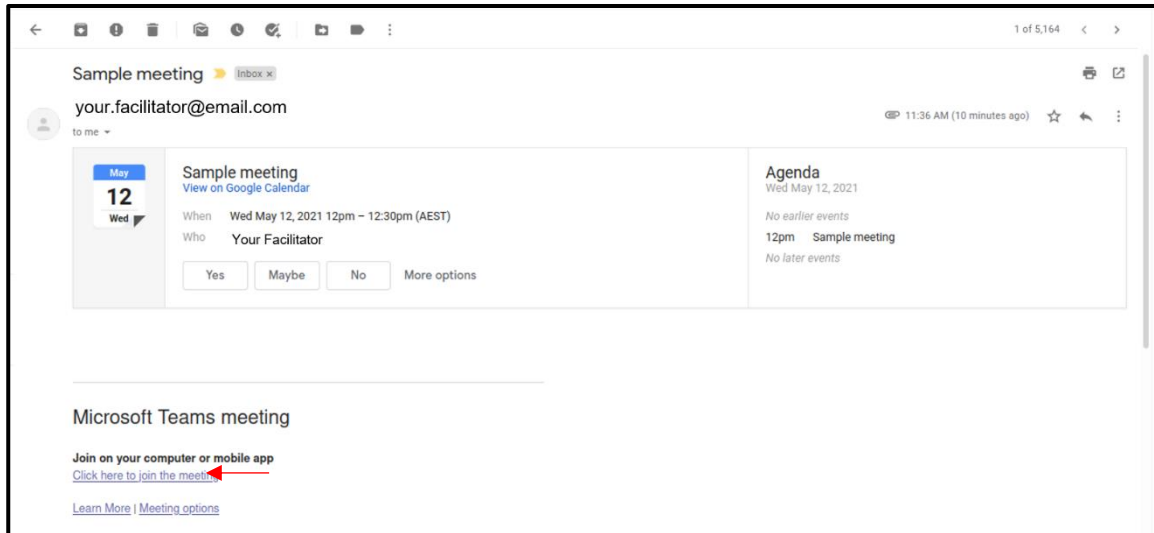
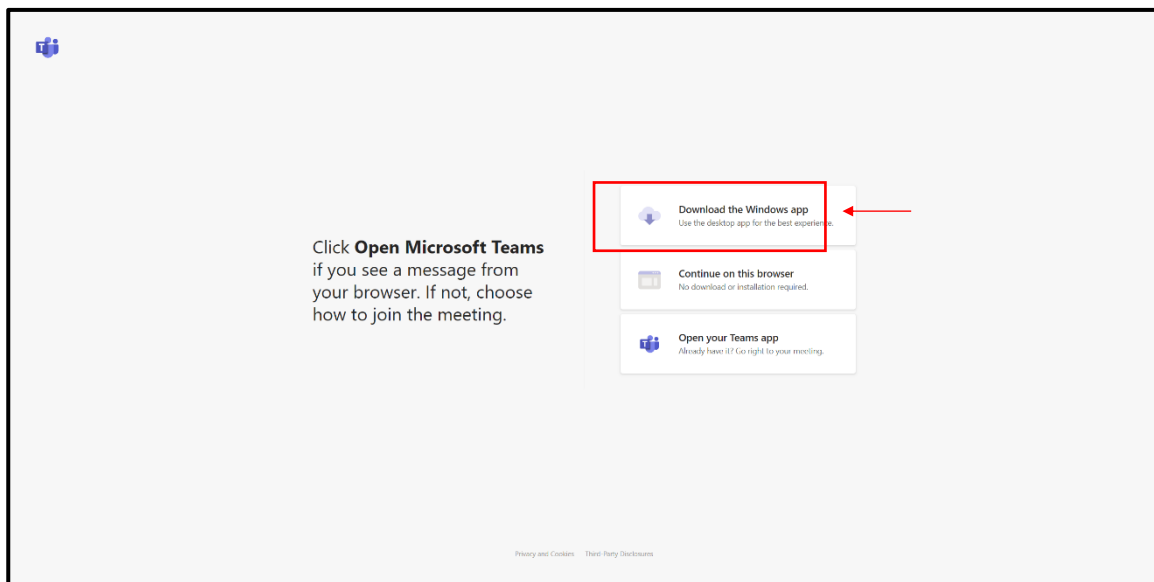


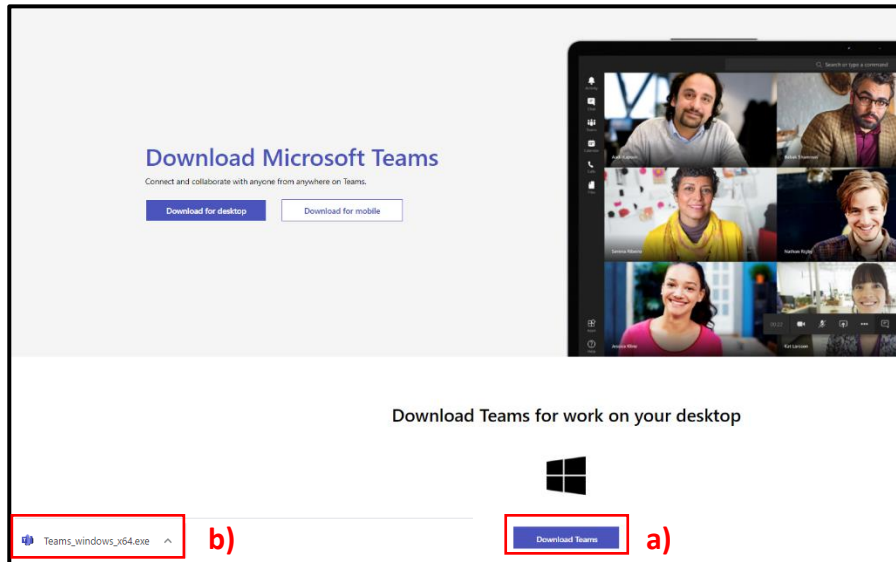
## Microsoft Teams – Accessing Meetings on Windows App



1. Open the email provided by your meeting organiser and **click on the link** to join the meeting.

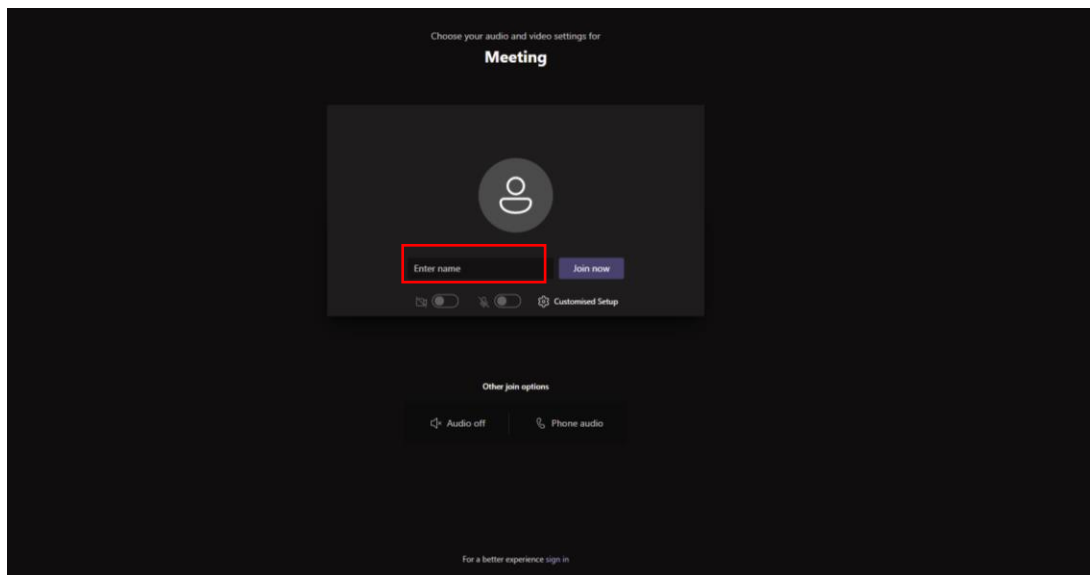


2. Select one of the options to join the meeting. The top option **“Download the Windows app”** requires an application to be downloaded on your computer.

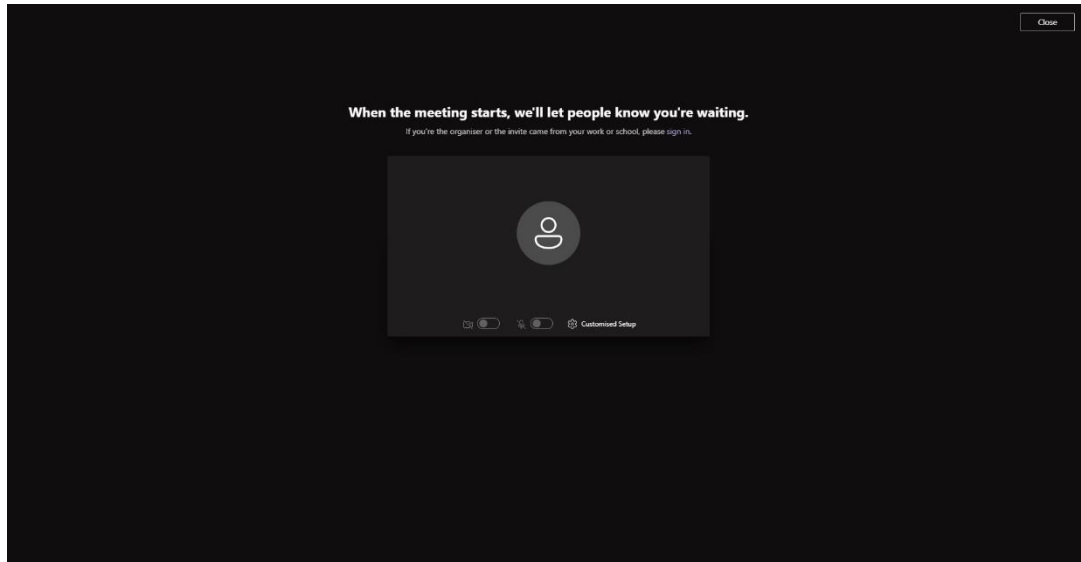


3. a) Click **“Download Teams”** and at the bottom of the browser the download will begin.

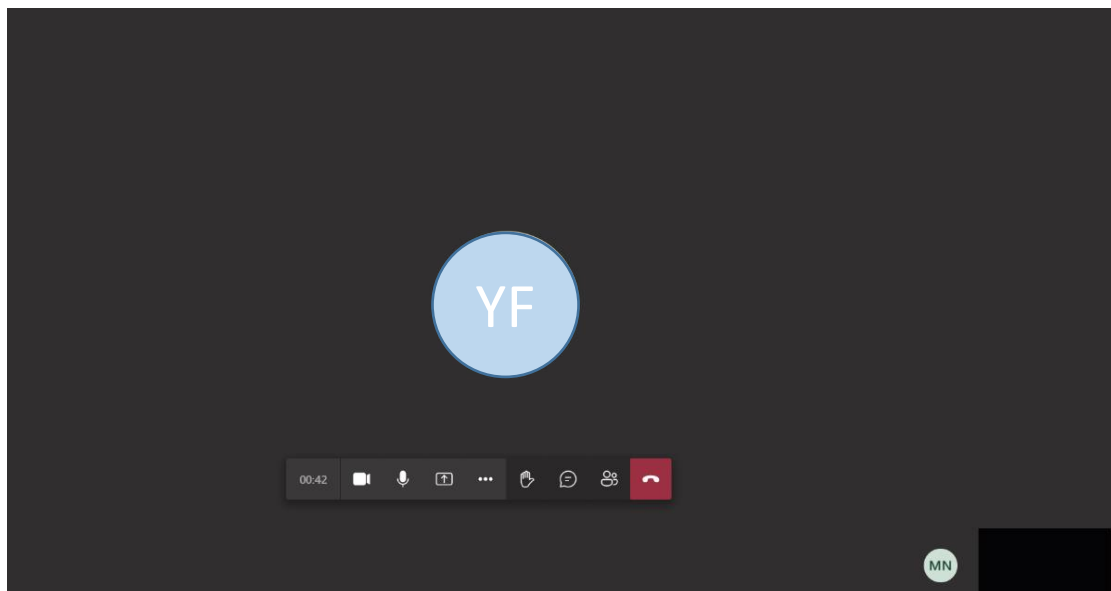
b) Once the download is completed open Teams by clicking the completed download.



4. **Choose to join as guest and type your name** in the **“enter name”** box and select **“Join Now”**.



5. This screen will be displayed as you wait for the meeting organiser to let you into the meeting.



6. Once you have been invited into the meeting room this screen will be displayed.

