

Microsoft Teams – Joining meetings via the application

For participants external to Queensland Health

Microsoft Teams is a free application that can be downloaded on to a computer and handheld devices that facilitates video conferencing.

Downloading Microsoft Teams

On a computer

1. To download *Microsoft Teams* go to the Microsoft Teams download page [here](#) and follow the prompts to install.
2. The install window will appear at the bottom of your web browser, click **Run** to install.



Note: This may differ depending on your device.

3. A shortcut to the *Microsoft Teams* application will appear on your desktop.



Important: You are not required to log into Microsoft Teams. You will join as a guest because you are not a part of Queensland Health.

On a handheld device

1. On your mobile device, navigate to the *App* store:
 - a. For Android phones, got to [Play Store](#) 
 - b. For Apple phones, go to the [App Store](#) 
2. Search for **Microsoft Teams** and click on the

Microsoft Teams symbol , then select **Download**.



3. The *Microsoft Teams* application is now downloaded on your phone.

Important: You are not required to log into *Microsoft Teams*. You will join as a guest because you are not a part of Queensland Health.

Joining Microsoft Teams meetings

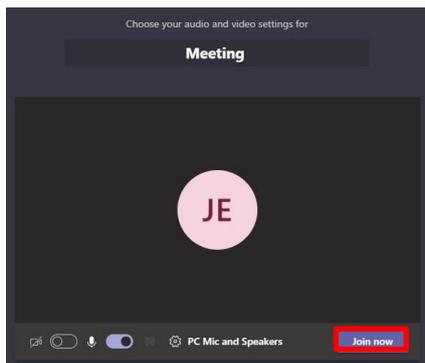
1. From your *Microsoft Outlook* calendar or from the meeting invite emailed to you. Click on **Join Microsoft Teams Meeting**.

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

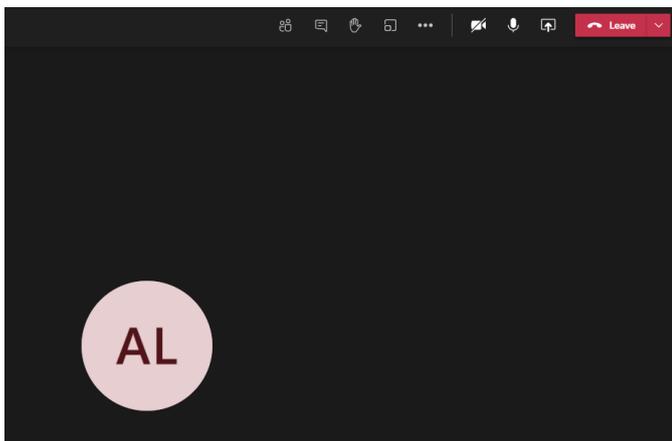
Note: This text may differ depending on your invite.

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



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

3. 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.

4. When the meeting has finished, hang up by selecting the **Leave** button on the meeting toolbar.

