

Teams User Guide

Step 1.

Download Microsoft Teams through the app store / play store



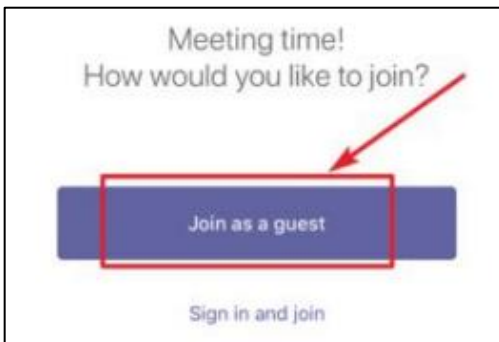
Step 2.

Open the teams invite, which include the details of the meeting. Click on the link 'Join Microsoft Teams Meeting' or 'Click Here to Join the Meeting'



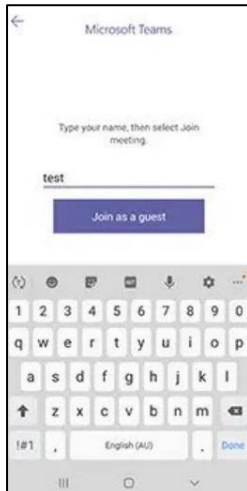
Step 3.

The link will open Microsoft Teams, select the option 'Join as a Guest'



Step 4.

The next page will present a name box – fill in your name and click on ‘Join Meeting’ or ‘Join as a Guest’. This will take you straight to the meeting.



Step 5.

Make sure your audio and camera are switched on before the meeting.

