

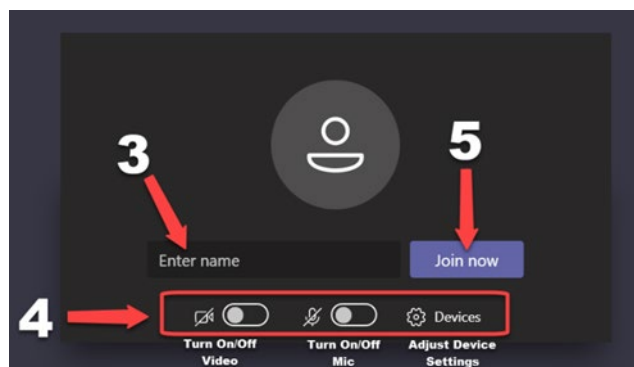
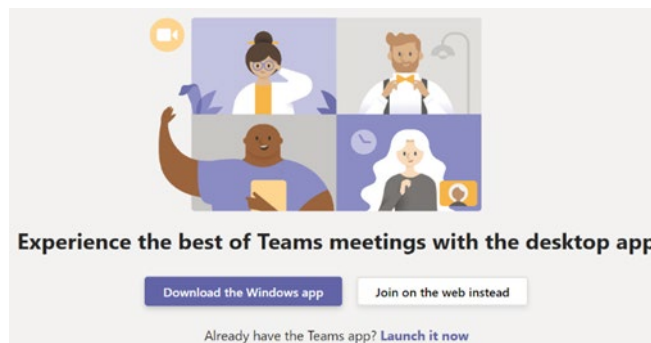
Join a Meeting by Web

1. Open meeting invite and click on the **Join Microsoft Teams Meeting** link.

Note: This will direct you to a page where you can choose to either join from the desktop app or join on the web.

2. Click on **Join the web instead**.
3. Select **video** and **audio** settings.
4. Click **Join now**

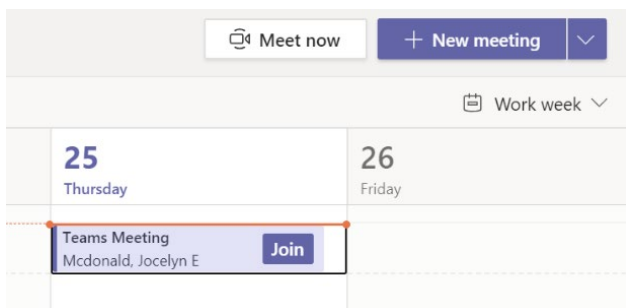
Note: Web version requires Chrome or Microsoft Edge.



Join a Meeting by Calendar

Microsoft Teams App Calendar

1. Go to calendar  on the left side. Locate the meeting and select **Join**.
2. **Select** video/audio settings and click **Join now**



Outlook Calendar

1. **Open** the Outlook calendar. Locate the meeting and select **Join**.
2. **Select** video/audio settings and click **Join now**

