Microsoft Teams - Accessing Meetings from Web Browser
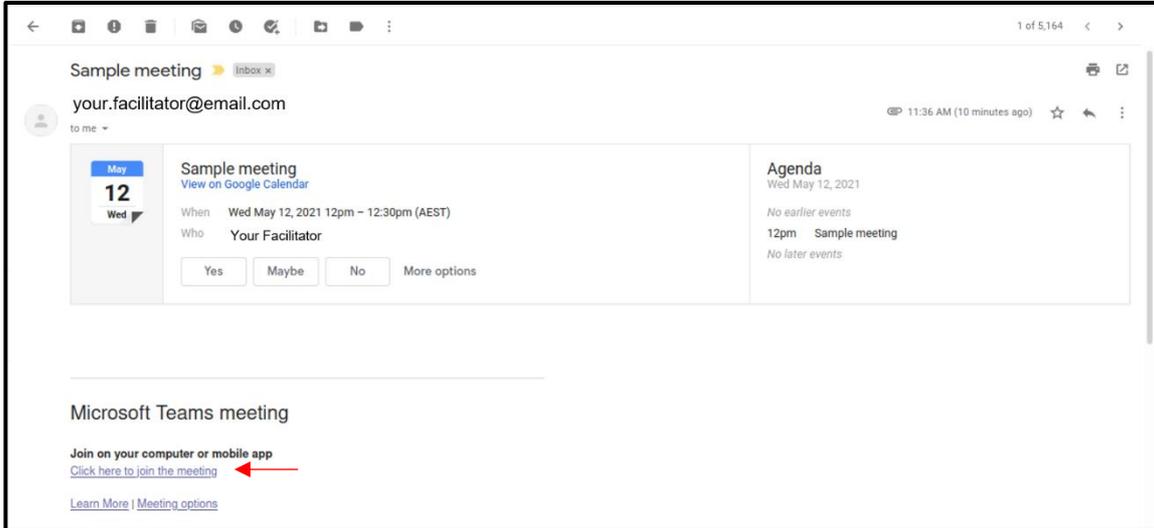
1. Open the email provided by your meeting organiser and **click on the link** to join the meeting
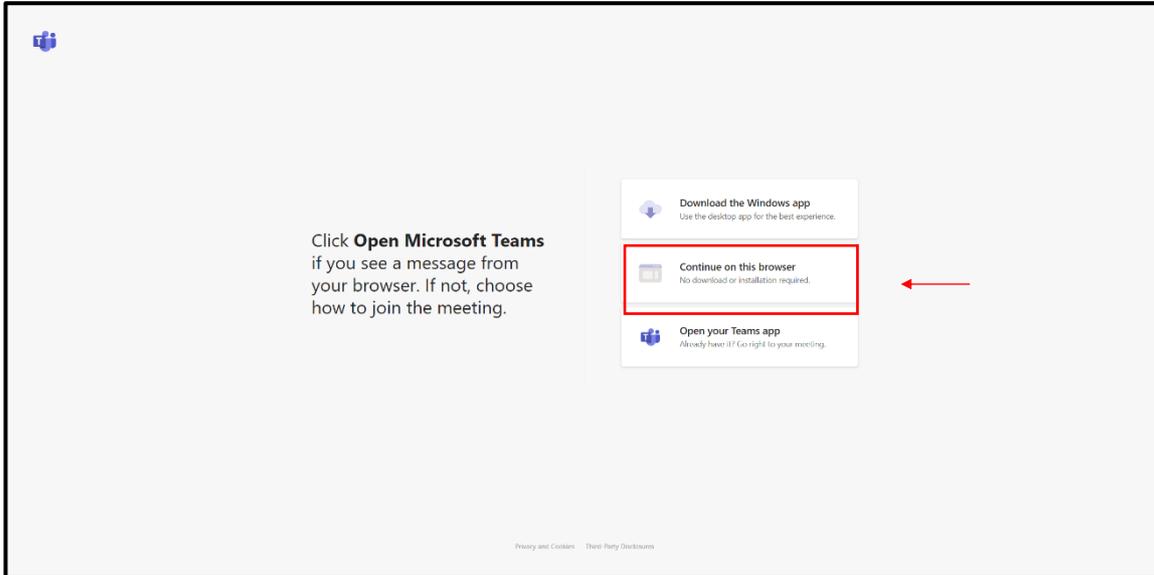
2. Select one of the options to join the meeting. The middle option **"Continue on this browser"** does not require an application to be downloaded on your computer.

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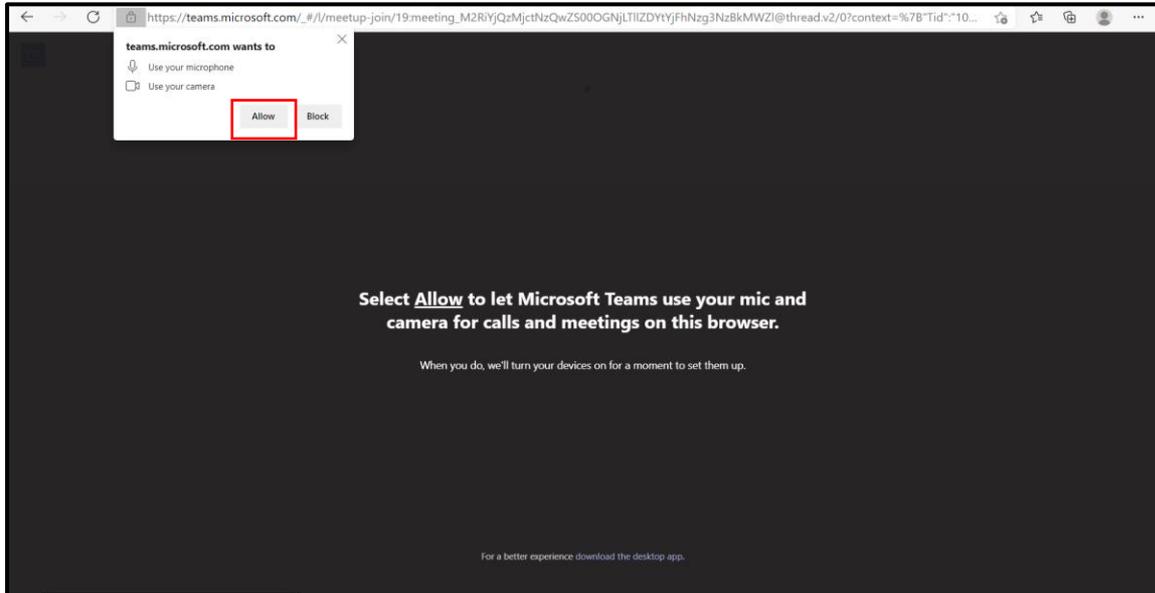
3. **Select "Allow"** to use your camera and mic in the meeting.
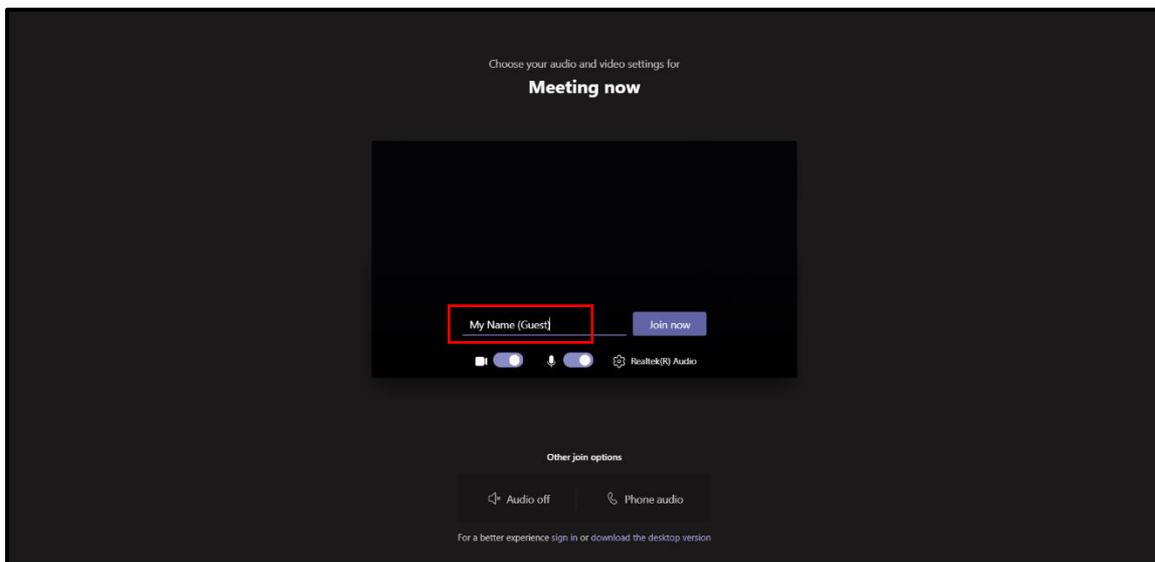
4. **Type your name** in the "enter name" box and select "**Join Now".**

Springvale Library
5 Hillcrest Grove, Springvale
Dandenong Library
225 Lonsdale Street, Dandenong

1300 630 920
CGDlibraries@cgd.vic.gov.au
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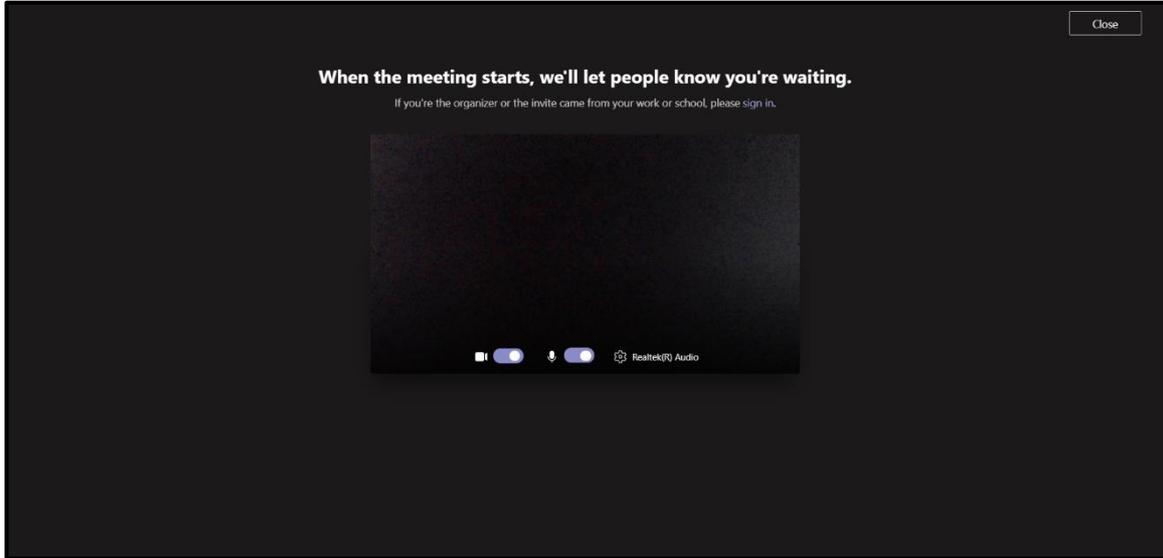
5. This screen will be displayed as you wait for the meeting organiser to let you into the meeting.
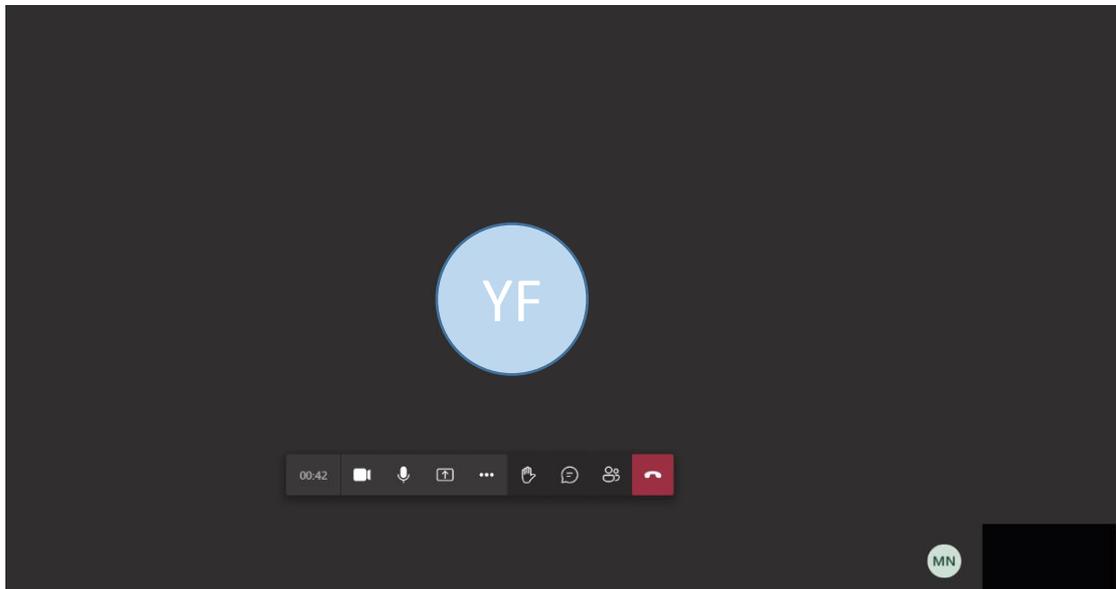
6. Once you have been invited into the meeting room this screen will be displayed.

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