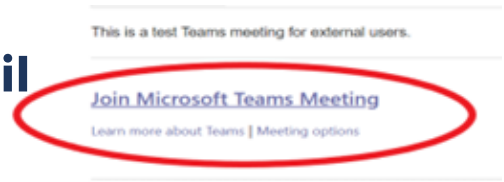
How to Join an MS Teams Meeting: From a Laptop or Desktop

STEP 01

Join Meeting From Email

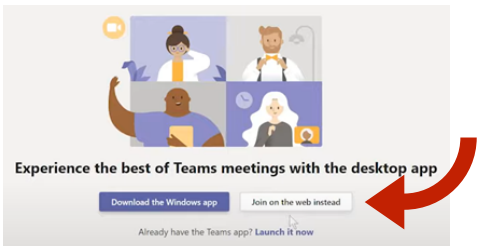
Click "Join Microsoft Teams Meeting" in your email.



STEP 02

Join Via Browser

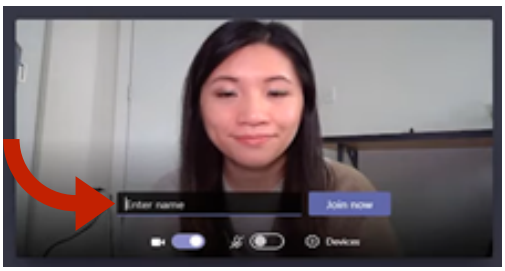
Click the grey "Join on the web instead" button.



STEP 03

Type in Your Name

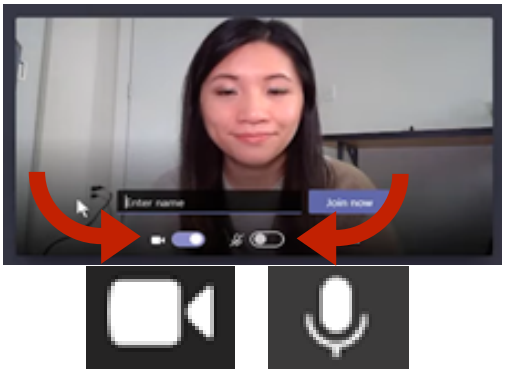
Enter your first name in the grey bar so everyone knows you.



STEP 04

Turn on Mic & Webcam

Turn on microphone and webcam with the bottom switches. They should not have a line through them.



STEP 05

Click "Join Now"

Once you're ready, select the "Join Now" button. You will enter a lobby where a host will let you in the call shortly!

