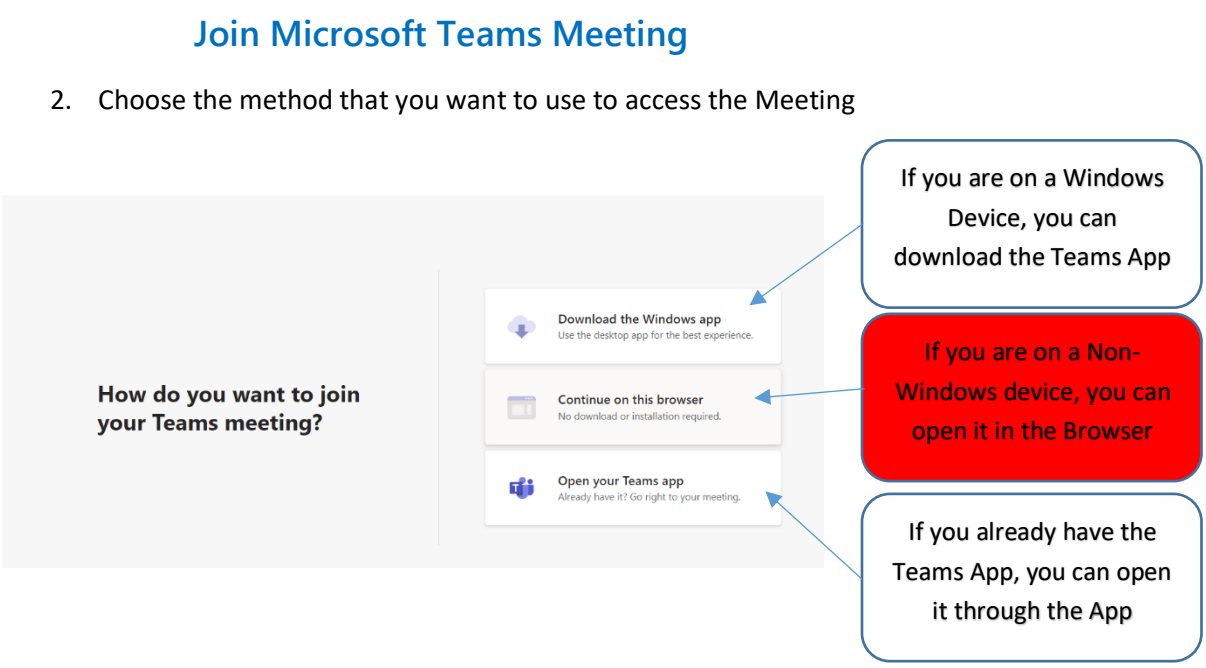
TEAMs Meeting – Web Browser (IE, Edge, Firefox, Chrome)

Click on the link to see a short video guide: https://youtu.be/lNiG7IpRLDg

1. Click on the TEAMs meeting Join link that you have received.

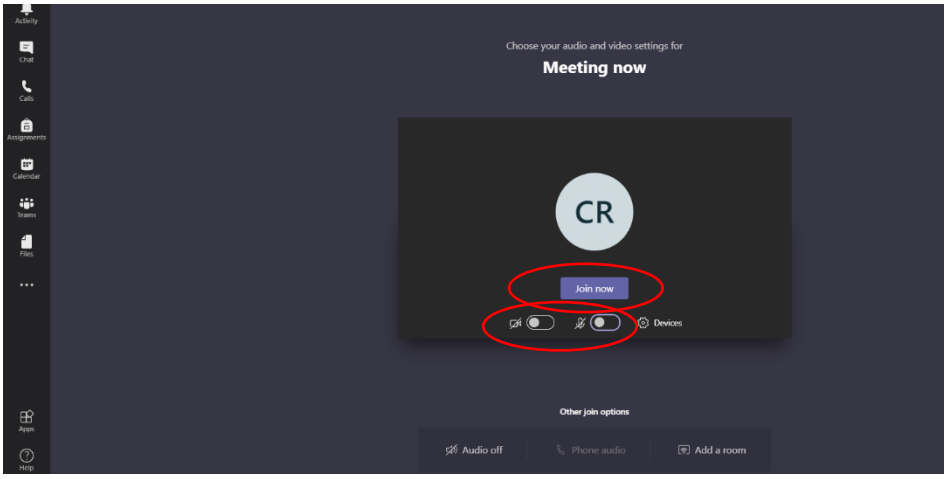


2. Choose the method that you want to use to access the Meeting

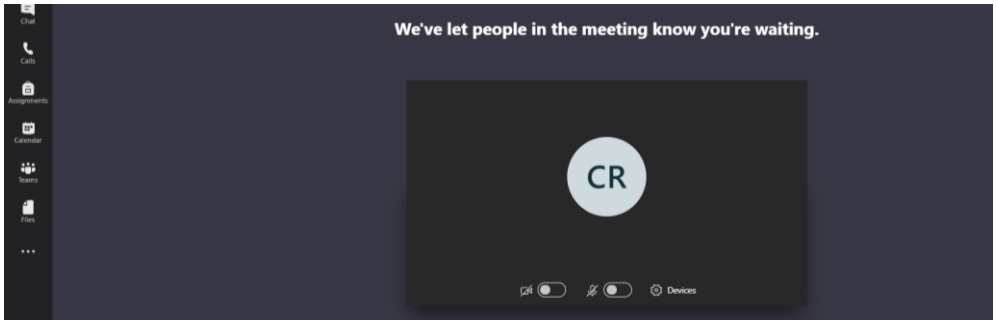
For this guide I will be showing how to use TEAMs through the Browser

3. Select “Continue on this Browser”

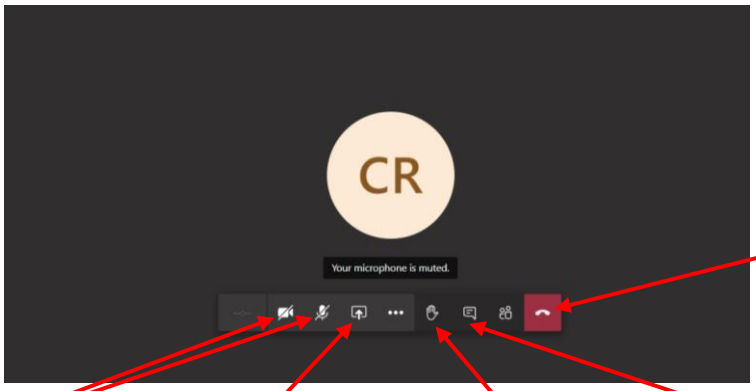
4. Ensure that both Camera and Microphone are off before selecting “Join Now” to enter the meeting



5. For some meetings, you may be held in a “Virtual Lobby” until the meeting organiser starts the meeting.



6. When the organiser starts the meeting, the display will change (See below). You will now get a floating toolbar when you move the cursor (Mouse) around on the screen



This is to leave the meeting

These are enable/disable Camera/Microphone

This is to share your screen – Please be careful with this!

This is to put a Virtual “Hand Up”. Please use this for any questions

This is to access the chat function. Questions can be asked here if more suitable