

## How to join a Microsoft Teams meeting - using a Web Browser

1. Open your device. Your smartphone or tablet must have a camera or microphone installed so you can see and hear others on the video call.
2. Open your email account your email address is registered with (e.g. Gmail or Outlook).
3. Open the email invite that was sent by the organiser.
4. Click on the 'Join Microsoft Teams Meeting' icon in the email.

### [Join Microsoft Teams Meeting](#)

5. Follow the on-screen instructions to join in the browser or by downloading the app on your device.

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## How to join a Microsoft Teams meeting - using the app

1. If not already installed, go to the Google Play Store and download the Microsoft Teams app.



2. Open the email invite that was sent by the organiser.
3. When the meeting is about to start, click on the 'Join Teams Meeting' icon / link.

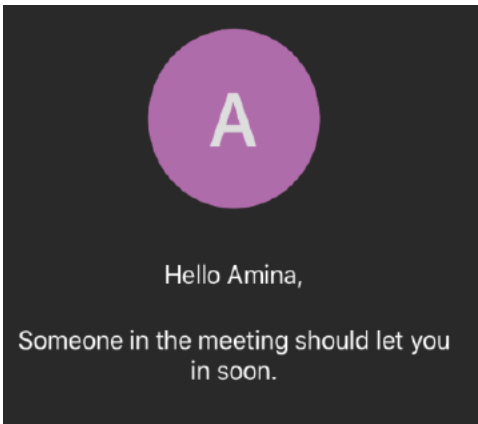
### [Join Microsoft Teams Meeting](#)

4. Select to open in Teams, then select 'Join as a Guest'.

Join as a guest

5. Type your name and click 'Join Meeting'.

6. You will now be connected to the meeting and the organiser will let you in the meeting soon!



The image over the page shows the main icons, or functions, of Microsoft Teams which you can see during the session.

Once you are in a video call you can use these functions to communicate with others on the workshop/course (e.g. meeting chat will allow you to type in a question to the group if you don't want to speak, or raise your hand to gain the attention of the person speaking).

