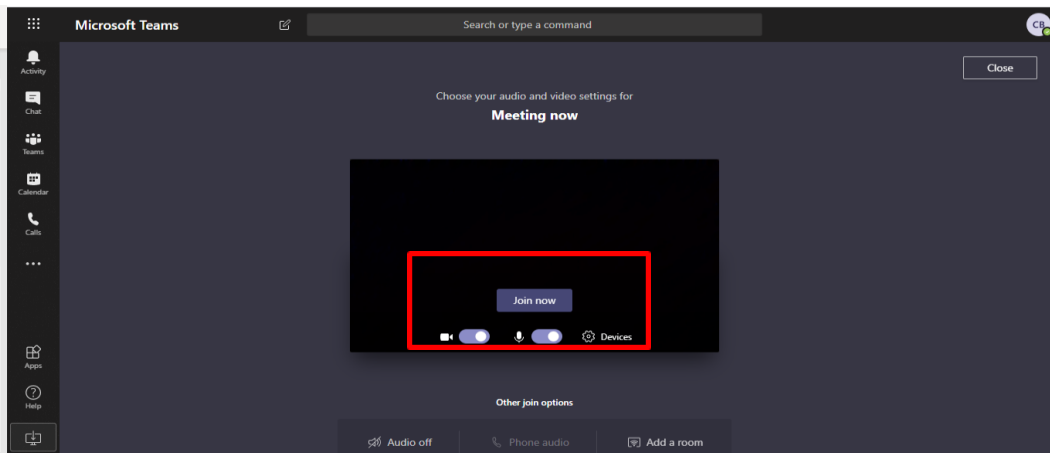


3. Join Via Web Brower – Next, simply by clicking the **‘Join on Web’** button. We would recommend using Google Chrome as the most ideal browser to operate Teams.



4. Camera and Microphone Permission Requests – Once you have opened Teams, please ensure you accept the camera and microphone permission requests, this will allow you to communicate with all participants on the call.

5. Join Now – Select whether you would like your camera and/or microphone to be on during the meeting (this can be turned on and off during the call). Following this, click on the **‘Join Now’** button and this will take you to the lobby area and the host will accept you into the meeting.



i. Users with an Office365 Account – as a Guest User if you have a Microsoft account, then you can still use the web link as above, however, by clicking the **‘Open Microsoft Teams’** option and signing in with your MS account you will get a much richer user experience of a meeting within Teams.