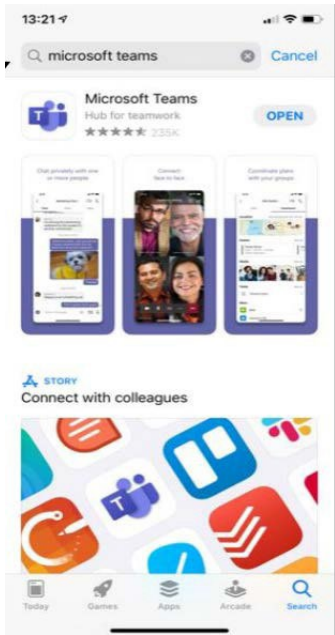


Teams User Guide

Step 1
 Download Microsoft teams through the app store/play store.



Step 2
 Open the teams invite, which includes the details of the meeting. Click on the link 'Join Microsoft Teams Meeting'.

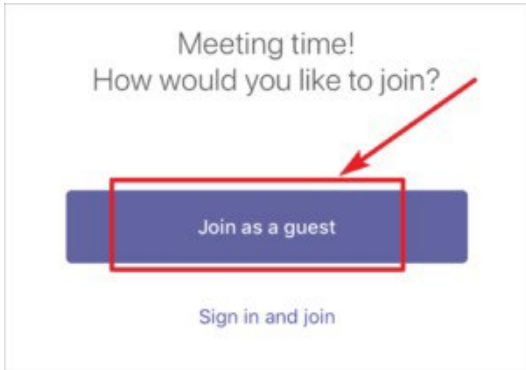
Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 384 896 285 384
 Passcode: tbDEr3
[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

Step 3
 The link will open Microsoft Teams, select the option 'Join as a guest'.



Step 4
 The next page will present a name box, fill in your name and click on 'Join Meeting'. This will then take you straight to the meeting.

Step 5
 Make sure your audio and camera are switched on before the meeting.

