

Joining a **Teams Meeting**

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.



Experience the best of Teams meetings with the desktop app

Download the Windows app	Join on the web instead
Already have the Teams	app? Launch it now



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

	Î Meet now	$+$ New meeting $ $ \vee
		🗄 Work week 🚿
25 Thursday	Ĩ	26 Friday
Teams Meeting Mcdonald, Jocelyn E	Join	

Outlook Calendar

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

	11	12	13	
AM Instr	9:30 AM Te: 🔀			2
	18	•	Teams Meeting	
	9:30 AM Te: 📿	Ŀ	Thu 6/25/2020 11:00 AM - 11:30 AM	
	12:30 PM Parer		戰 Join	
	Jun 25 🔆 65°	Ē	Calendar	d for :
^M sampl 11 A 3 PM 2	11 AM Teams N			
	3 PM Cance 📿	8	You're the organizer.	
	2	-	Amenson, John A didn't respond.	
	9:30 AM Tes 📿	0	Edit 🖾 Cancel	

HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center • 4400 West 18th Street • Houston, Texas 77092-8501 www.HoustonISD.org/InsTech • www.twitter.com/hisd_inst_tech