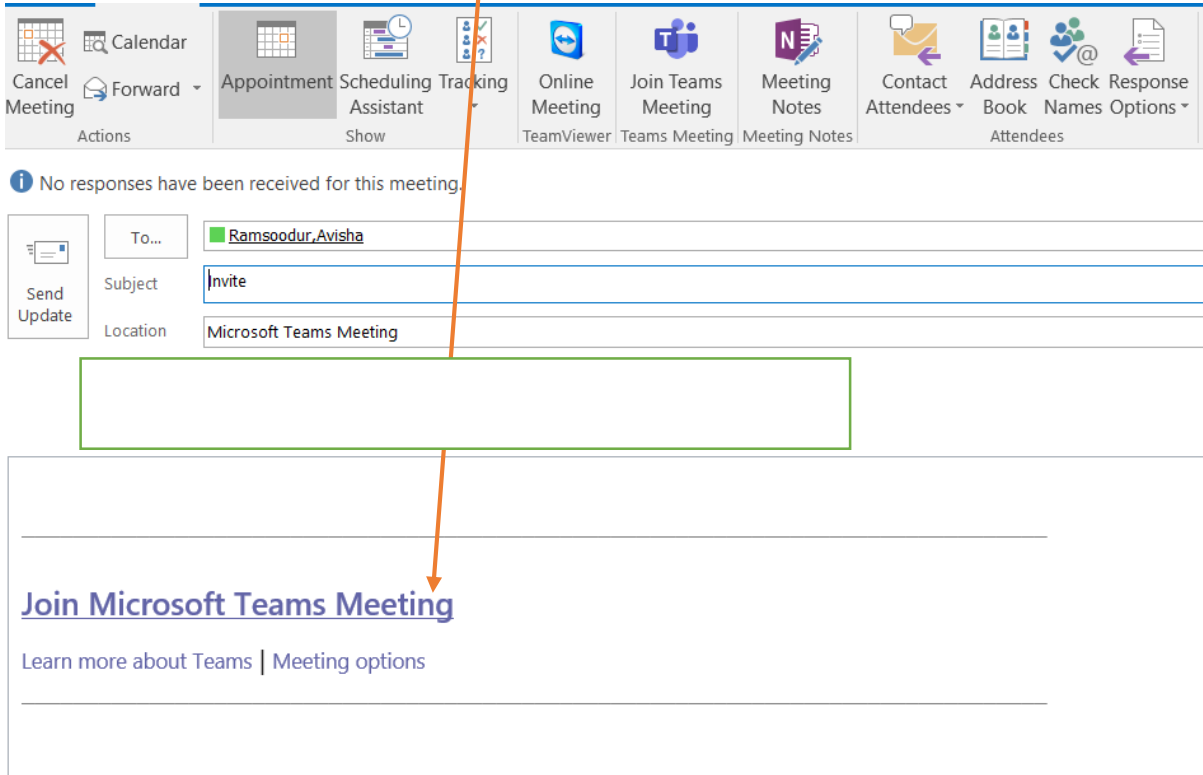


How to join a Team meeting invite: instructions for external use

**Step 1:** You will receive a Teams invite with link in your inbox, accept invite to add to diary.

**Step 2:** How to join meeting: click on link : *“Join Microsoft Teams meeting”*



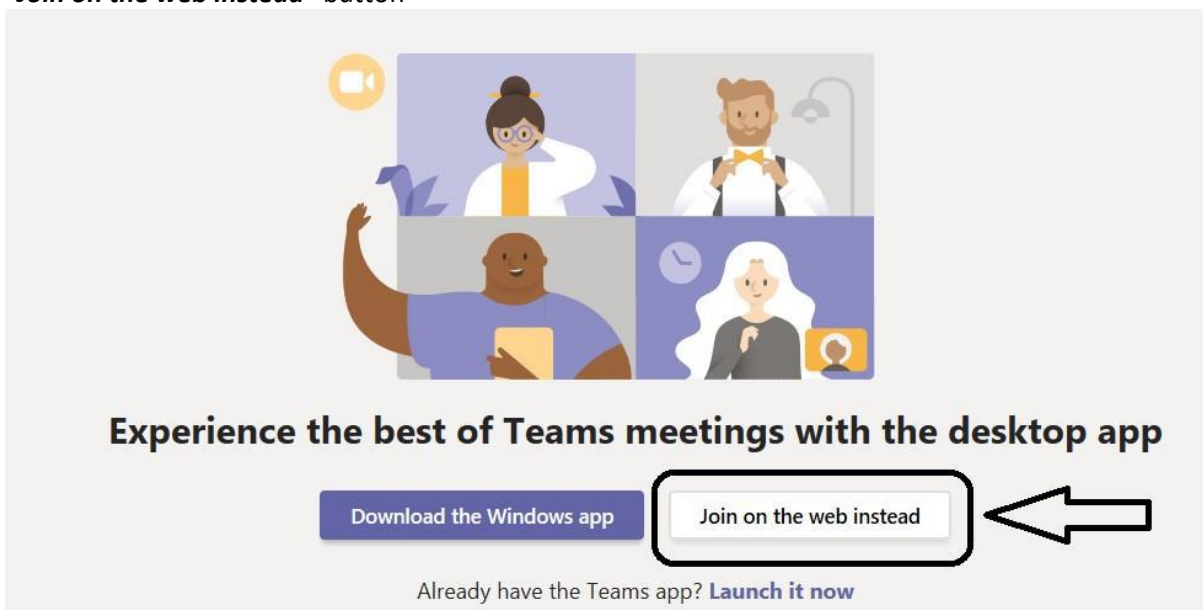
Cancel Meeting | Forward | Appointment | Scheduling Assistant | Tracking | Online Meeting | Join Teams Meeting | Meeting Notes | Contact Attendees | Address Book | Check Names | Response Options

**No responses have been received for this meeting.**

To...: Ramsoodur, Avisha  
 Subject: Invite  
 Location: Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)  
[Learn more about Teams](#) | [Meeting options](#)

**Step 3:** After clicking on the link a new page will open in your browser like below. Please click on *“Join on the web instead”* button

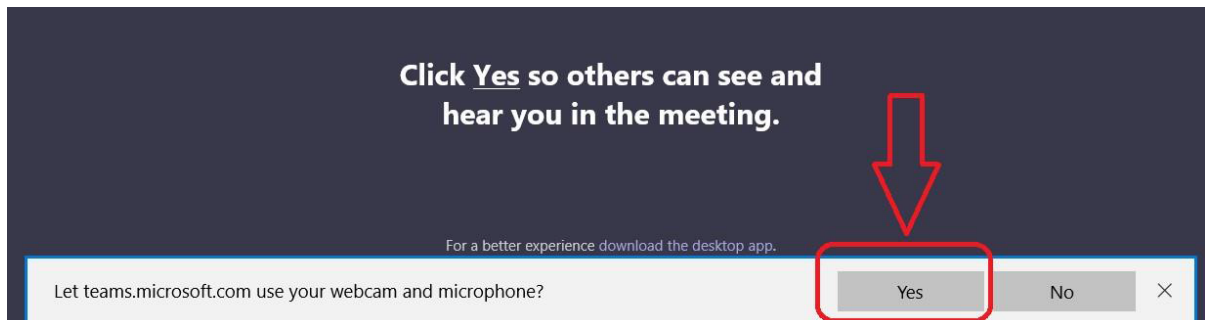


**Experience the best of Teams meetings with the desktop app**

[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)

**Step 4:** For the first time you as an external need to click **“Yes”** to provide permission to the browser to use the devices



**Step 5:** Now enter your name and click on the **“Join now”** button

