

Microsoft Teams - Joining a meeting through a web browser

If you do not have the Microsoft Teams application downloaded, you can still participate through a web browser.

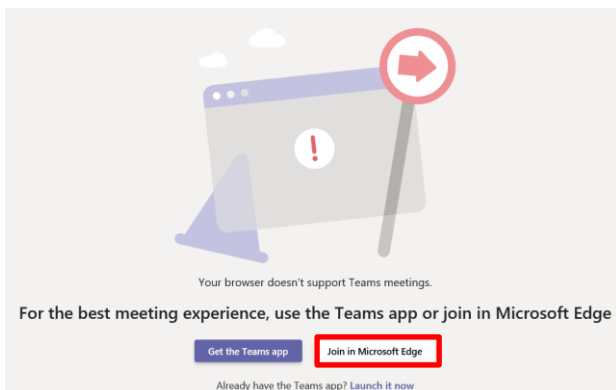
Important: Microsoft Teams is only supported on Microsoft Edge and Google Chrome.

1. From your *Microsoft Outlook* calendar or from the meeting invite emailed to you. Click on **Join Microsoft Teams Meeting**.

Send Update	Subject	Test	
	Location	Microsoft Teams Meeting	
	Start time	Fri 20/03/2020	1:30 PM
	End time	Fri 20/03/2020	2:00 PM

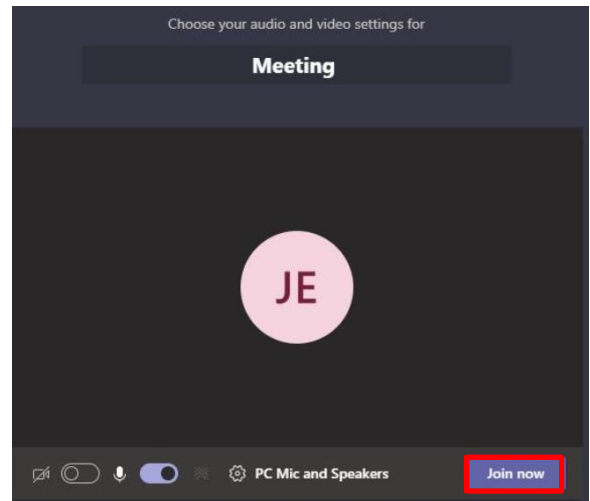
Join Microsoft Teams Meeting

2. You will be taken to your web browser and provided options to join the meeting. Select on **Join in Microsoft Edge**.



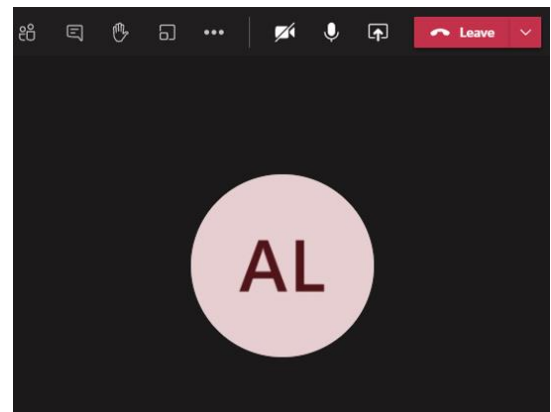
Note: The example above displays Microsoft Edge as the preferred browser, this will change depending on your default browser.

3. Enter your name and click **Join Now**.



Note: The owner of the meeting may need to admit you into the meeting, which may take a moment.

4. You will be invited into the meeting by the organiser and taken to this screen.



Note: Adjust your camera and microphone settings if you wish to speak or share your video.

5. When the meeting has finished hang up by selecting the **Leave** button in the top right corner of your screen.

