

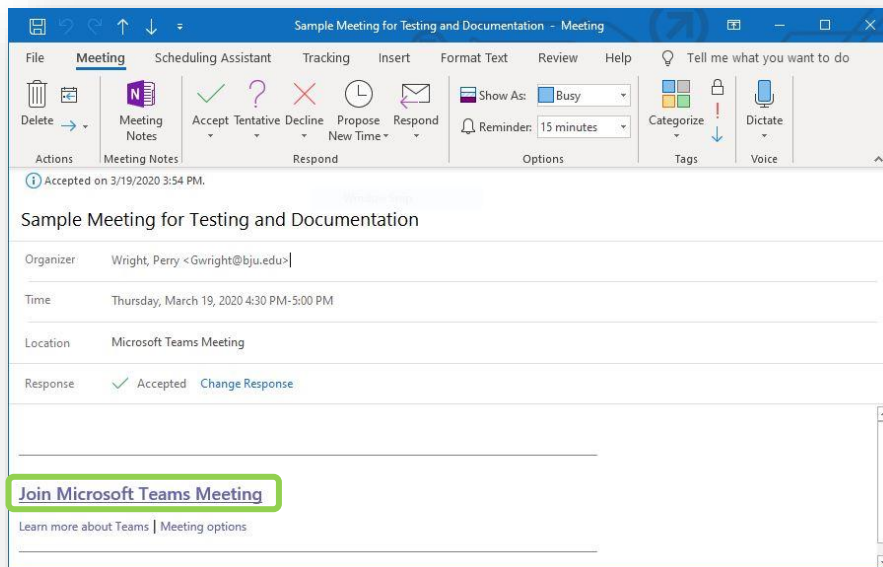
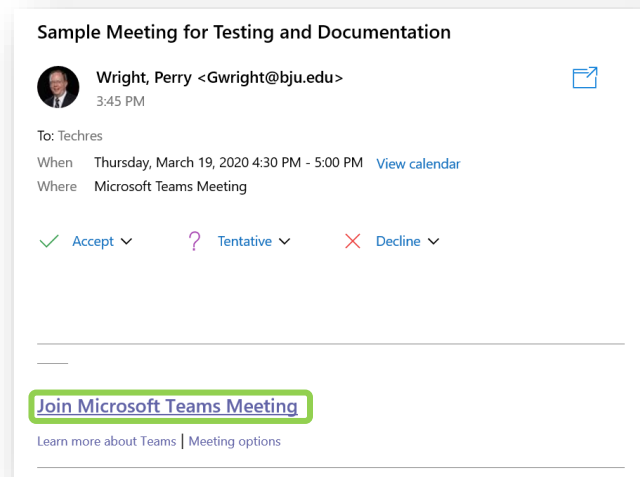
ACCEPTING AND JOINING A MICROSOFT TEAMS MEETING

Meetings in Teams can be created in Outlook or within Teams itself. It is important to join the meeting using the proper link.

RECEIVING AN INVITATION BY EMAIL

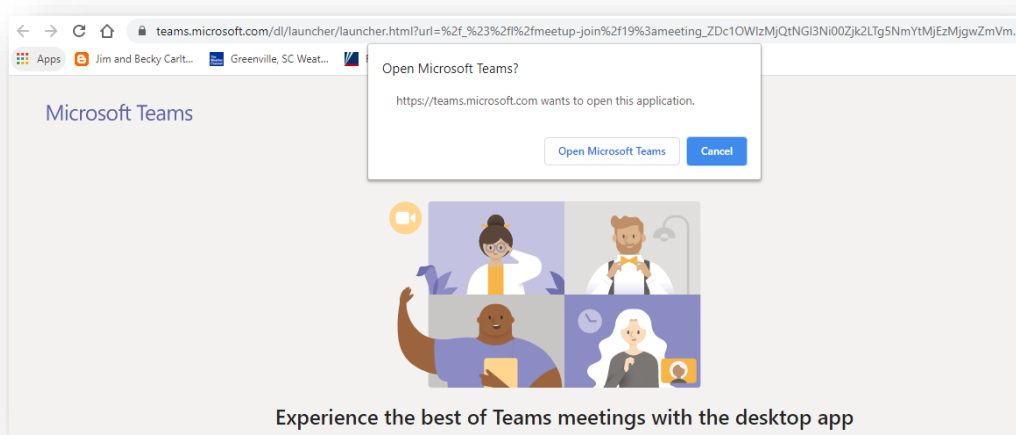
When Teams meetings are scheduled through Outlook, you will receive a meeting invitation by email.

You can join the meeting by clicking **Join Microsoft Teams Meeting**.

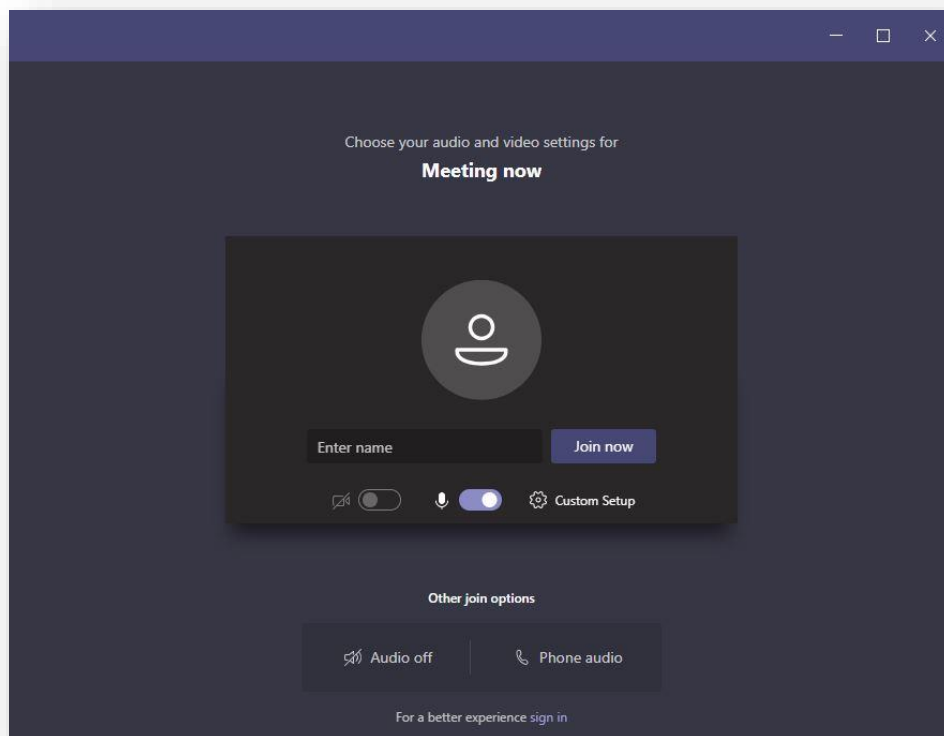


If instead you accept the meeting, it will be posted to your Outlook calendar. Open the appointment on your calendar and click **“Join Microsoft Teams Meeting.”**

You will be prompted in your browser to **Open Microsoft Teams**. (You can open Teams in your browser, but for best results, click the link to open the Teams app on your computer.)



Teams opens the meeting window. Click **Join Now**.



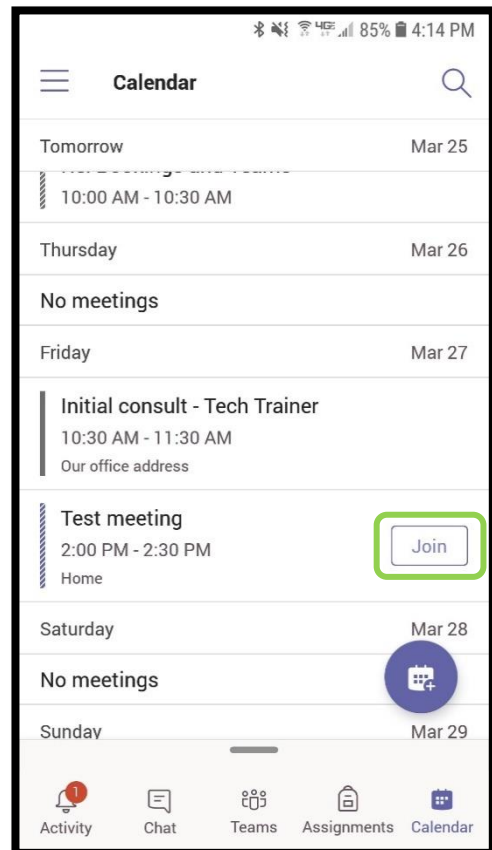
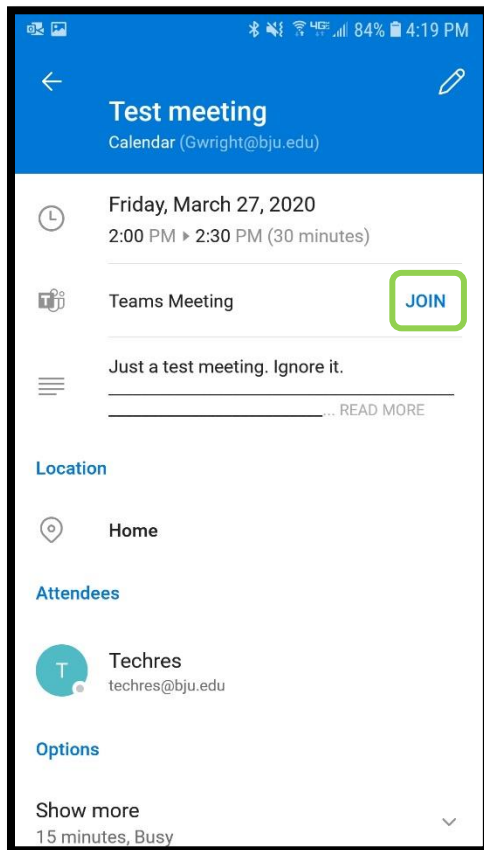
Important! Do not attempt to join a meeting by opening Teams and clicking "Meet Now." Clicking "Meet Now" starts a new, unrelated meeting.

JOINING A TEAMS MEETING FROM THE MOBILE APP

First, install the Teams mobile app from the app store and log in.

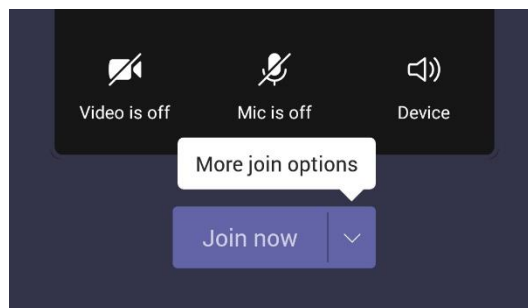
From your mobile device tap the Teams meeting invitation in your email or Outlook calendar (requires Outlook app) and select **Join**.

Or, open the Teams app, go to Calendar and tap Join.



Choose the audio and video settings you want.

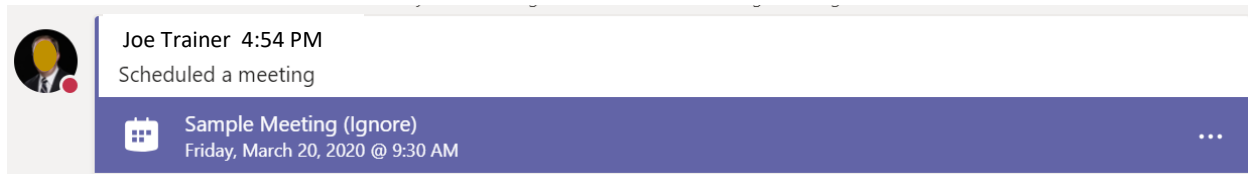
Select **Join now**.



JOINING A MEETING IN A TEAMS CHANNEL

If the meeting was created in a channel in teams, open Teams and go to the channel where the meeting is scheduled.

Click the meeting to open it; then, click **Join**.



[Here's a link to a Microsoft video on joining Teams meeting.](#)