

Microsoft Teams

View this [short video](#) to see how to join a meeting on MS Teams. Alternatively, follow these instructions:

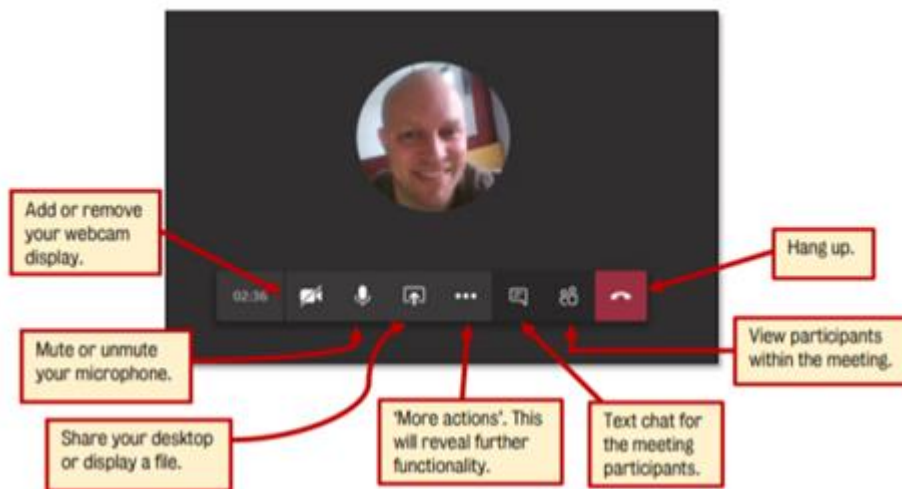
If you already have Teams:

1. Open Teams or Outlook calendar meeting > click Join
2. Select your device camera, and microphone settings and click Join
3. Wait while we let you in.

If you don't have Teams:

1. Login to your email and open Inbox
2. Click on the "Join Microsoft Teams Meeting" link
3. You will see "Download the windows app" or "Join on the web instead".
4. Please click on "Join on the web instead"
5. When prompted, Allow Teams to use your device microphone and camera
6. Check your settings before you join:
 - a. Enter your Name
 - b. Turn On camera (Optional)
 - c. Turn On microphone
7. You should see a notification that you are in the Lobby for the meeting, please wait while we let you in.

When you are in a meeting you will be able to see a ribbon with icons.



The screen will show nine participants at a time – mainly prioritised by those talking and those with video on. Everyone else will be shown at the bottom of the screen.