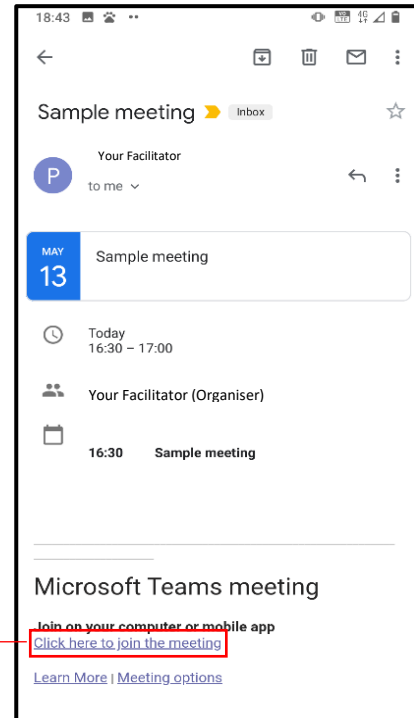
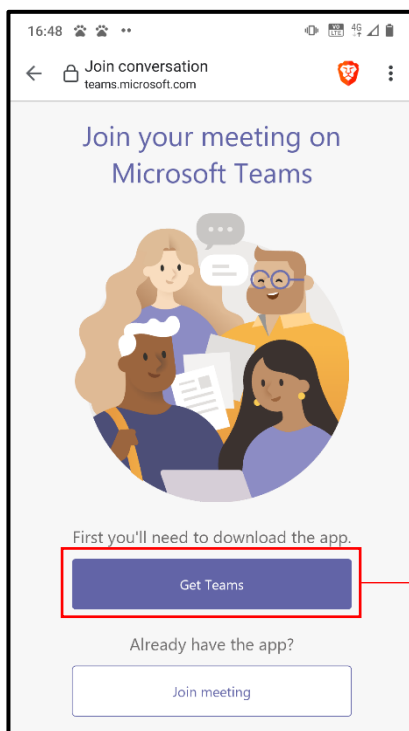


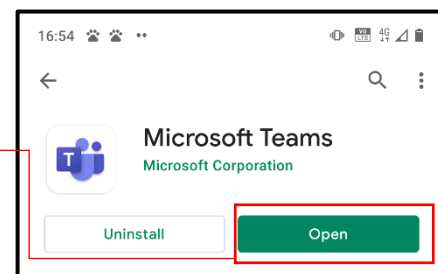
Microsoft Teams - Access Meetings on Android Devices

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

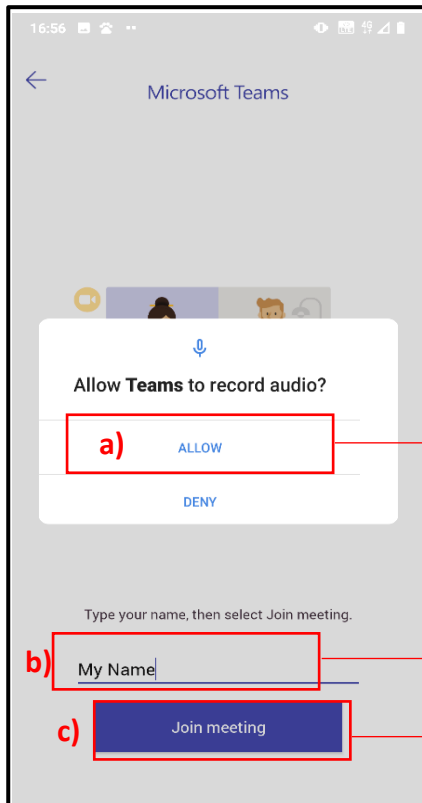
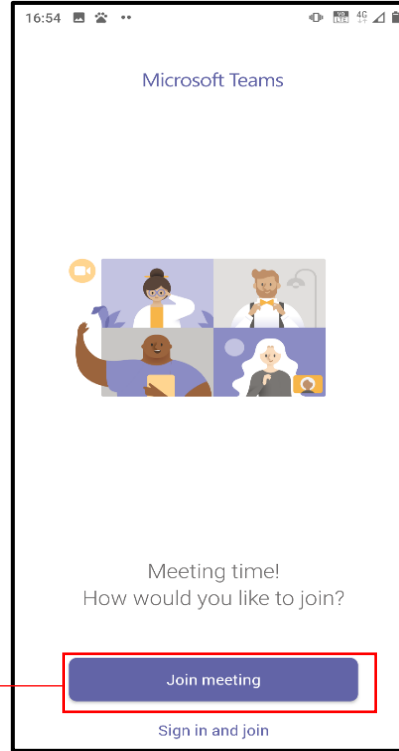


2. Select one of the options to join the meeting. If you don't have Microsoft Teams on your phone, select **"Get Teams"** to download the App

3. Once you select the "Get Teams" link, it will take you to the Play Store to download Microsoft Teams. When the download is complete, choose the **"Open"** option.

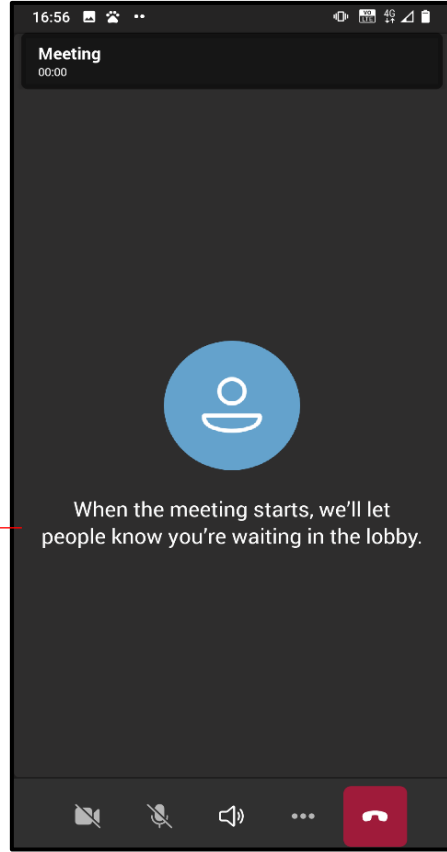


4. The Microsoft Teams App will open and ask how you would like to join the meeting. To join the meeting without needing to sign-in select **“Join Meeting”**.



5. **a) Select “Allow”** when asked if Teams can record audio.
b) Type your name in the box below.
c) Then select “Join meeting”.

6. This screen will be displayed as you wait for the facilitator to let you into the meeting.



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

