

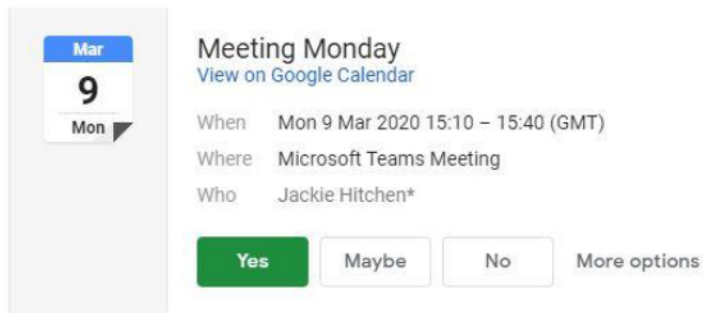


Joining a Meeting via Microsoft Teams

If you are invited to attend an online meeting, you don't need to have or use Teams. However, the person who invites you to the meeting, does need to have/use it.

Here's how it works

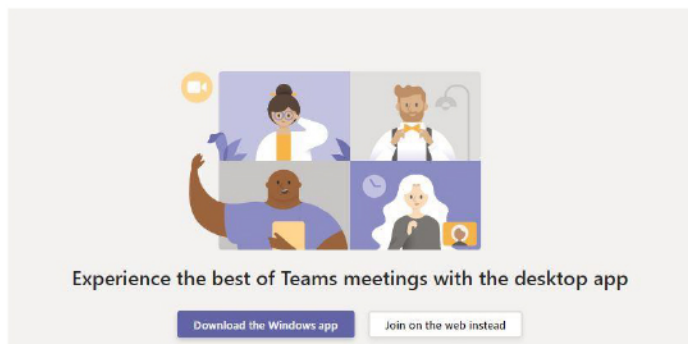
- A meeting is set up, which you are invited to
- You receive an email and accept the invitation (by clicking on **Yes**)



- On the day of the meeting, you access the email and click on the **Join Microsoft Teams Meeting** link

[Join Microsoft Teams Meeting](#)

- A window opens and you click on **Join on the web instead**



- You will then be prompted to type in your name
- You will then see the person who has set up the meeting
- They can then share their desktop with you to demonstrate presentations or other documents and web pages etc.