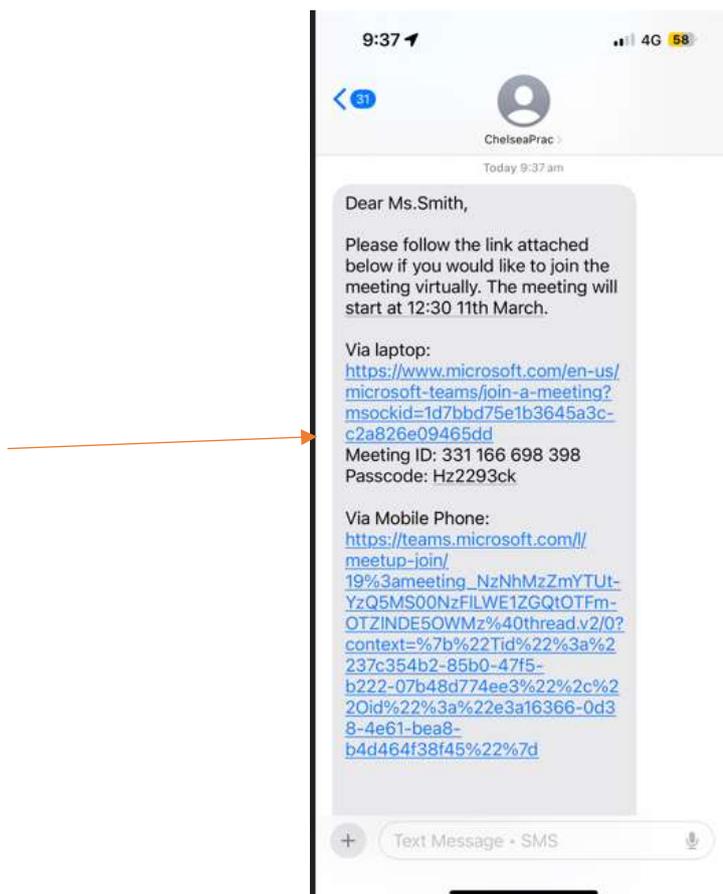




HOW TO JOIN A TEAMS MEETING VIA LAPTOP OR COMPUTER

Step 1: Please note if you are joining via laptop or computer you do not need to download the Microsoft teams application. Follow the highlighted link under “Via laptop”



Alternatively you can also search in google “Join a team’s meeting” Click on the first available link. It should be the below.



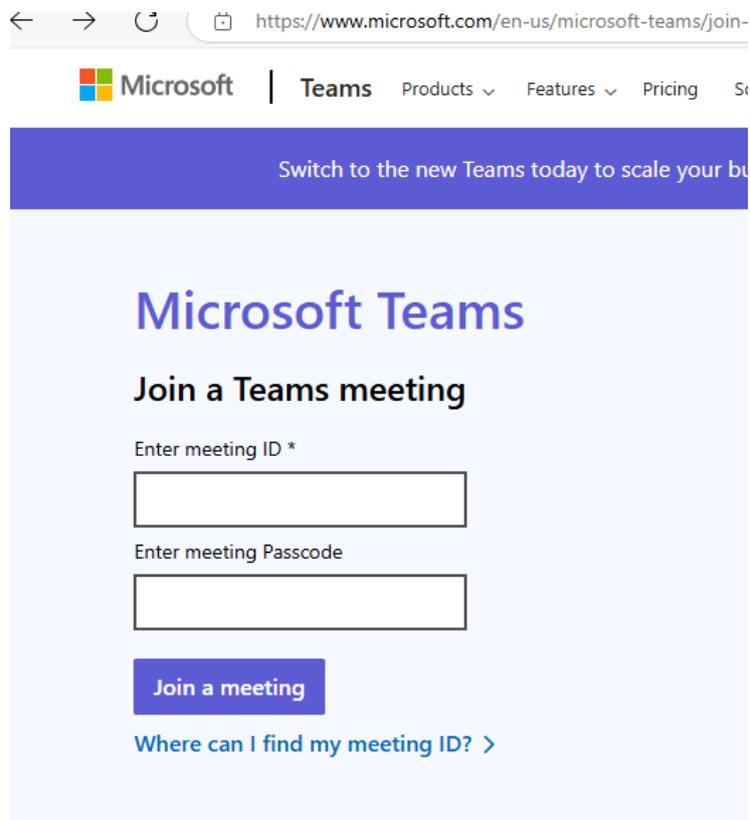
Microsoft

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Join a Microsoft Teams Meeting by ID | Microsoft Teams

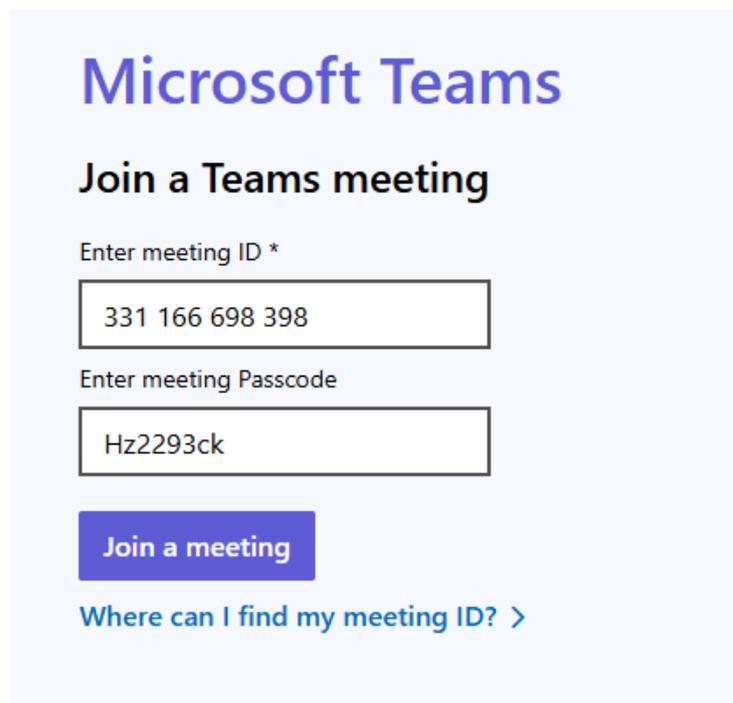
Learn how to join a Teams meeting using the meeting ID or link, and explore Teams features to make your meeting successful. Find out where to get the meeting ID, how to secure your meeting, and what are the system requirements.

Step 2: Once you click on the link it will bring you to this website and it will ask you to enter a meeting ID and password. This can be found in the original text sent to you on your phone.



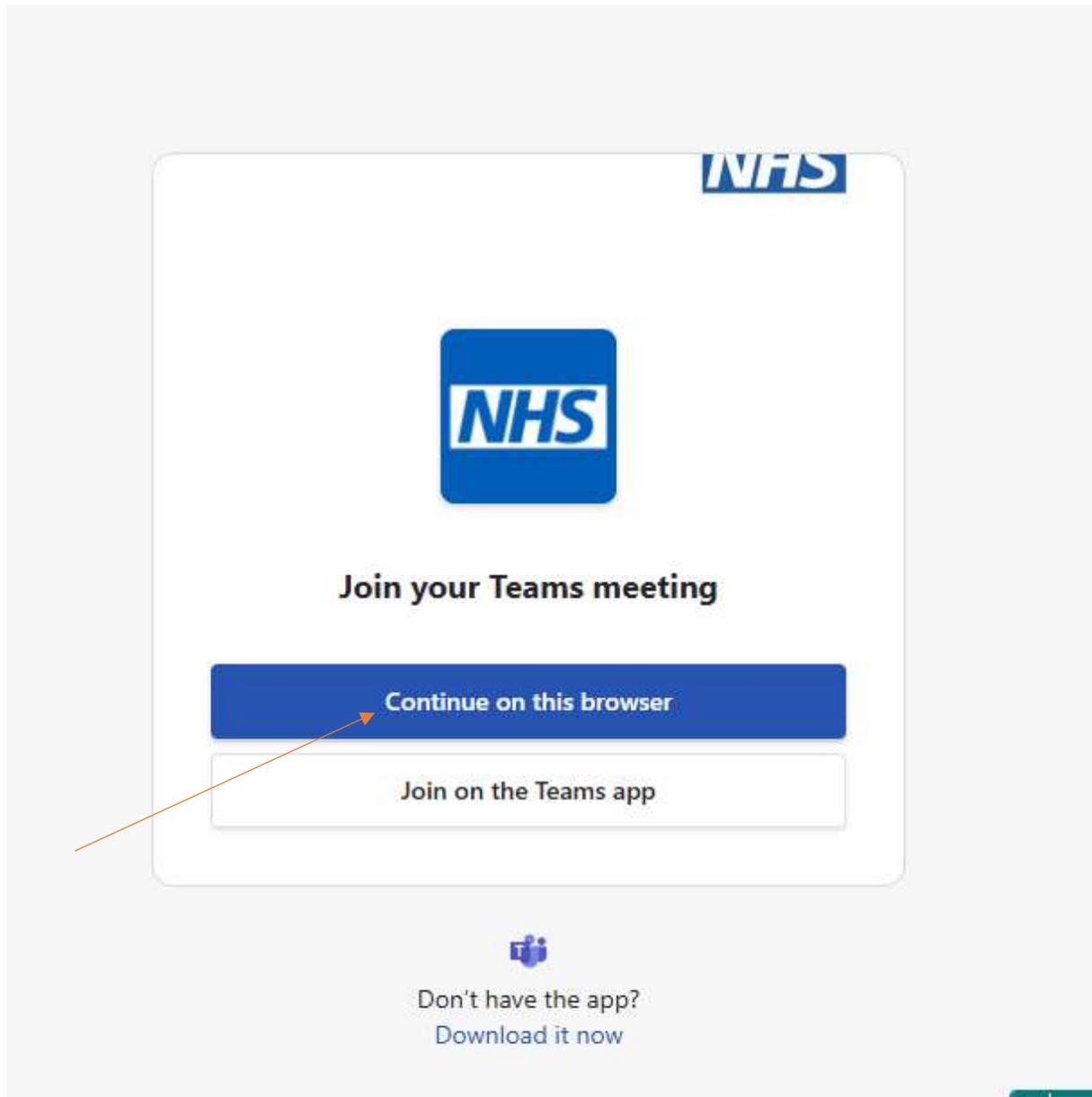
A screenshot of a web browser showing the Microsoft Teams join meeting page. The browser's address bar displays the URL: <https://www.microsoft.com/en-us/microsoft-teams/join->. The page header includes the Microsoft logo and navigation links for Teams, Products, Features, and Pricing. A blue banner at the top reads "Switch to the new Teams today to scale your bu". The main content area features the heading "Microsoft Teams" and "Join a Teams meeting". Below this, there are two input fields: "Enter meeting ID *" and "Enter meeting Passcode". A blue button labeled "Join a meeting" is positioned below the input fields, followed by a link that says "Where can I find my meeting ID? >".

Enter the meeting ID and passcode below as demonstrated

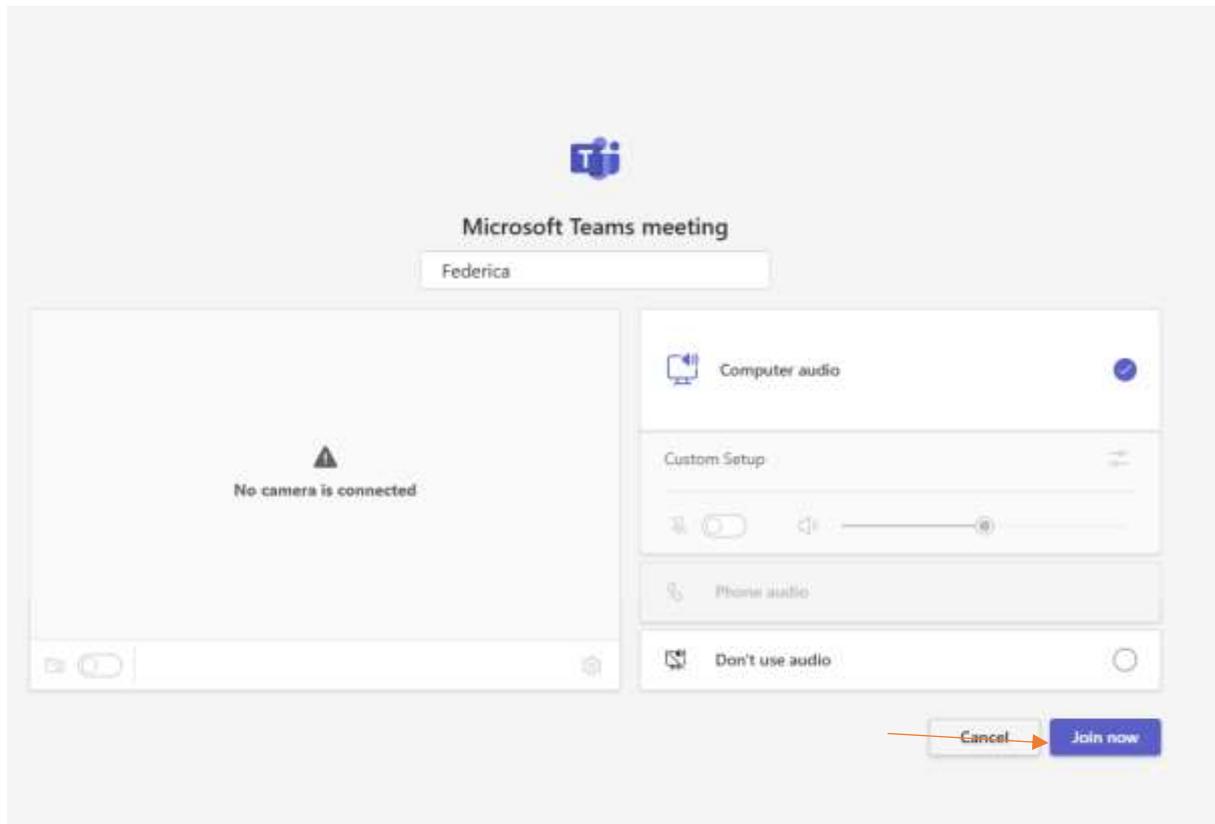


A screenshot of the Microsoft Teams join meeting page, identical to the one above but with the input fields filled. The "Enter meeting ID *" field contains the text "331 166 698 398". The "Enter meeting Passcode" field contains the text "Hz2293ck". The "Join a meeting" button and the link "Where can I find my meeting ID? >" are also visible.

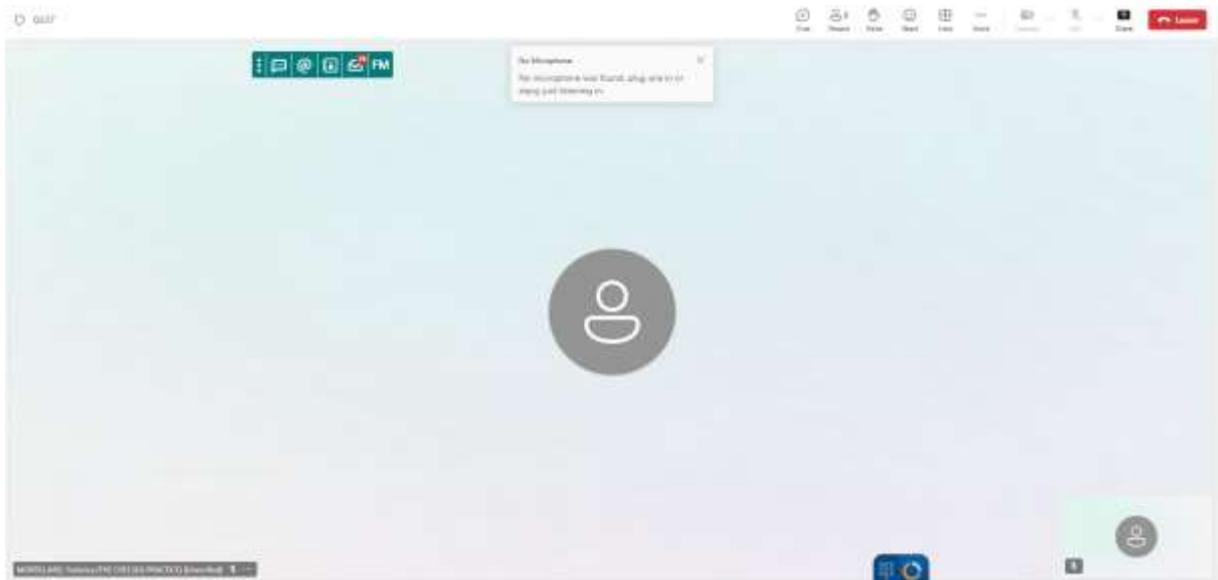
Step 3: Once you have entered the meeting ID and passcode you will then be brought to this page. Please click on "Continue on this browser"



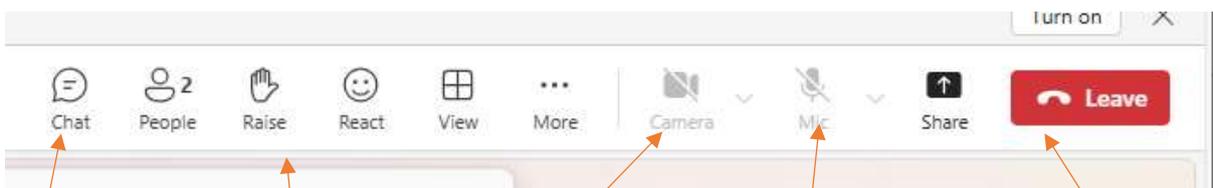
Step 4: Once you click on the link it will then bring you into the waiting room before the meeting. Click the "Join now" to get into the meeting.



Step 5: You will then be in the meeting.



Step 6: Control Panel



Click on this button if you would like to contribute anything via text rather than speaking. This is usually used if your computer does not have a microphone

Click on this button during the meeting if you have a question, but someone else is speaking. The host will see you hand raised and come back to you when they are free

Click on this button to turn on your video

Click on this button to turn on your microphone so everyone can hear you

Click on this button to leave the meeting