

Teams Online Meetings (External)

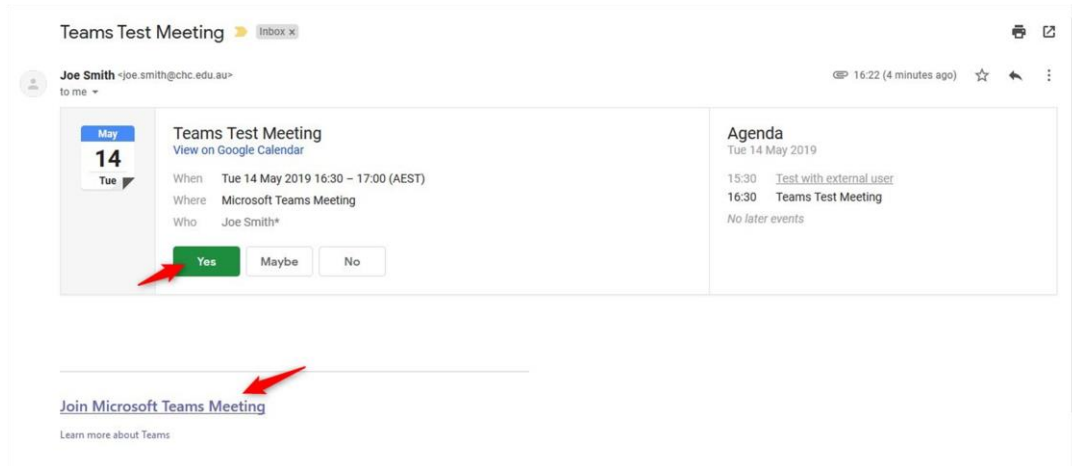
Joining a Teams Online Meeting (External Users)

You would've received a Teams online meeting invitation by email from the meeting organiser. You can join the meeting by **downloading and installing the Teams app** via the link provided in the email.

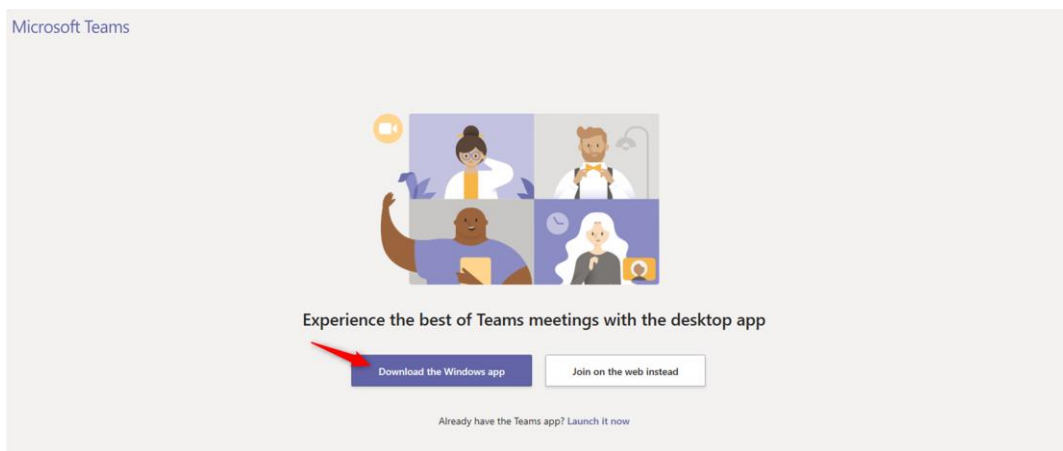
Please use devices such as webcam, headset, earphone with microphone for a better online meeting experience.

1. Open the email that you have received from the meeting organiser.

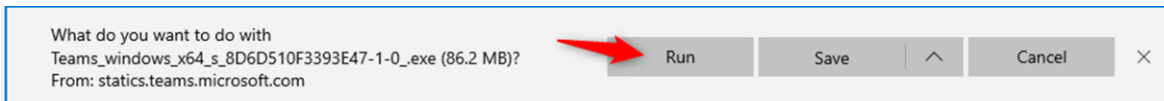
Click **Yes** to accept the meeting. The meeting organiser will be notified that you have accepted the meeting invitation by email. Then click on the **Join Microsoft Teams Meeting** link.



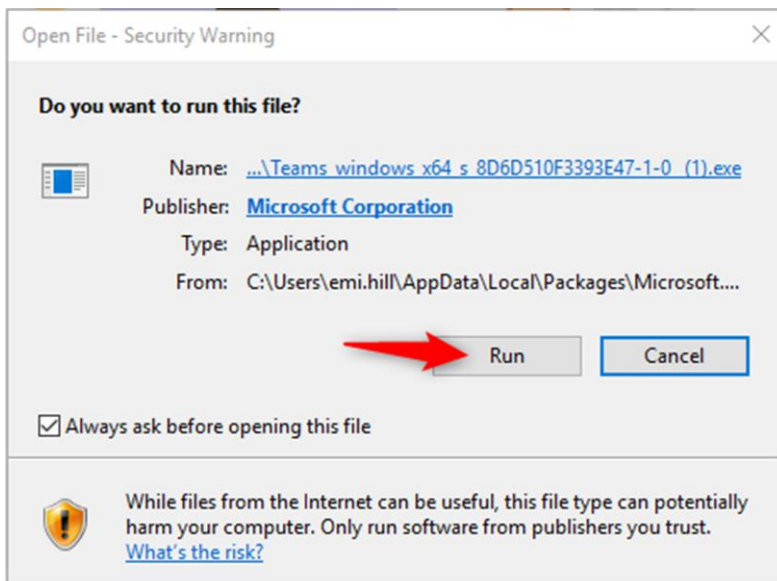
2. On the next screen, click on **Download the Windows app** (recommended). (**Download the Mac app** for Mac users.).



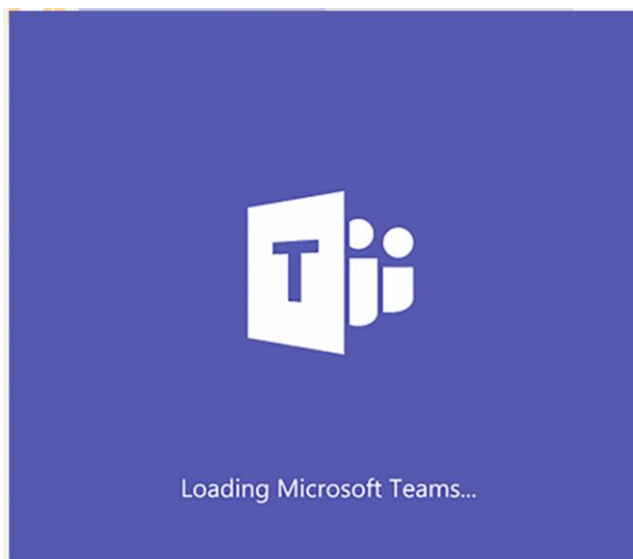
3. Select **Run** (for Windows users).
Mac users, please follow the prompts to install the Teams Desktop app as well.



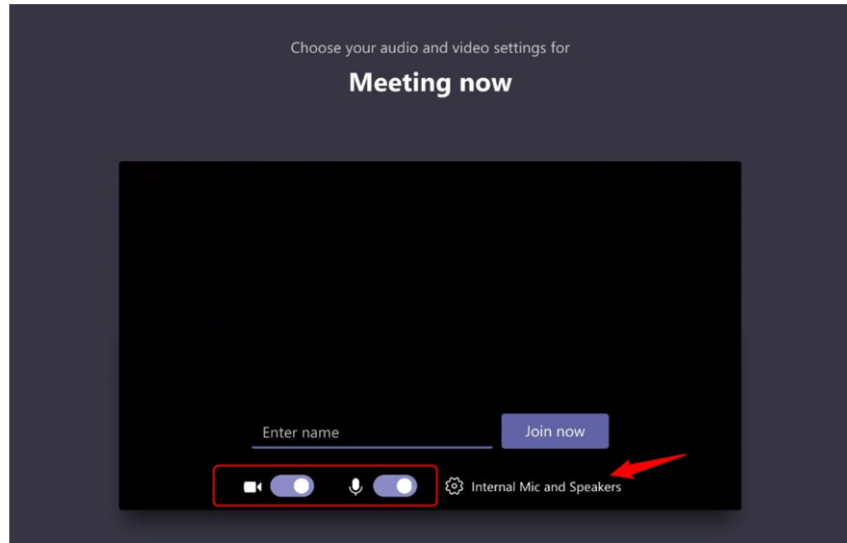
4. Select **Run** again (Windows users).



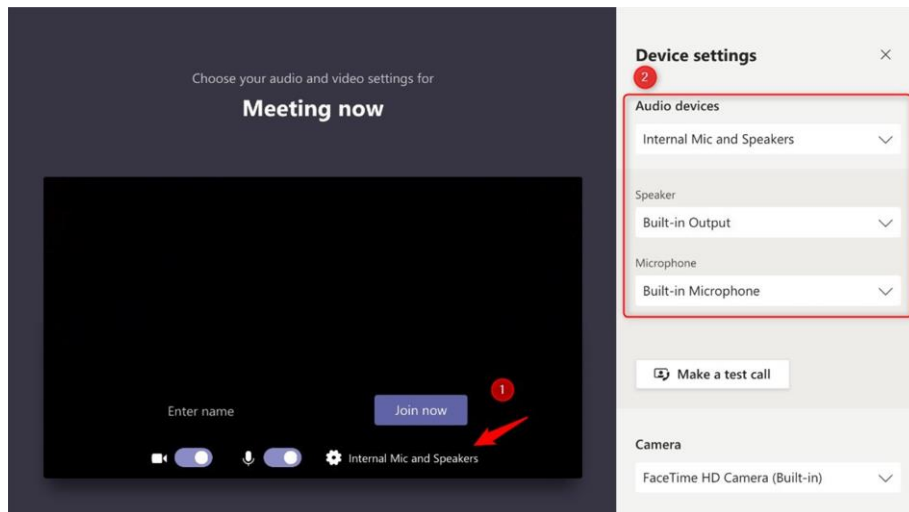
5. Microsoft Teams app will load.



- On the next screen, make sure that the **video** and **microphone** are turned on. Then click **Internal Mic and Speakers**.

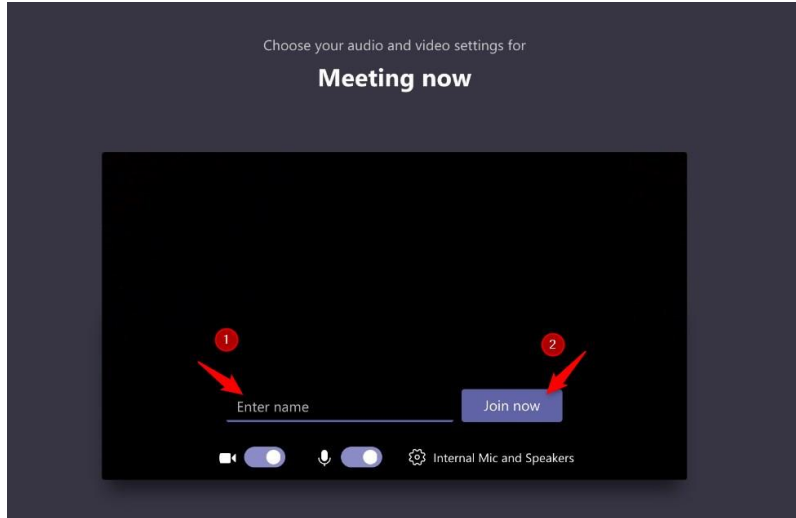


- Select the correct **Speaker**, **Microphone** and **Camera** in the **Device settings**. Close the **Device settings** by clicking on the x at the top.

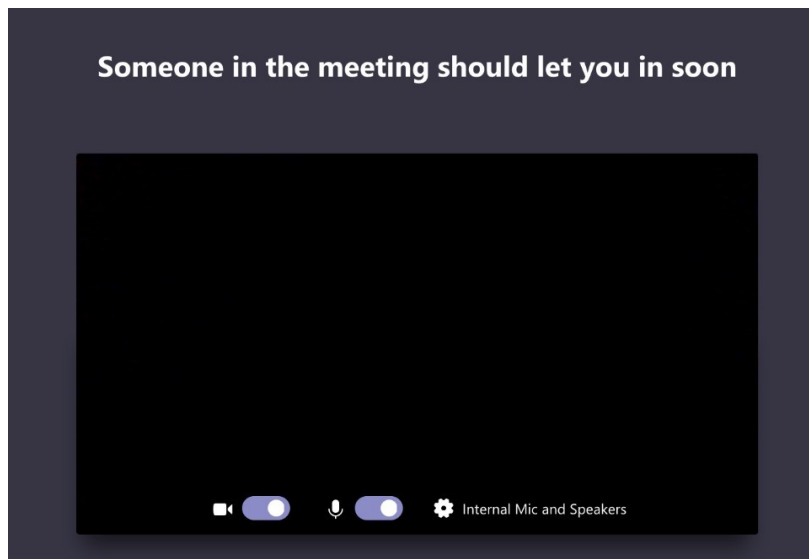


- When you are ready to join the meeting, **enter your name** and click **Join now**.

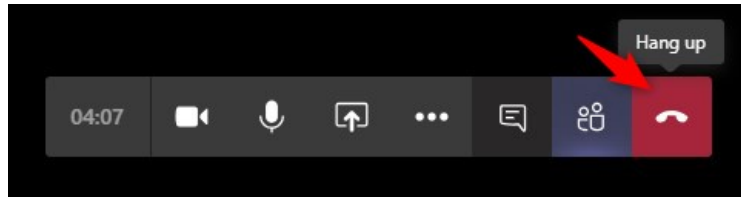
If you have downloaded and installed the **Microsoft Teams Desktop app** ahead of time and you don't need to join the meeting straight away, please see the **Note** on the last page.



- Once you click on **Join now** and see the message below, wait until the meeting organiser lets you in. Once they let you in, you should see the other participants on your screen and will be able to start the online meeting.

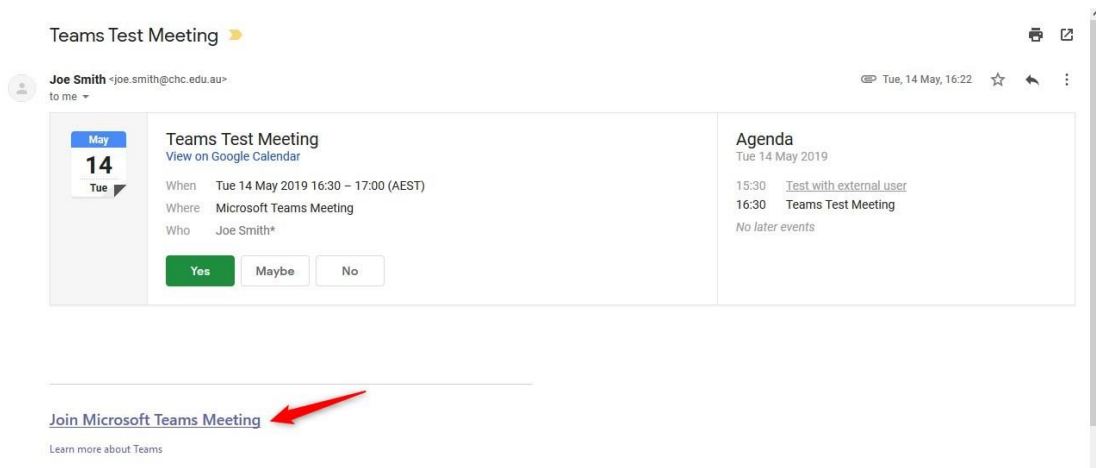


10. After finishing your online meeting, click on the red phone receiver icon to close the meeting window.

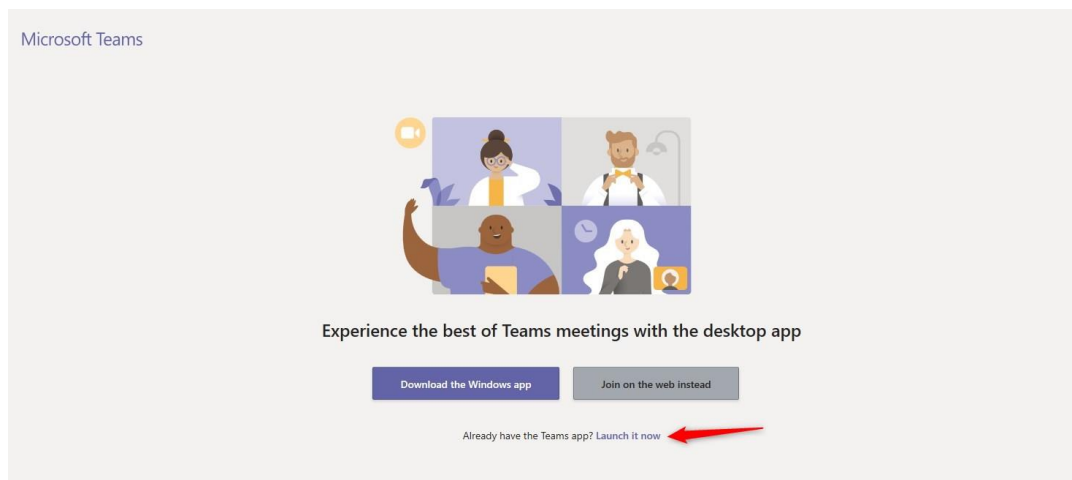


Note:

1. If you have installed the **Microsoft Teams Desktop app** on your computer ahead of the meeting and when the time has come for you to join the meeting, click on the **Join Microsoft Teams Meeting** link that was provided in the email that was sent by the meeting organiser.



2. Then on the next screen, click on **Launch it now**.



Please go back to **Step 8** on Page 4 for the instructions on how to join the meeting.

