



Meetings - Joining

How do I join a meeting?

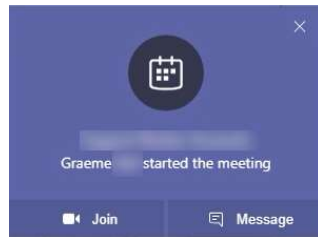
If Teams is running and someone calls you a pop-up will display in the bottom right hand corner of the screen.

1. Click the appropriate button to either accept or reject the request.



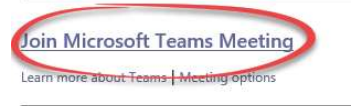
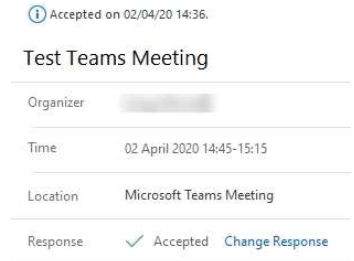
If you have a meeting scheduled you will be notified when the first person joins that meeting.

1. Click the button to join the meeting or click 'Message' to send a message to the meeting group, perhaps to say you will be late in joining.



How do I join a meeting using Outlook?

1. Locate and open the appointment in your Outlook calendar or open the email with the meeting details.
2. Click the 'Join Microsoft Teams Meeting' link.

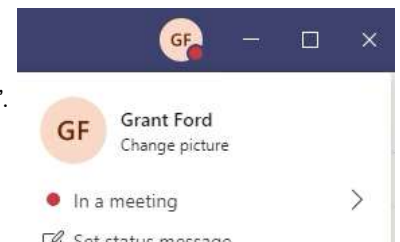


The Meeting window will be displayed.



3. Use the mic and camera toggle buttons to switch your camera and mic on and off.
4. Click the 'Join' now button to complete the process.

During a meeting your 'online status' will automatically change to show you are 'in a meeting'.





**For help and assistance,
call the ICT Helpdesk
0141-342 1570**

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk