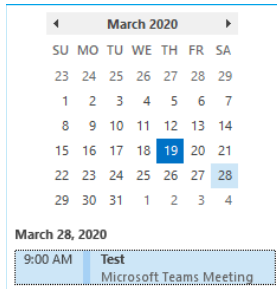
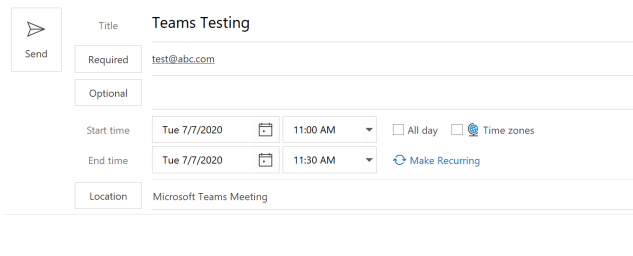


Joining a Microsoft Teams Meeting

1. Open the meeting invite from the reminder or from your calendar



2. Select “Join Microsoft Teams Meeting”



A screenshot of a meeting invite form. The title is 'Teams Testing'. The 'Required' field contains 'test@abc.com'. The 'Optional' field is empty. The 'Start time' is 'Tue 7/7/2020 11:00 AM' and the 'End time' is 'Tue 7/7/2020 11:30 AM'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link. The 'Location' is 'Microsoft Teams Meeting'.

Option 1: Join via web browser
Click "Join Microsoft Teams Meeting" link.
External participants are not required to download any software.

Option 2: Join via telephone
Dial the phone number, enter conference ID to join

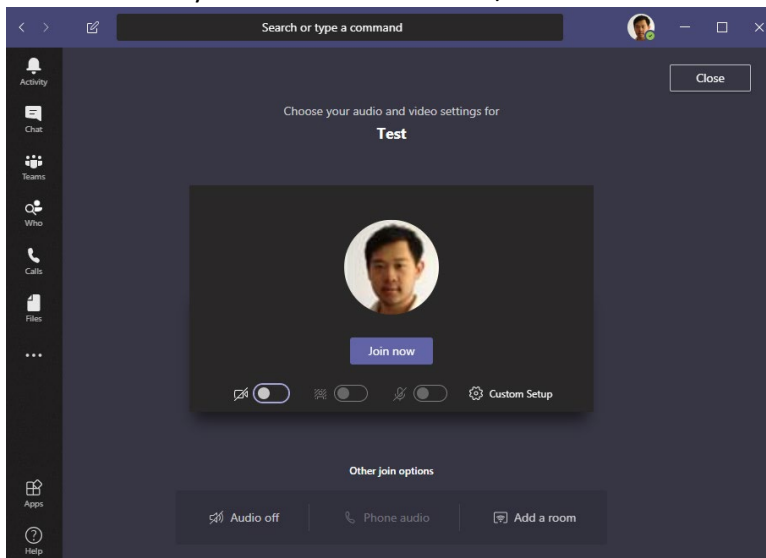
[Join Microsoft Teams Meeting](#)

+1 647-749-0217 Canada, Toronto (Toll)

Conference ID: 574 629 16#

Local numbers | Reset PIN | Learn more about Teams | Meeting options

3. Select whether you want to enable audio/video and click “Join Now”



4. You can also view this video to learn more about joining a MS Teams meeting invitation:

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>