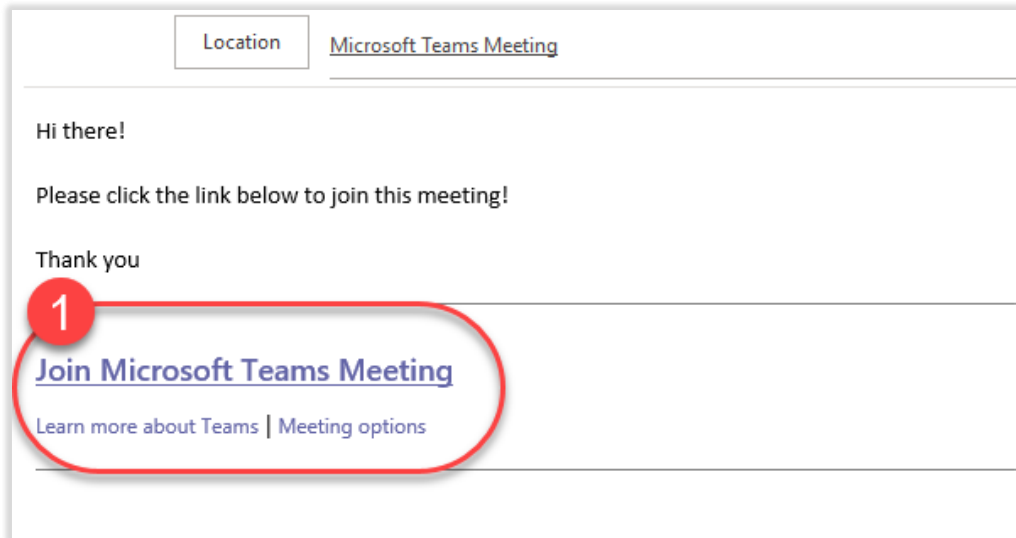
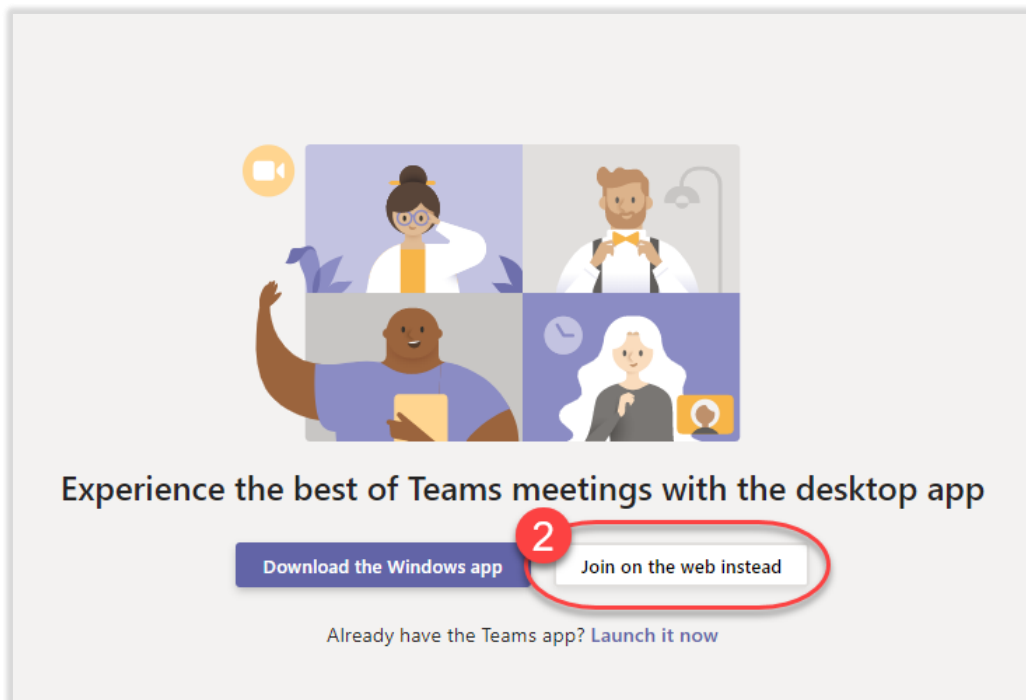


How to join meetings via Microsoft Teams

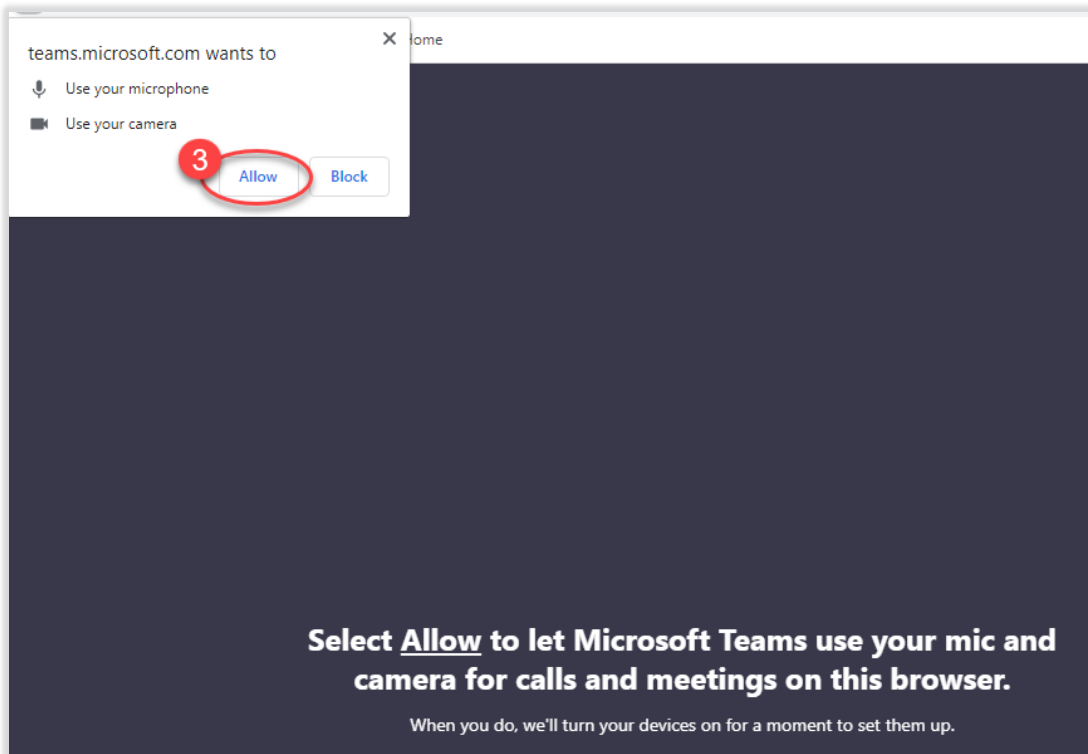
1. You will receive an email invite to join a Teams meeting – click join to participate in the meeting:



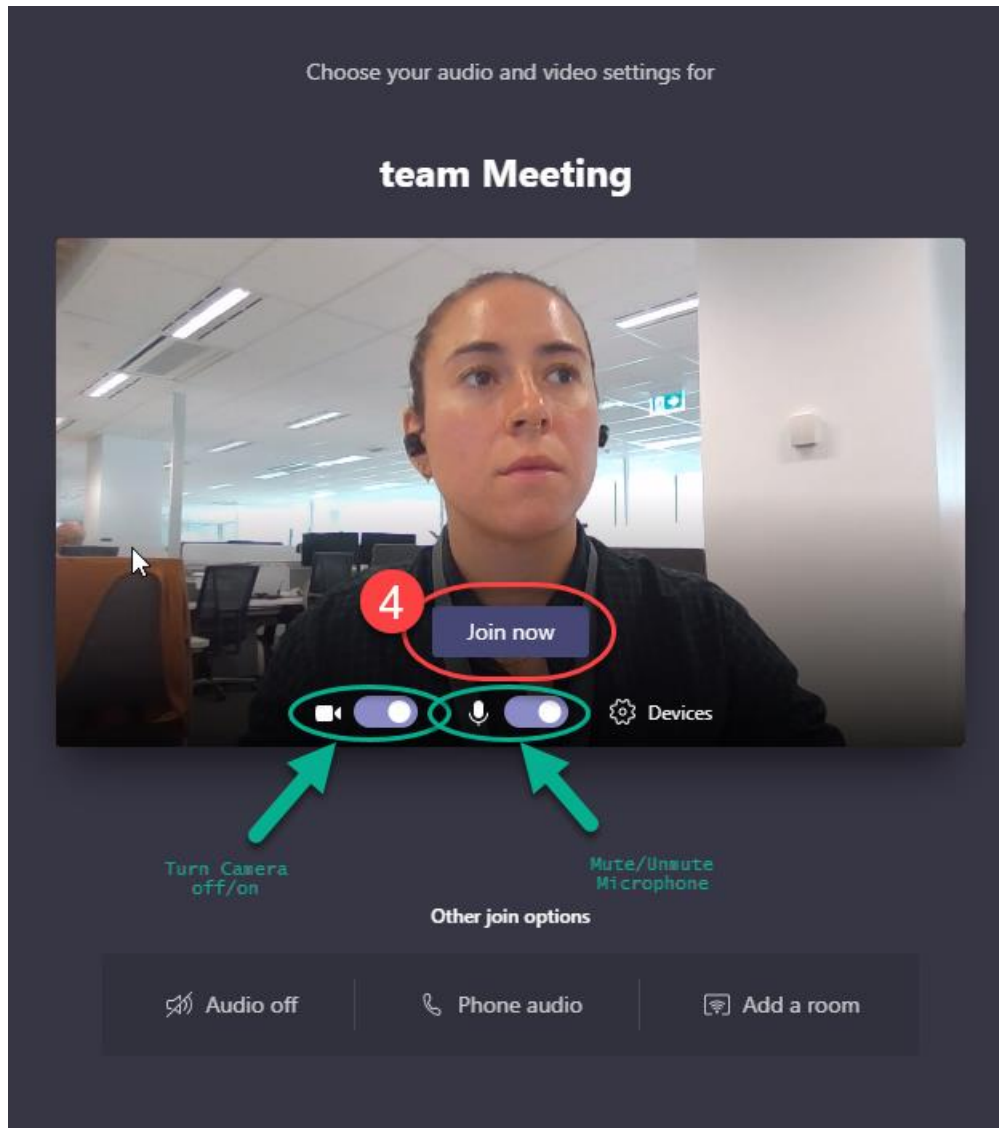
2. If you don't have a Microsoft account, just click on the 'Join on the web instead' button:



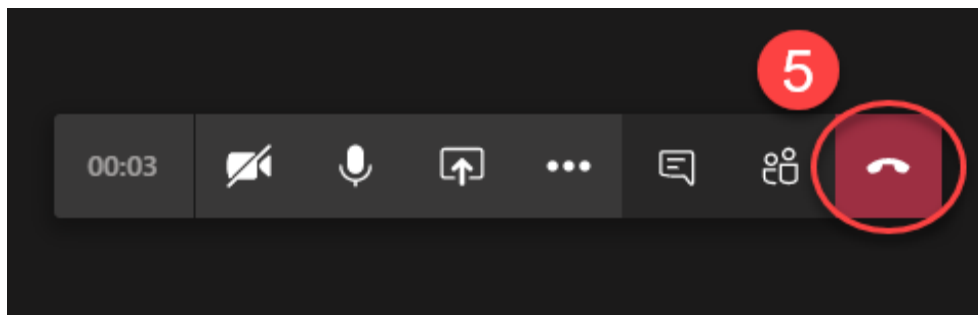
3. You will need to 'Allow' Microsoft to access your microphone & camera to join:



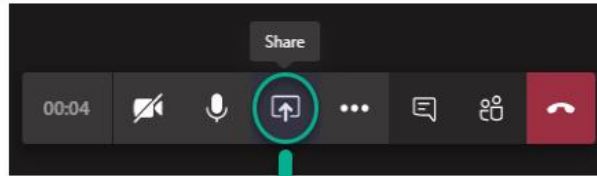
4. You will see the audio & video settings (you can turn the microphone and/or camera on/off) once you are happy, click 'Join now':



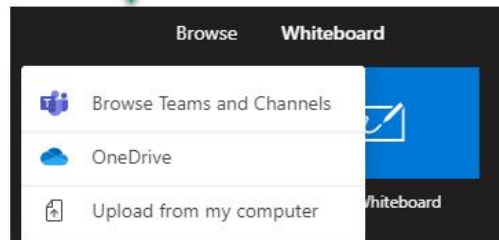
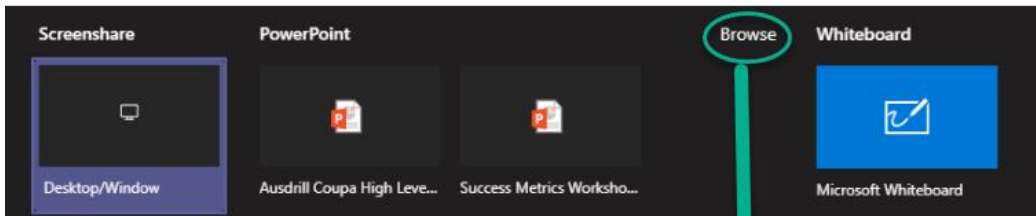
5. Once you are done with the meeting, simply hang up:



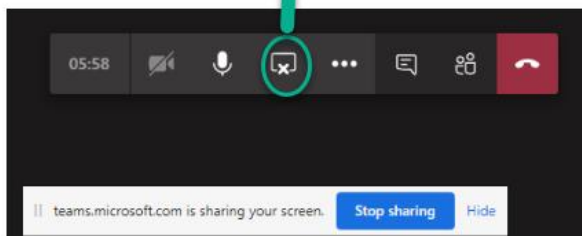
How to share your screen in Teams meeting:



Share Screen



Stop Screen Sharing



How to record a Teams meeting:

