

# JOINING THE MEETING

## How are you planning to join the meeting?

### FROM A DESKTOP COMPUTER

#### I have a Microsoft Teams account through work or school.\*

*\*Note: Some organizations restrict access via personal devices. If this is the case, proceed to the next option.*

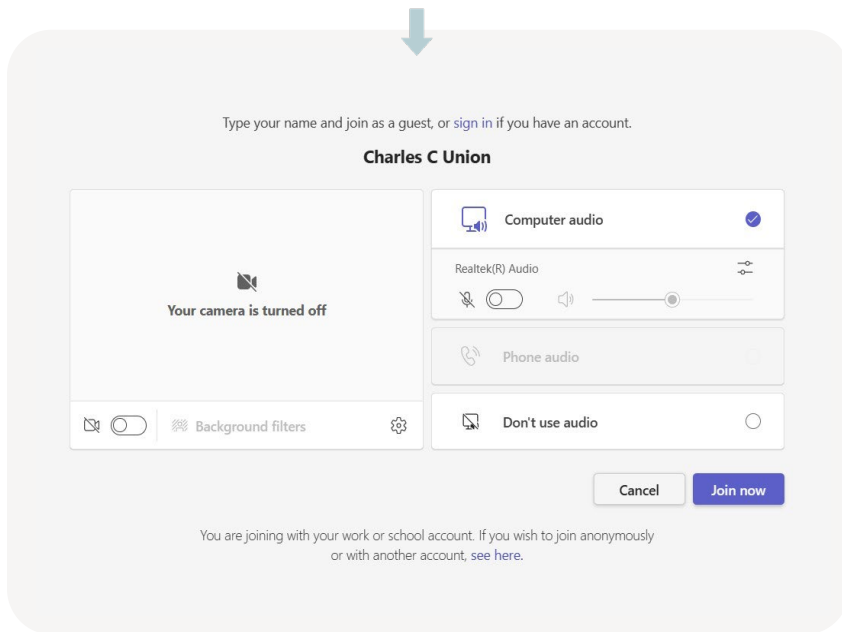
1. Before the meeting, webinar, or event takes place, if you don't already have it, download the Microsoft Teams app from the Microsoft Download Centre.
2. Open the Teams app and follow the instructions to sign in using your work or school account details. If you are unable to sign in with your work or school account, you should join via the "I don't have a Teams account through work or school" option below.
3. At the time of the meeting, open the email invite and select **Join Microsoft Teams Meeting**.
4. Teams will open in a web browser. Select Open Microsoft Teams when prompted.
5. The Teams app will open. Follow the instructions to join the meeting.

#### I don't have a Microsoft Teams account through work or school.

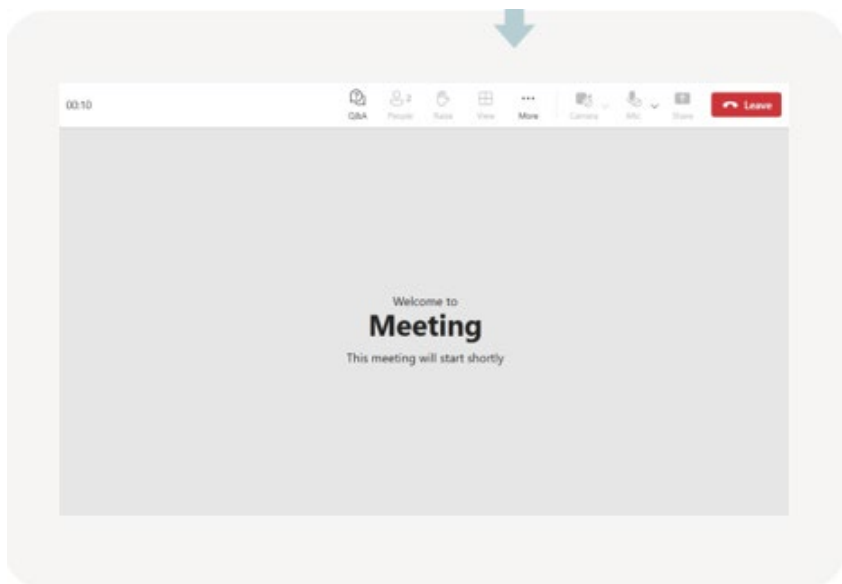
You must be using the latest version of either the **Microsoft Edge** or **Google Chrome** web browsers to follow these instructions. You can download the latest version of Microsoft Edge for free from Microsoft or download the latest version of Google Chrome for free from Google.

You won't be able to access the meeting unless you are using the latest version of one of these browsers, so please ensure you are running one before the webinar.

1. At the time of the meeting, webinar or event, open the email invite and select **Join Microsoft Teams Meeting**.
2. Teams will open in a web browser. Select **Join on the web**.
3. If you are prompted for permission, select **Accept**.
4. Enter your name.
5. Select **Join Now**.



6. If the meeting has not yet started, you can expect to see the screen below. You will be automatically admitted.



## ON A MOBILE DEVICE, VIA THE MICROSOFT TEAMS APP

If you want to join on a mobile or tablet, you need to use the **Microsoft Teams app**. You can get it for free from the App Store for iPhones and iPads or the Play Store for Android devices. You can't join on a web browser on these devices. Please select one of the following options to continue.

### I have a Microsoft Teams account through work or school.\*

*\*Note: Some organizations restrict access via personal devices. If this is the case, proceed to the next option.*

1. Before the meeting, webinar or event takes place, download the Microsoft Teams app from the Apple App Store or Google Play Store.



2. Open the Teams app and follow the instructions to sign in using your work or school account details.
3. At the time of the meeting, open the email invite on your device and select **Join Microsoft Teams Meeting**.
4. The Teams app will open automatically. Continue to join the meeting.

### I don't have a Microsoft Teams account through work or school.

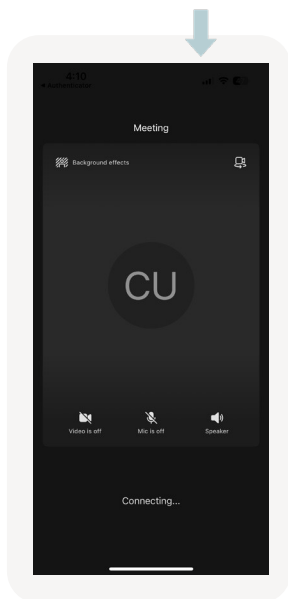
1. Before the meeting, webinar or event takes place, download the Microsoft Teams app from the Apple App Store or Google Play Store.



2. Do not open the app, create an account or sign in. Just leave the app installed on your device as-is. You do not need to create an account or sign up for anything in Microsoft Teams.
3. At the time of the meeting, open the email invite on your device and select **Join Microsoft Teams Meeting**.
4. The Teams app will open automatically. Select **Join as a guest /Join without signing in**.
5. Enter your name and continue to join the meeting.



6. Please note, that until the meeting starts, you may see a screen that is in a “Connecting” state. This is expected and you will be added into the meeting as soon as it starts.

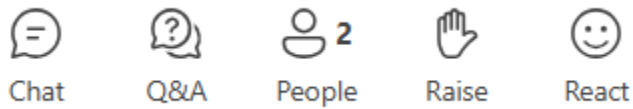


7. Interacting in the meeting – Please note that options such as Q&A are not available in the mobile version, without a work or school Teams account.

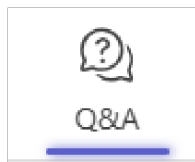
## INTERACTING WITH THE TOWN HALL

To interact as appropriate, we have several features optional to you.\*

*\*Note: This is only available on the desktop version of Microsoft Teams.*



For questions, you may use the **Q&A Button**.



Type your question and click **Ask**. It will be reviewed and answered by the panel, or a response will be provided after the meeting.

You can also react to what is being said by using the **React** button.

