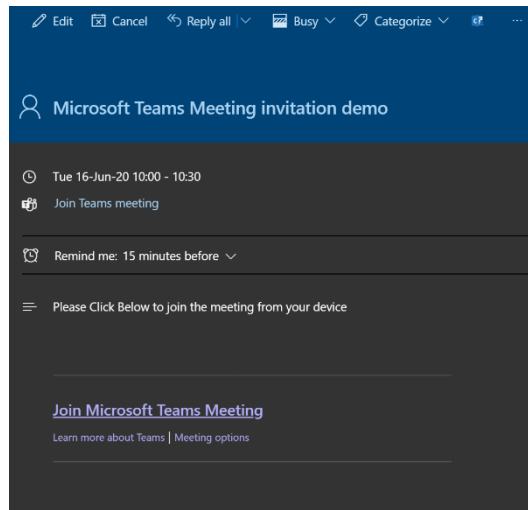




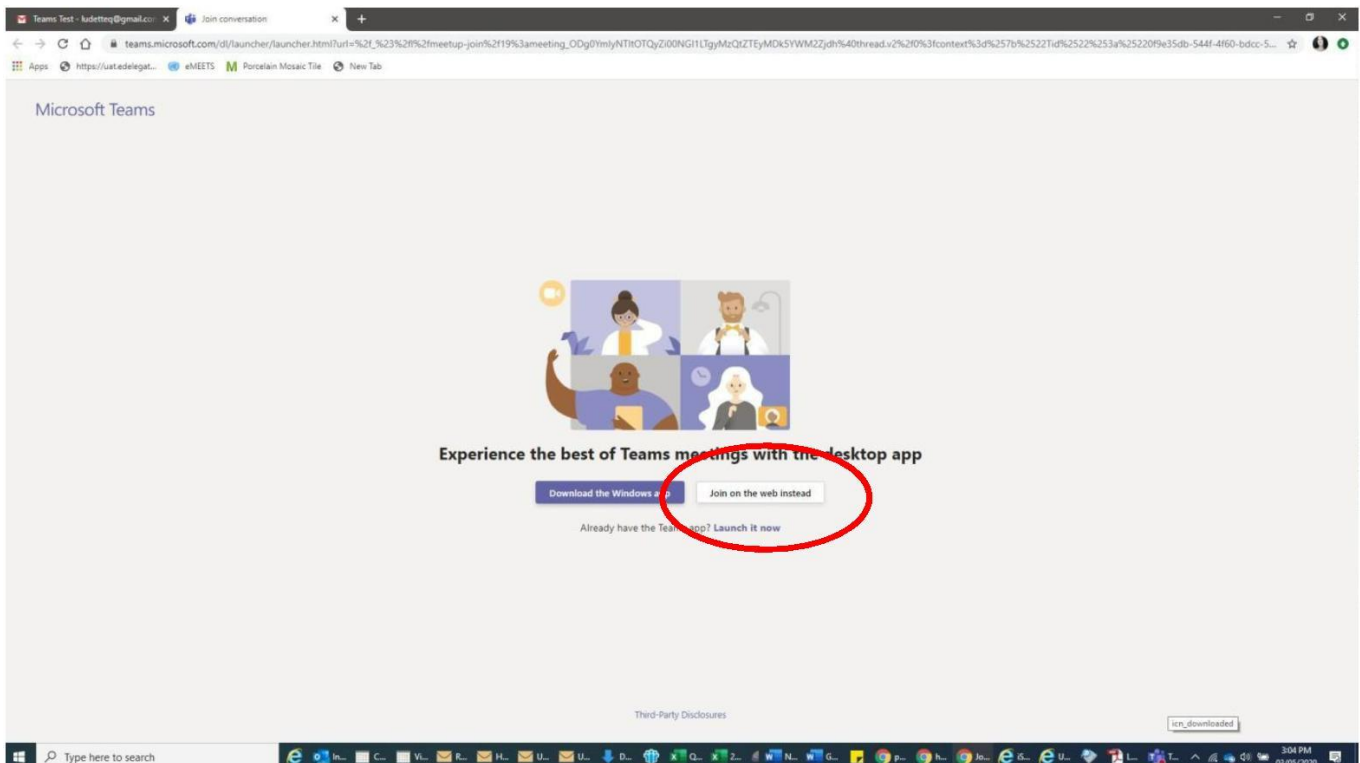
Join a Microsoft Teams Meeting

You should have received a meeting invitation containing a link to the meeting near the bottom of the page. Please click "Join Microsoft Teams Meeting".



Laptop or desktop connections

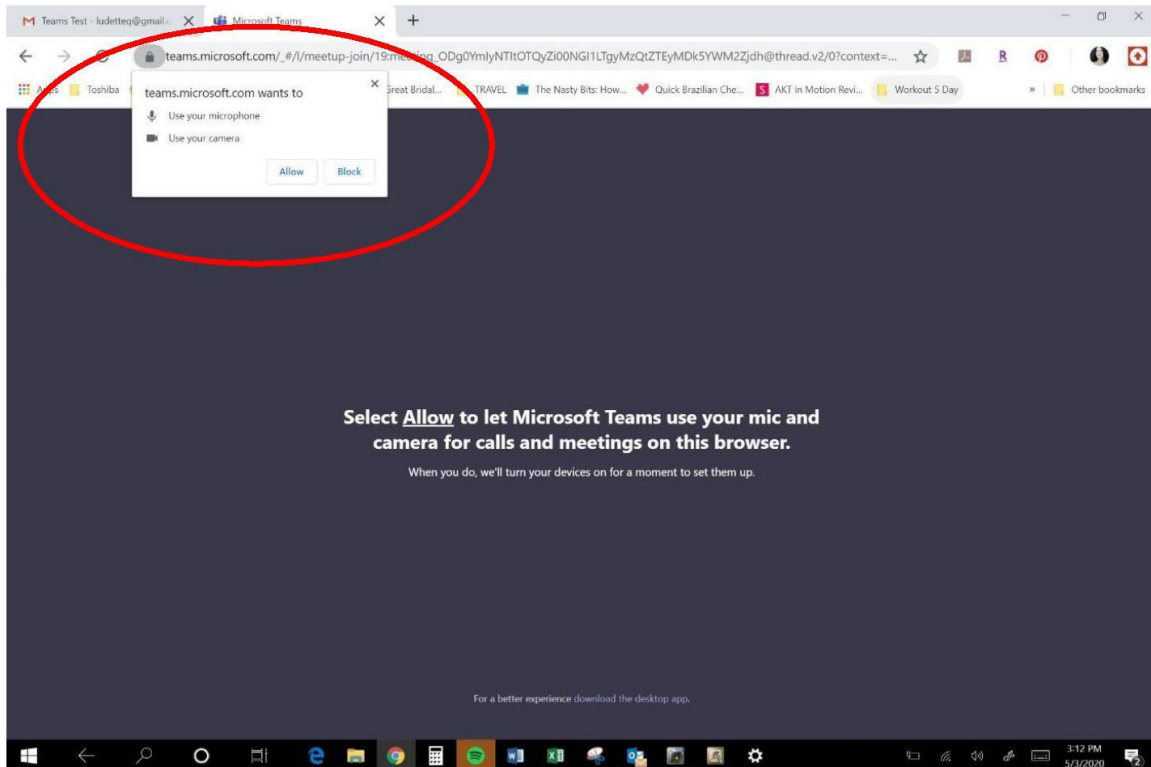
For those using desktops or laptops who have not installed or do not wish to install the app, click on the option "Join on the web instead". The relevant area in the screenshot below is highlighted.





Enable permissions for camera and microphone

Make sure to enable your camera and microphone at the outset. You will have the option to turn them off once you have joined the meeting. Different types of pop-ups exist depending on the browser you are using



Enter your personal information

Participants will then be required to enter their name. Please use the following format:

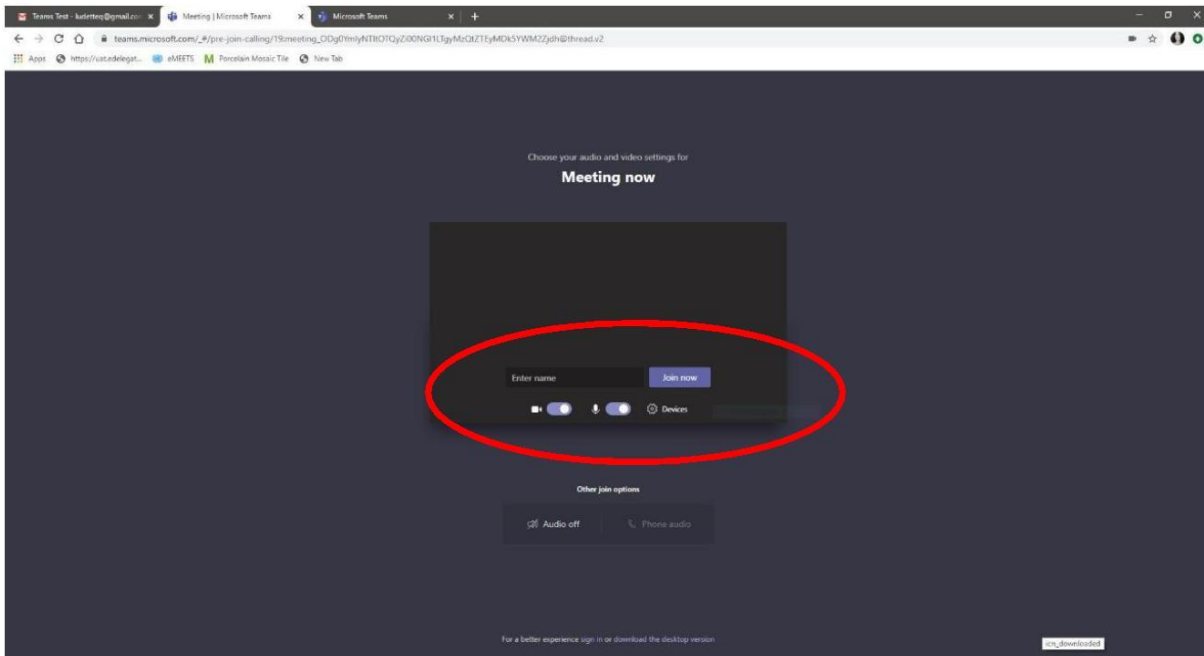
First Name Last Name then click **Join now**.

It is important that you include this information for the smooth operation of the meeting



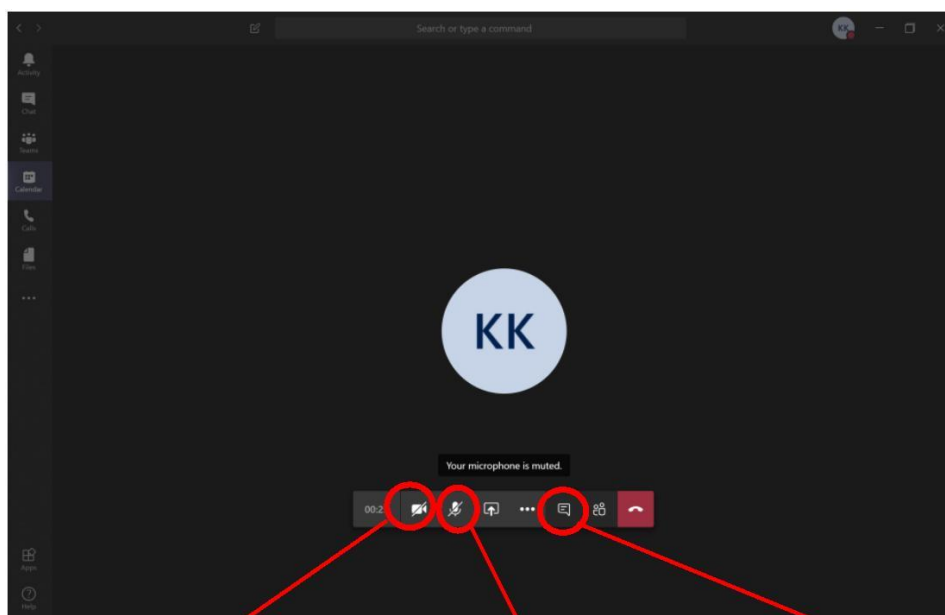
Meeting Lobby

Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room. During this time you are able to verify your audio and video settings



Meeting Controls

For **desktops or laptops** hovering the mouse on the meeting screen will bring up user controls.



Click the camera icon to turn on/off your camera.

Click the microphone icon to turn on/off your microphone.

Chat function



Troubleshooting

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the meeting organizer.

If you are experiencing difficulties, please contact the meeting organizer

System Requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- Equipped with a camera (Optional) and microphone (Required)
- High-speed internet connection (minimum 15 Mbps)

Microsoft Teams Download Links

Desktop

[Windows 64-bit](#)/[Windows32-bit](#)

[Mac](#)

Mobile

[Apple iOS](#)

[Android](#)