



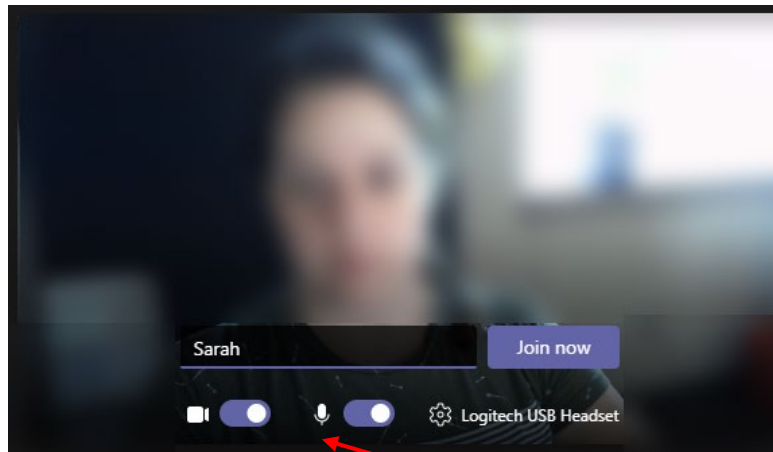
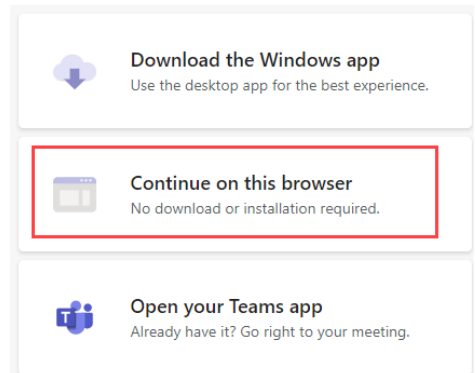
Joining Microsoft Teams Meetings

Department of Technology

If you have been invited to a virtual meeting through Microsoft Teams, you can join from any device that has a mic/webcam. You can also call in using a phone.

Joining Through the Web (Desktop/Laptop/Tablet)

1. Click the link to join the meeting.
2. A browser window will open: click **Continue on this browser**
If you have the Teams app or wish to download it, feel free to choose one of those options instead
3. Enter your name and click **Join now**



Optional: you can toggle your camera or microphone on or off using the buttons here.

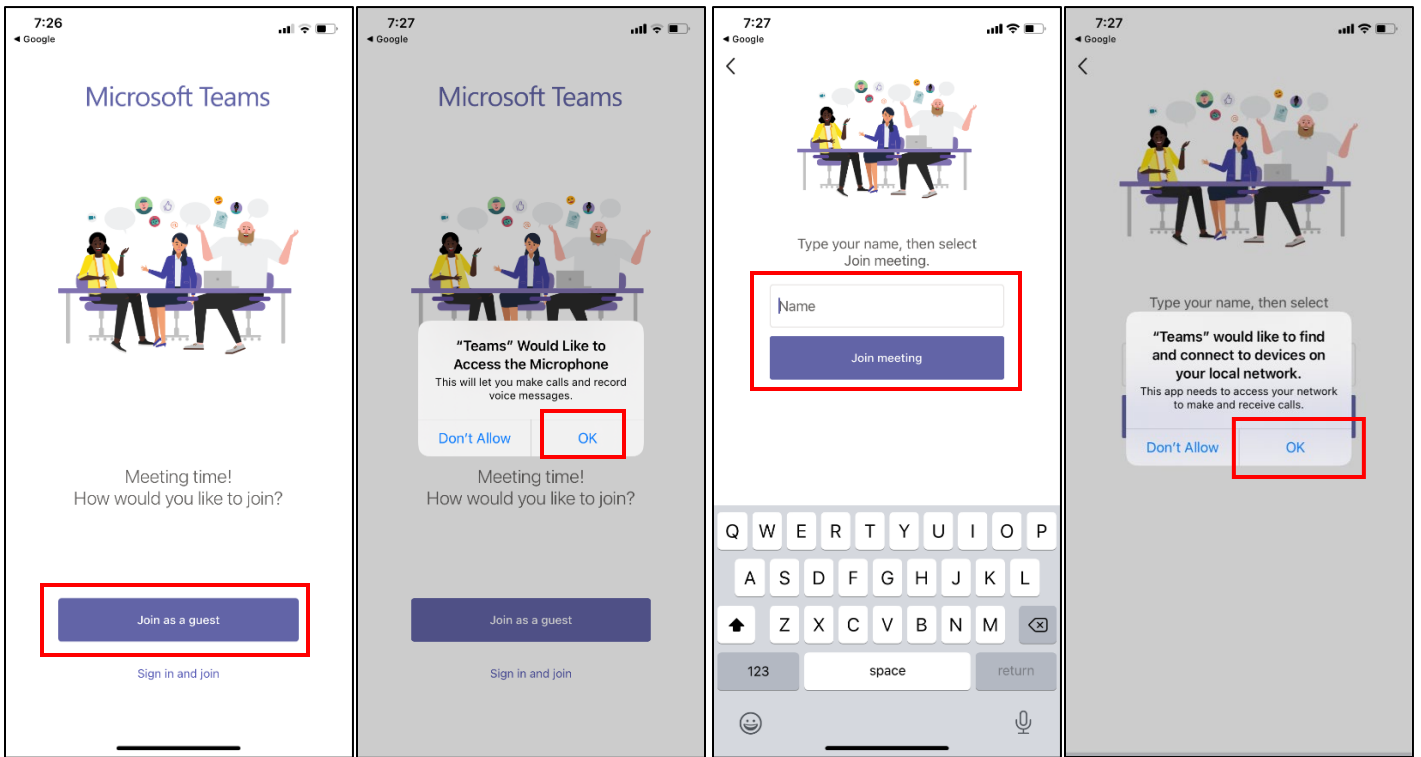
Joining Through Mobile

To join a Teams meeting through a smartphone, **you must have the free Microsoft Teams app installed. You do NOT need to create a Microsoft account.**



1. Download and install the Microsoft Teams app from either the App Store (Apple) or Google Play (Android)
2. Click the link to join your meeting
3. You may be prompted to allow Teams access to you camera, microphone, wireless network, or other phone permissions (See screenshots on next page).
4. Enter your name and click to join the meeting (See screenshots on next page).

Apple



Android

