Using Microsoft Teams for Meetings

Joining a meeting

When you are invited to a Teams meeting, you will receive an email. This email contains a link (shown below) which you can click on to open Teams and allow you to connect to the meeting.

Alternatively, you can click on the meeting in your Outlook calendar and click ‘Join from the pop up window.

In the pop up window, click the **Join Now** button to join the meeting.
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Controls available in meeting

Once the meeting has been joined, the following controls can be used to enable and disable your webcam and microphone and leave the meeting.

Enable/Disable Webcam

Mute / Unmute Microphone

Leave the Meeting