



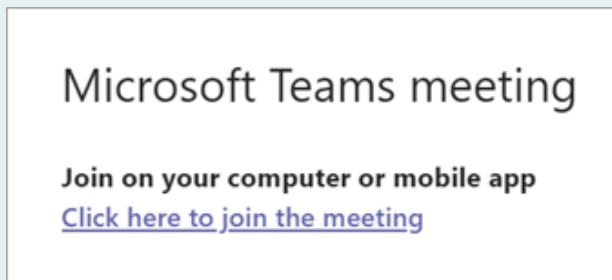
How to join a Microsoft Teams meeting

NHS

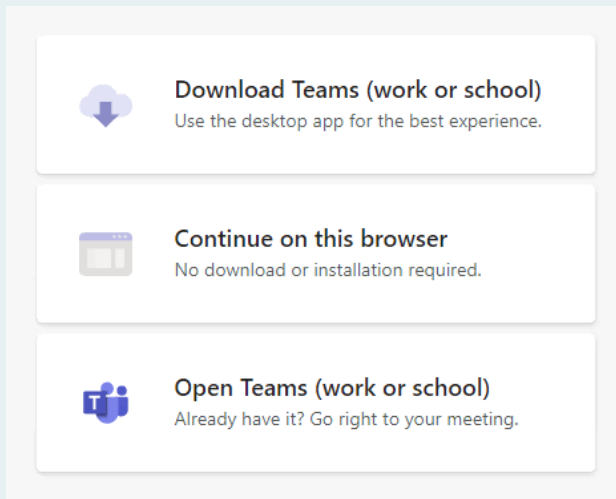
Professionals

International

1. In your email invite, select **Click here to join the meeting.**

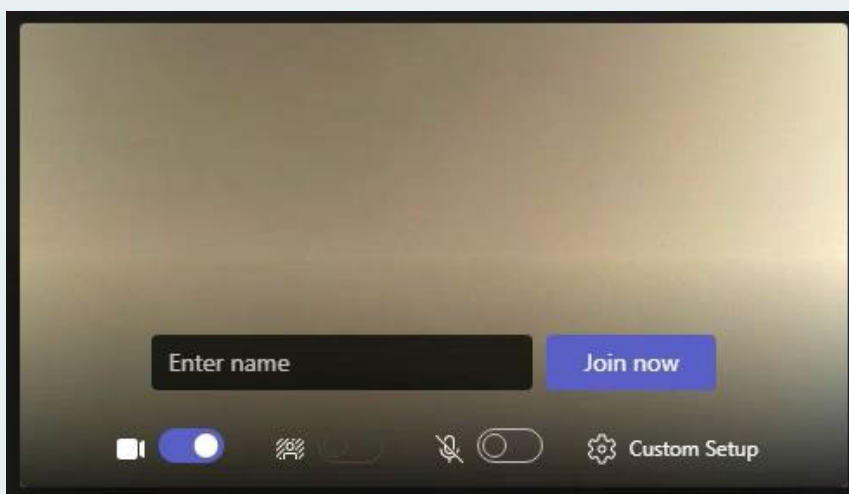


2. Choose one of three options:



- Download Teams (work or school): If you wish to download and install the application in your machine.
- Continue on this browser: Join a Teams meeting on the web.
- Open Teams (work or school): If you already have the Teams app, go right to your meeting.

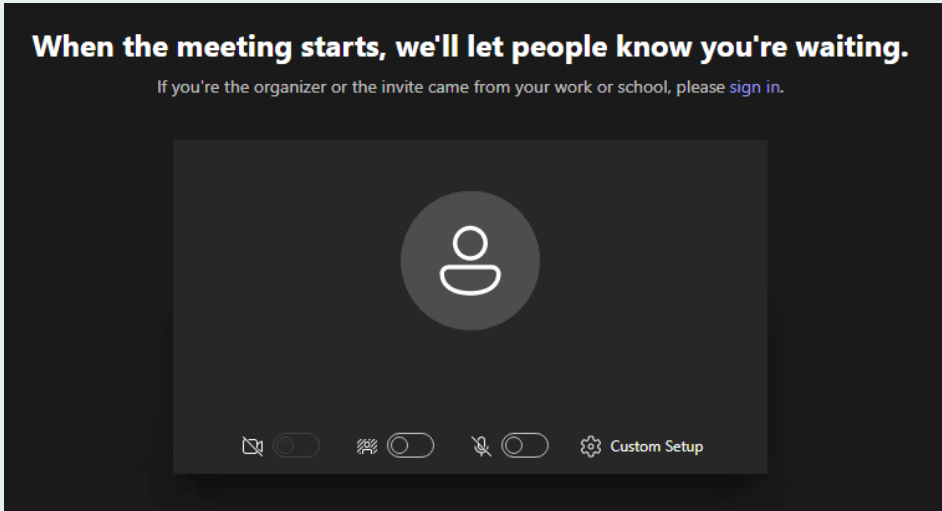
3. Type your name.



4. Choose your audio and video settings and click on 'Join now'.

Before you join the meeting, you can customise your settings. This includes turning on and off your camera and microphone and changing your background whilst on camera.

5. You will be placed into a virtual waiting room until you are admitted into the meeting by the organiser.



Please make sure your microphone and camera is turned on once you are in the meeting,

