



Microsoft Teams: Instructions for Meeting Participants

If you already have an Office 365 account/Microsoft Teams, please join the Teams meeting from your Teams app.

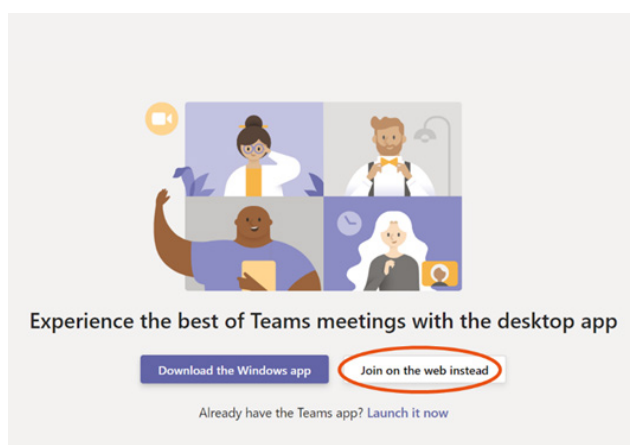
If you do not have Microsoft Teams, please follow the steps below:

Step 1:

Click the link on the bottom of the email/meeting invite that says Join Microsoft Teams Meeting.

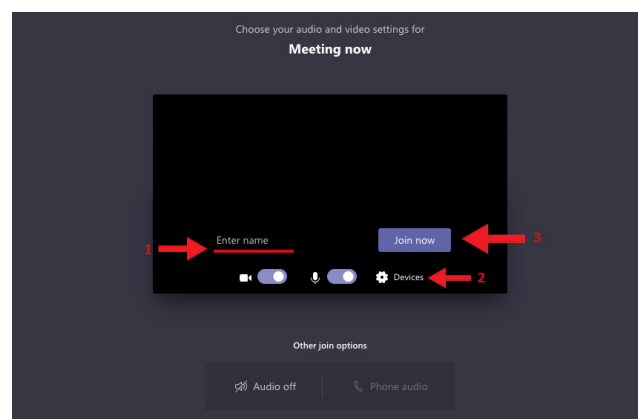
Step 2:

The below window will open in your browser. Select Join on the web instead to access the web-based version of Microsoft Teams. Your browser will then ask you to use your webcam and microphone, please select your preferred options.



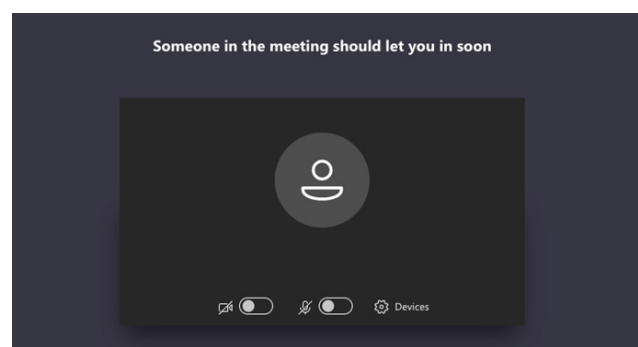
Step 3:

Once you've launched Microsoft Teams, (1) enter your name, and (2) choose your audio and video settings (switch on/off your microphone or webcam). You can also choose a different device for audio if needed. Once ready, (3) click the purple Join now button.



Step 4:

Once you click Join now, you'll be put in the lobby, a virtual waiting area of Microsoft Teams. The meeting organizer will be notified that you're there and you'll be admitted in.



IMPORTANT NOTE FOR MAC USERS AND MOBILE DEVICES

For Mac users, you can access a Teams meeting via Chrome browser. You will not be able to join a Teams meeting using the Safari browser. If you download Microsoft Teams app using the Safari browser to join the Teams meeting, you do not need a Microsoft account.

If you want to join the meeting via mobile device, you will need to download the Microsoft Teams app in advance. You do not need a Microsoft account to do so.