




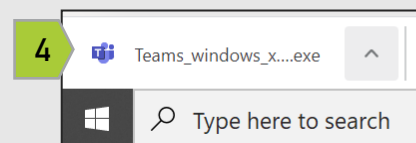
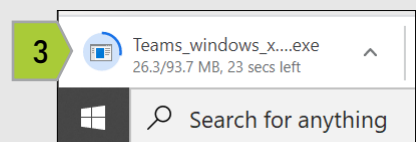
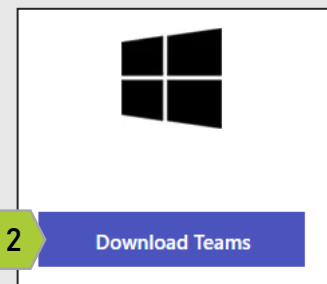
Guide to joining a Teams meeting on a Personal Desktop / Laptop

This guide provides you with the tools you need to join and participate in a Teams meeting with us.

We offer Digital Support Sessions alongside this guide where one of our Digital Facilitators will phone you to guide you through the process of joining a test Teams meeting. If you would like to book a Digital Support Session please contact the service that provided you with this guide.

Prior to your first session please install the Free Microsoft Teams app on your Desktop / Laptop

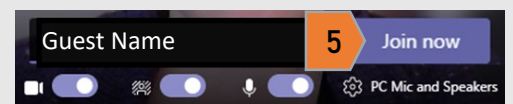
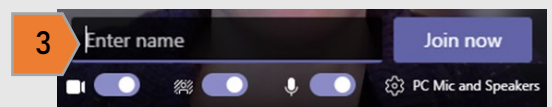
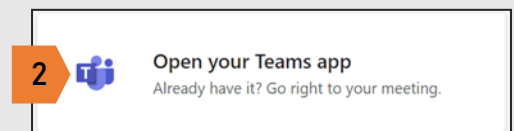
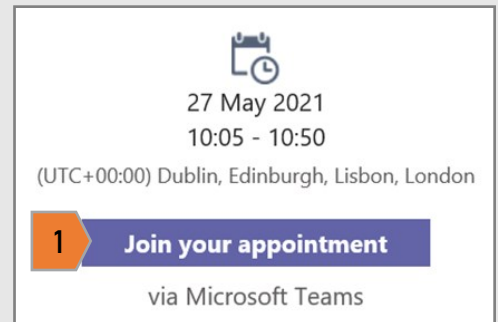
- 1 Click [HERE](#) to download the Free Microsoft Teams Desktop App on to your desktop/laptop
- 2 A new webpage will open on to a www.microsoft.com landing page, click the Download Teams button
- 3 The Teams app will begin to download
- 4 Once downloaded (this  icon indicates the download has completed) double-click the download in the bar at the bottom of the screen to install
- 5 Once Teams has installed it will open and ask you to sign in, you do not need to sign in with an account you can simply close the app as it is ready for you to use on the day of your first session



On the day of your session, 15 - 20mins before start time:

- 1 Return to your email and click on the button 'Join your appointment'.
- 2 A webpage asking 'How do you want to join your Teams meeting?' should open, this should automatically trigger your Teams app to open.

If Teams doesn't open automatically, click on the Open your Teams app button on the webpage.
- 3 Enter your name in the 'Enter name' box.
- 4 Click these buttons to purple if they are not already.
- 5 Click 'Join now' to be admitted to the virtual waiting room, the meeting organiser will be informed of your presence and will admit you.



When the meeting starts, we'll let people know you're waiting.

In-meeting controls

- Once admitted to the meeting you should be able to see and hear your presenter.
- By moving your mouse on to the screen your 'in-meeting' controls will appear, the diagram below indicates the function of each icon.

