

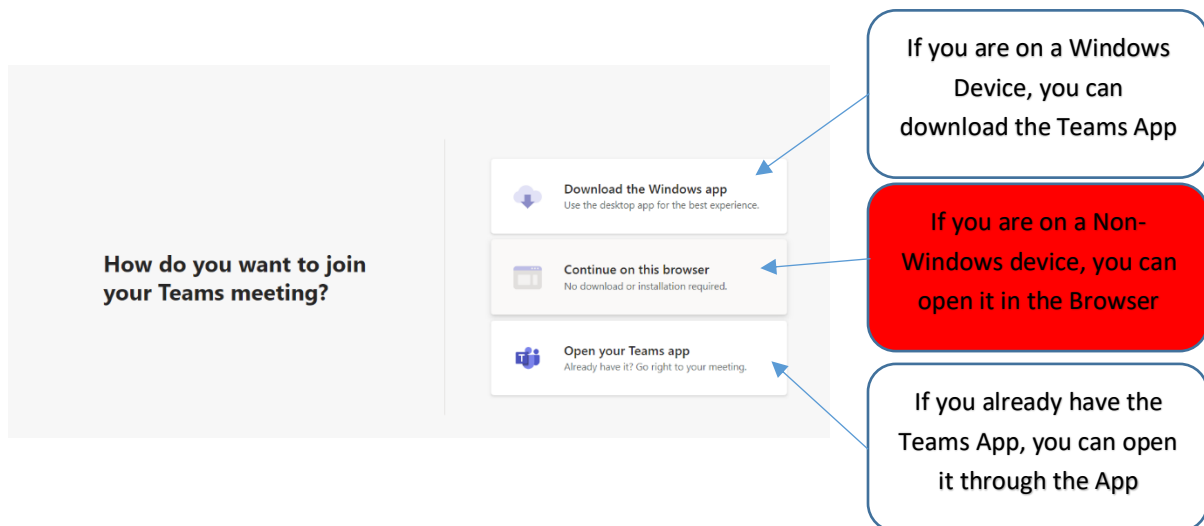
# TEAMs Meeting – Web Browser (IE, Edge, Firefox, Chrome)

Click on the link to see a short video guide: <https://youtu.be/INiG7IpRLDg>

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

## Join Microsoft Teams Meeting

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



The screenshot shows the 'How do you want to join your Teams meeting?' screen. It features three options: 'Download the Windows app', 'Continue on this browser', and 'Open your Teams app'. Three callout boxes provide instructions: a white box for Windows devices, a red box for non-Windows devices, and another white box for existing app users.

**How do you want to join your Teams meeting?**

- Download the Windows app  
Use the desktop app for the best experience.
- Continue on this browser  
No download or installation required.
- Open your Teams app  
Already have it? Go right to your meeting.

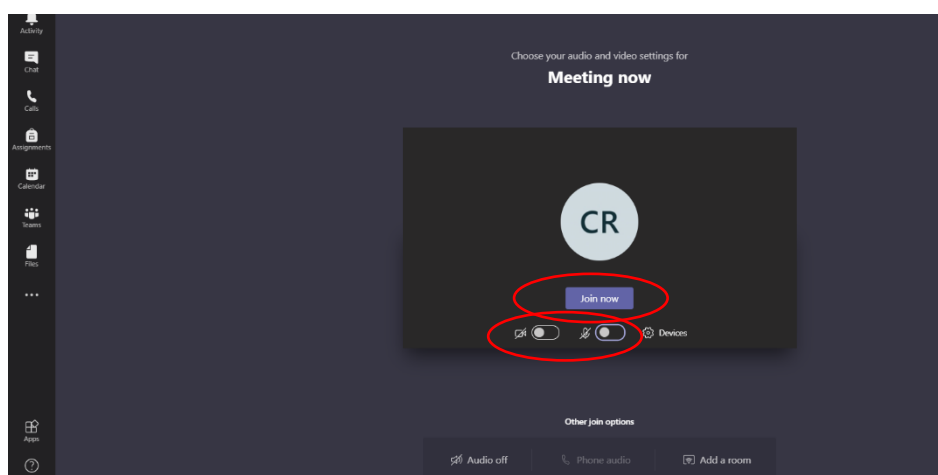
If you are on a Windows Device, you can download the Teams App

If you are on a Non-Windows device, you can open it in the Browser

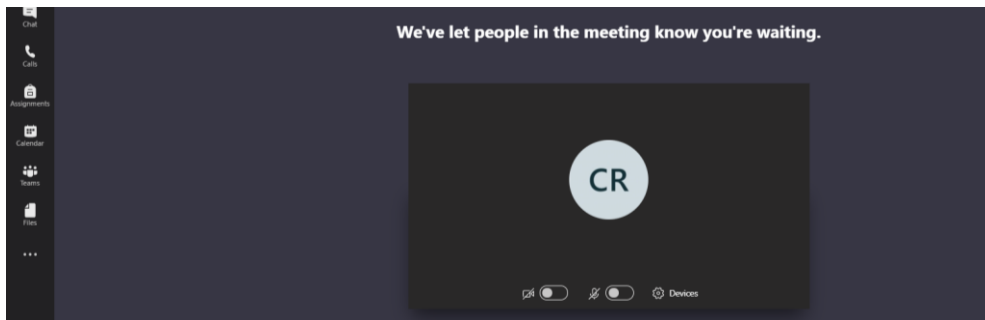
If you already have the Teams App, you can open it through the App

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

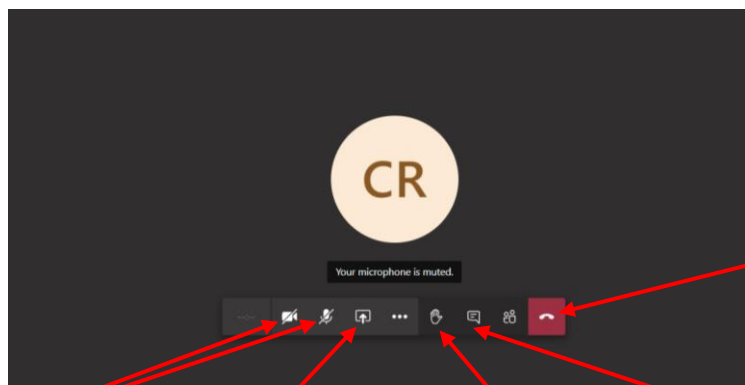
3. Select “Continue on this Browser”
4. Ensure that both Camera and Microphone are off before selecting “Join Now” to enter the meeting



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