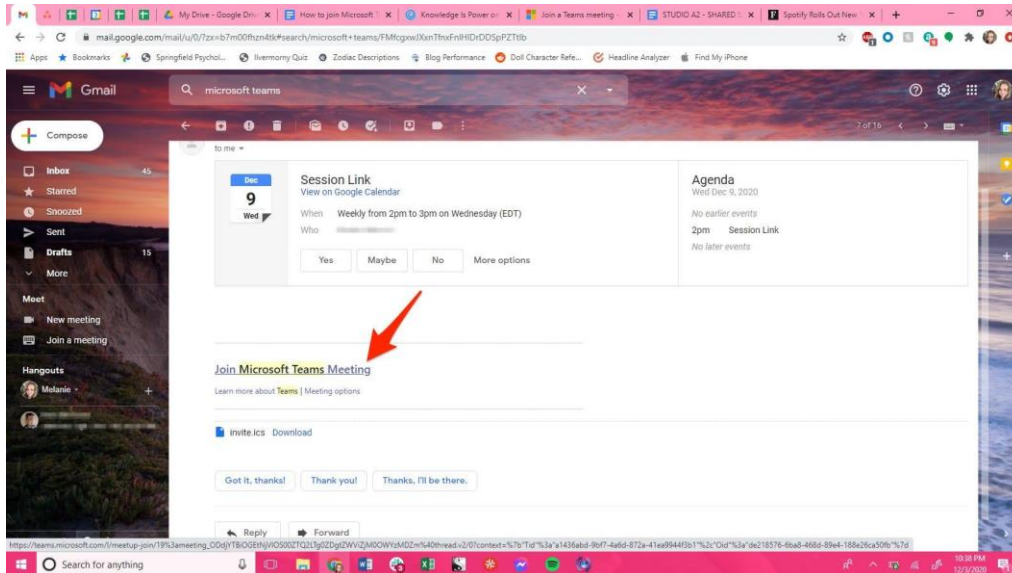
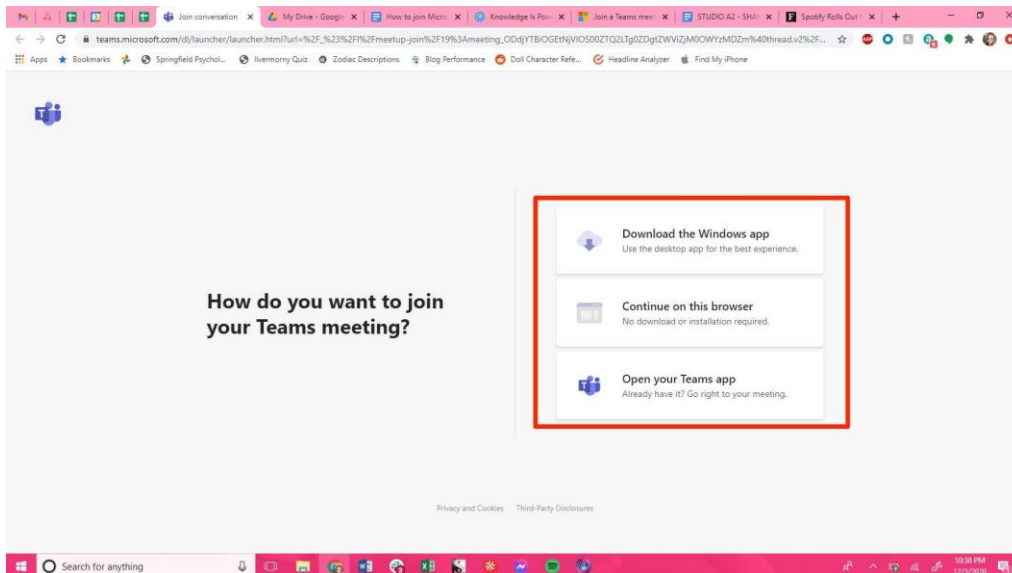


How to join a Microsoft Teams meeting on desktop

1. Go to your email and find the meeting invite, or locate it in your calendar Click the link, and the meeting will open in your default browser.

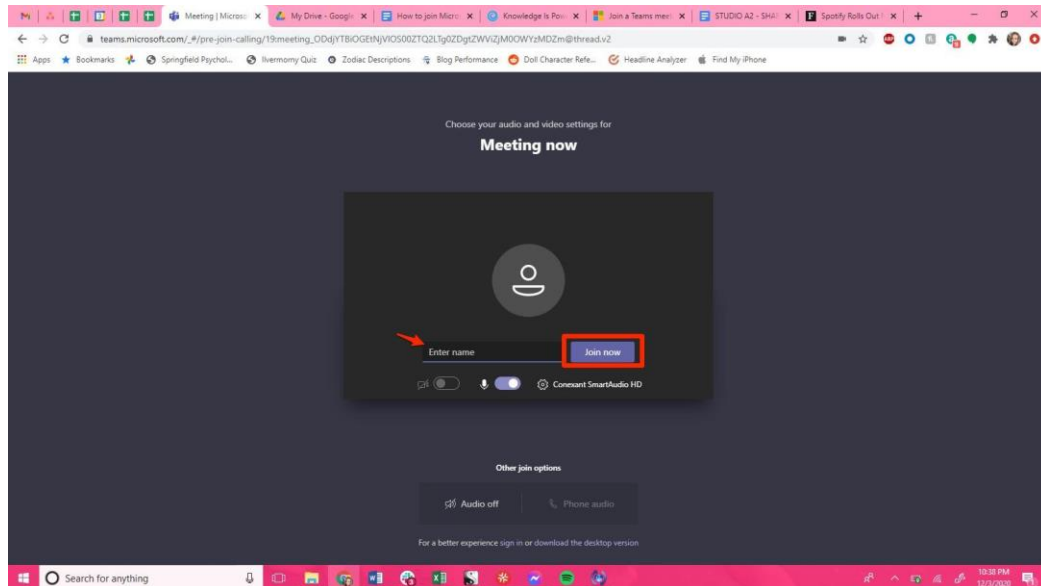


2. Choose whether you want to join via the browser or join via the desktop app - or download it and join, if you haven't already.



3. If you choose the desktop app, you may be prompted to sign in with your Teams account if you haven't previously.

If you choose your browser, you'll have to enter a name to appear on the screen and select your camera and mic preferences. Once you do, click "**Join Now.**"



Depending on how the meeting was set up by the host, you may go straight to the meeting, or you may be taken to a waiting room until the host begins the meeting.