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