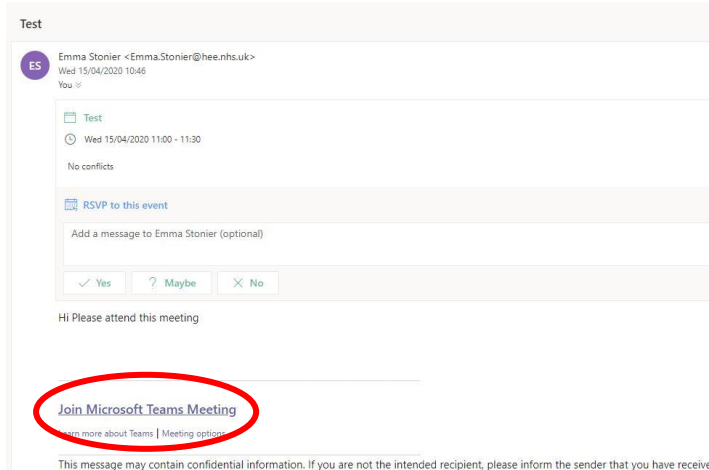
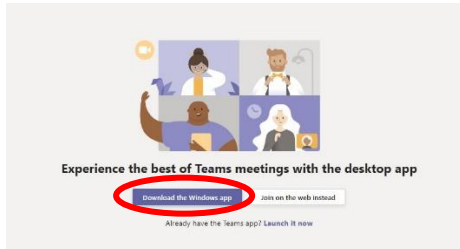


Accessing Teams Meeting from Email Invite

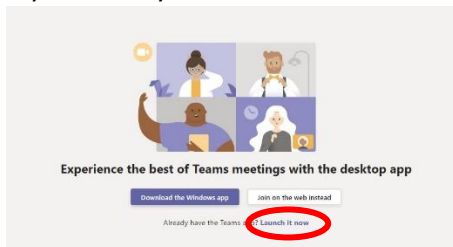
- Open the email invitation you received for the meeting and click on the 'Join Teams Meeting' link displayed.



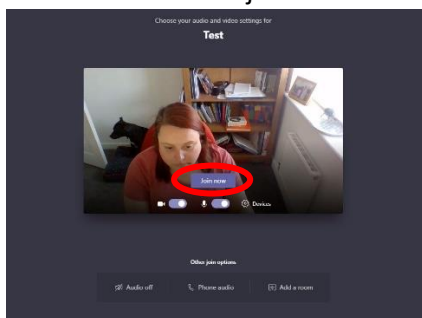
- You may then be presented with this screen. If you don't have Microsoft Teams App already downloaded, then you can do so by selecting this option:



- If you already have MS Teams downloaded, you should select the following option:

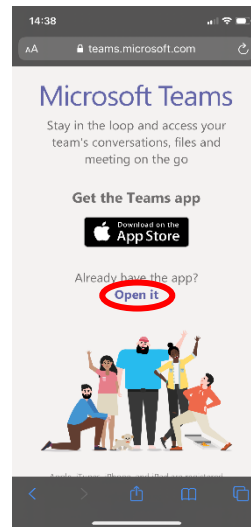
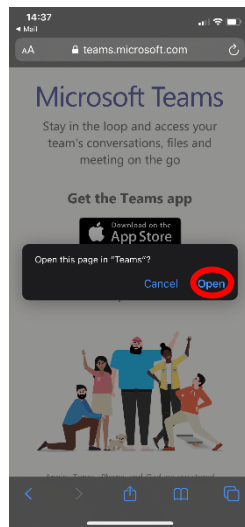


- Once installed, this should allow you into the meeting. Start-up should look like the image below. Click on the 'join now' button when you are ready.

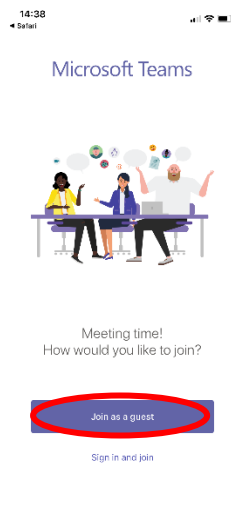


Accessing MS Teams From a Smart Phone (example from iphone)

- Firstly you will need to download the Microsoft Teams app from your devices App Store
- Once this has been downloaded, return to the email including the link and click 'Join Teams Meeting'
- You should then see something similar to the image below. Either allow access to the app as prompted or click 'open it'



- You should then see the following screen displayed. Click 'Join as a guest'.



- You will then be able to enter your name and join the meeting:

