Instructions for Joining a Microsoft Teams Meeting
(for external participants)

1) Click on **Join Microsoft Teams Meeting** URL on the meeting notice.

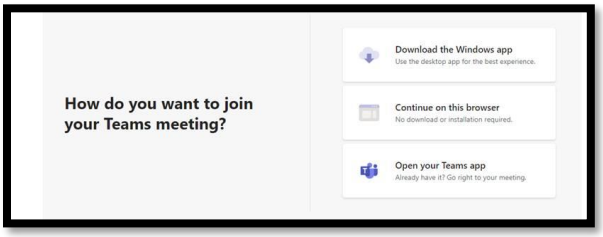


2) If you already have Teams installed, Teams client will open. If you don't have the Teams client, select **Join on the web instead.**

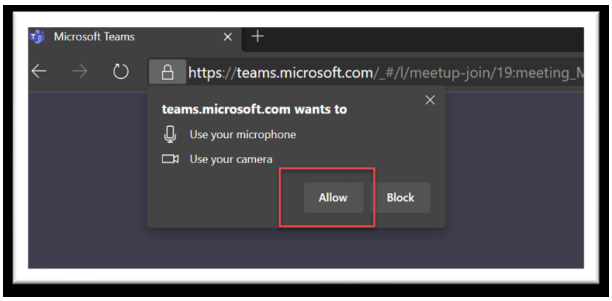
Note: Use the **Google Chrome** browser for the best connection (audio and video).



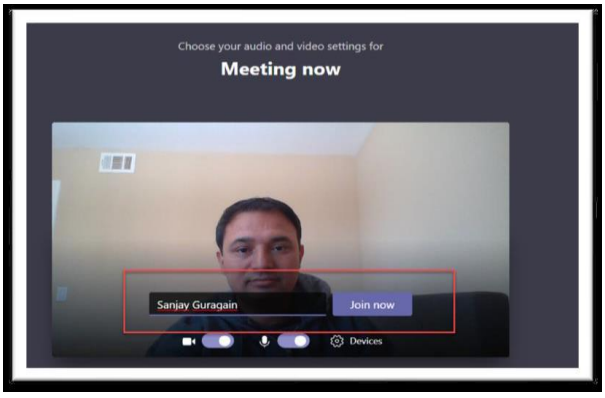
3) External participants may see the screen at right. If so, select **Continue on this browser**



4) Select **Allow** if you get privacy windows to use Microphone and webcam.



5) Enter your name and select **Join Now**



You can also join Teams on your mobile devices. Please visit https://aka.ms/getteams to get the mobile app.