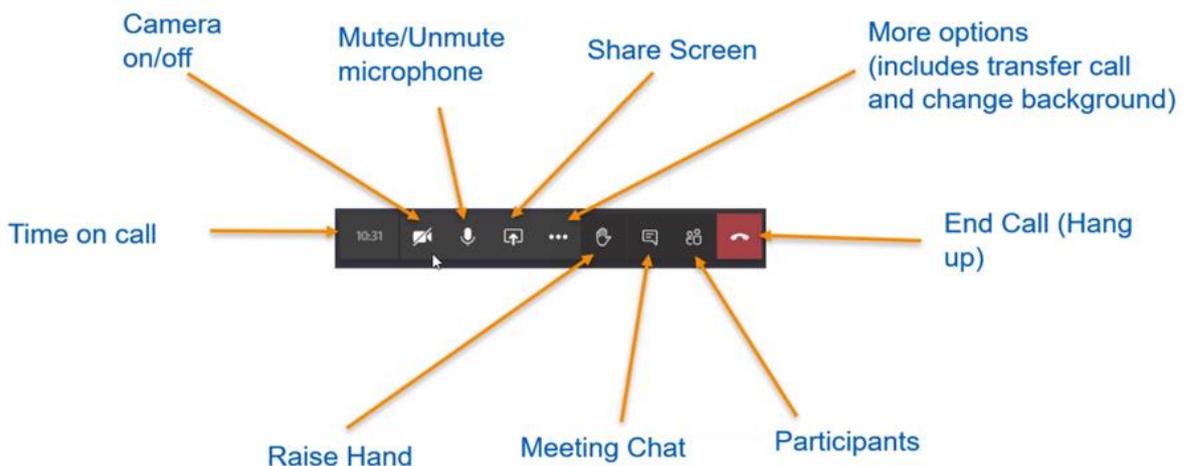


How to join a Microsoft Teams meeting

This guide will help you to learn more about using Microsoft Teams and how to join a meeting.

The image below shows the main icons, or functions, of Microsoft Teams. Once you are in a video call you can use these functions to communicate with others on the call (e.g. meeting chat will allow you to type in a question to the group, or raise your hand to gain the attention of the person speaking).



Instructions

How to join a Microsoft Teams meeting - using a Web Browser

1. Open your device. Your smartphone or tablet must have a camera or microphone installed so you can see and hear others on the video call.
2. Open your email account your email address is registered with (e.g. Gmail or Outlook).
3. Open the email invite that was sent by the organiser.
4. Click on the 'Join Microsoft Teams Meeting' icon in the email.

[Join Microsoft Teams Meeting](#)

5. Follow the on-screen instructions to join in the browser or by downloading the app on your device.

How to join a Microsoft Teams meeting - using the app

1. If not already installed, go to the Google Play Store and download the Microsoft Teams app.



2. Open the email invite that was sent by the organiser.
3. When the meeting is about to start, click on the 'Join Teams Meeting' icon / link.

[Join Microsoft Teams Meeting](#)

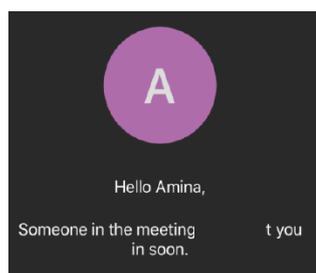
4. Select to open in Teams, then select 'Join as a Guest'.

Join as a guest

5. Type your name and click 'Join Meeting'.

Join meeting

6. You will now be connected to the meeting and the organiser will let you in the meeting soon!



Further support

Telephone support from Manchester Digital Champions

Got a device that connects to the Internet? Need help using it? We have a team of digital champions who offer telephone support to Manchester residents. Calls can be made in 15 languages.

Text **07860 064128** or email **digitalinclusion@manchester.gov.uk**, leave your name and we'll call you back and help!

Stay connected through COVID-19

If you need help and support to get online, call the Community COVID-19 Support Helpline on **0800 234 6123**, or email us at **digitalinclusion@manchester.gov.uk**

Find out more at:

https://www.manchester.gov.uk/downloads/download/7239/stay_connected_through_covid-19_leaflets

This guide was produced in partnership with the following groups, networks and organisations:



MANCHESTER
CITY COUNCIL

All information provided at time of writing and distribution is true and correct but may change without notice. We will endeavor to keep information updated each month. Please check out the website for the latest downloadable version: <https://buzzmanchester.co.uk/>

For further information about this guide, please email: simon.kitchin@ammh.nhs.uk or lorna.dawson@ammh.nhs.uk

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