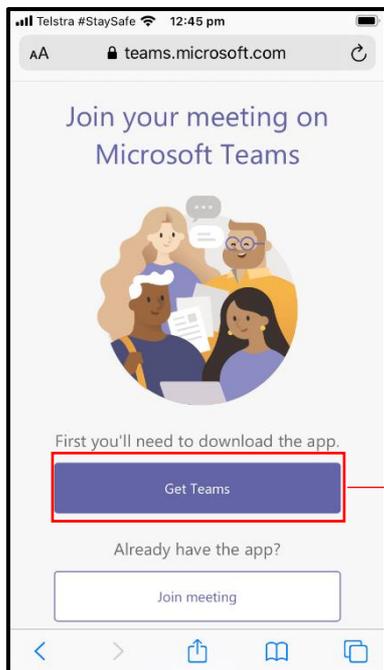
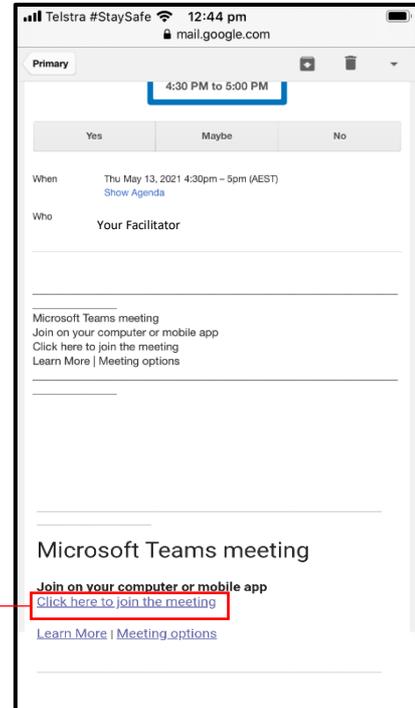


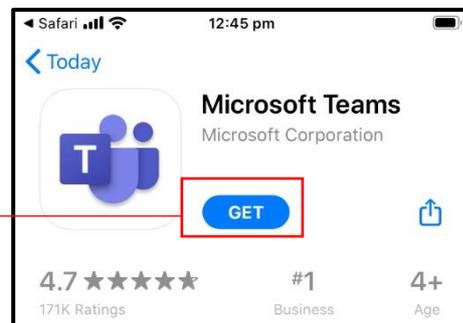
Microsoft Teams - Accessing Meetings on Apple Devices

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

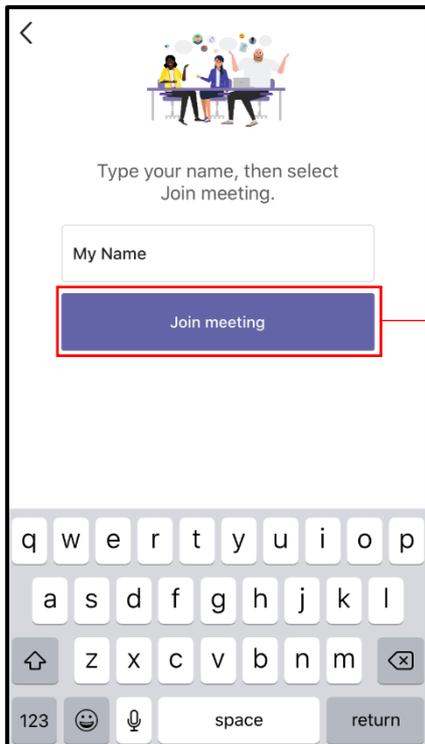
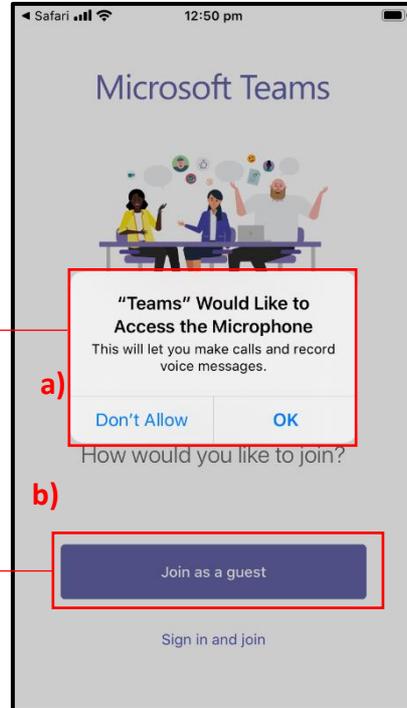


2. Select one of the options to join the meeting. If you don't have Microsoft Teams on your phone, select **"Get Teams"** to download the App.

3. Once you select the "Get Teams" link, it will take you to the Apple Store to download Microsoft Teams. Select the **"Get"** option to download the App and when the download is complete, choose the **"Open"** option.

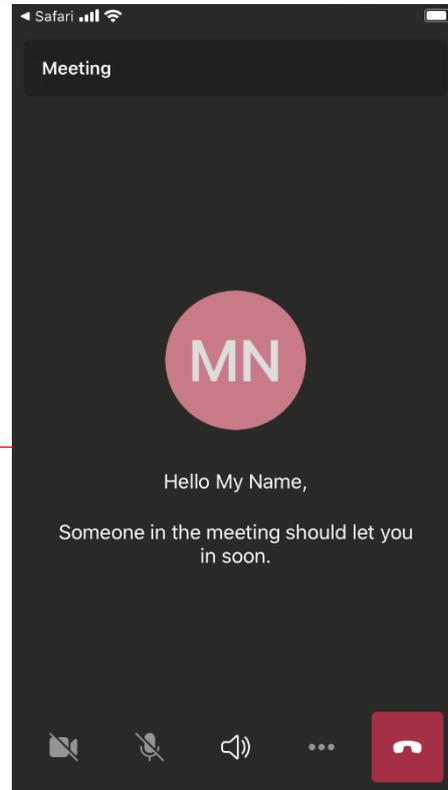


4. a) Select **“Ok”** if you are happy for the Microsoft Teams App to access the microphone.
b) To join the meeting without needing to sign-in select **“Join as guest”**.



5. Type your name in the text box and select **“Join meeting”**.

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



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

