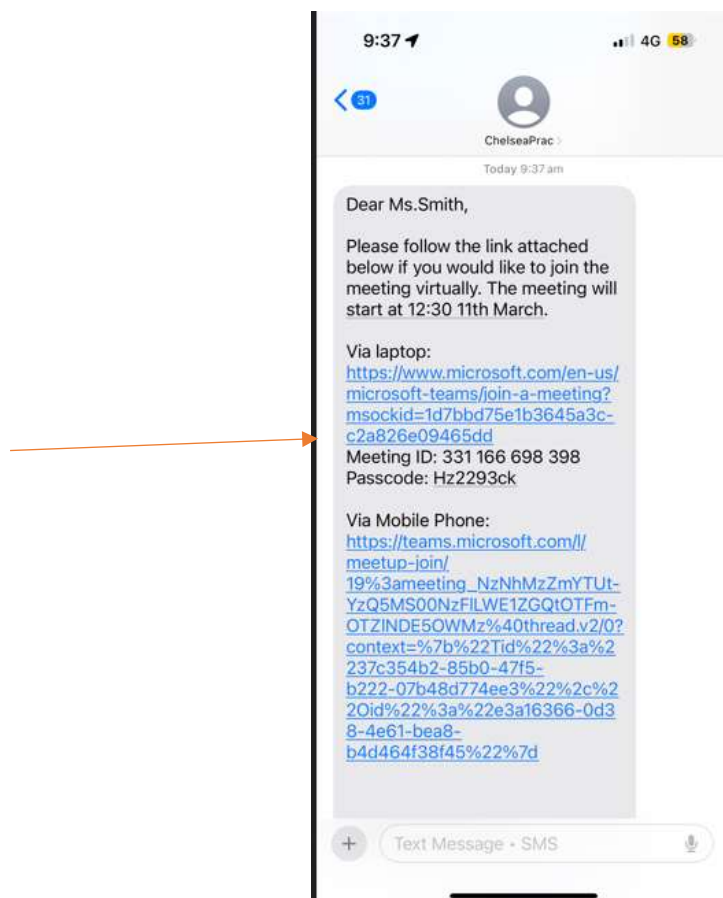




HOW TO JOIN A TEAMS MEETING VIA LAPTOP OR COMPUTER

Step 1: Please note if you are joining via laptop or computer you do not need to download the Microsoft teams application. Follow the highlighted link under “Via laptop”



Alternatively you can also search into google “Join a team’s meeting” Click on the first available link. It should be the below.



Microsoft

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Join a Microsoft Teams Meeting by ID | Microsoft Teams

Learn how to join a Teams meeting using the meeting ID or link, and explore Teams features to make your meeting successful. Find out where to get the meeting ID, how to secure your meeting, and what are the system requirements.

Step 2: Once you click on the link it will bring you to this website and it will ask you to enter a meeting ID and password. This can be found in the original text sent to you on your phone.

← → ↻ 📄 https://www.microsoft.com/en-us/microsoft-teams/join-

Microsoft | **Teams** Products ▾ Features ▾ Pricing Support

Switch to the new Teams today to scale your business

Microsoft Teams

Join a Teams meeting

Enter meeting ID *

Enter meeting Passcode

Join a meeting

[Where can I find my meeting ID? >](#)

Enter the meeting ID and passcode below as demonstrated

Microsoft Teams

Join a Teams meeting

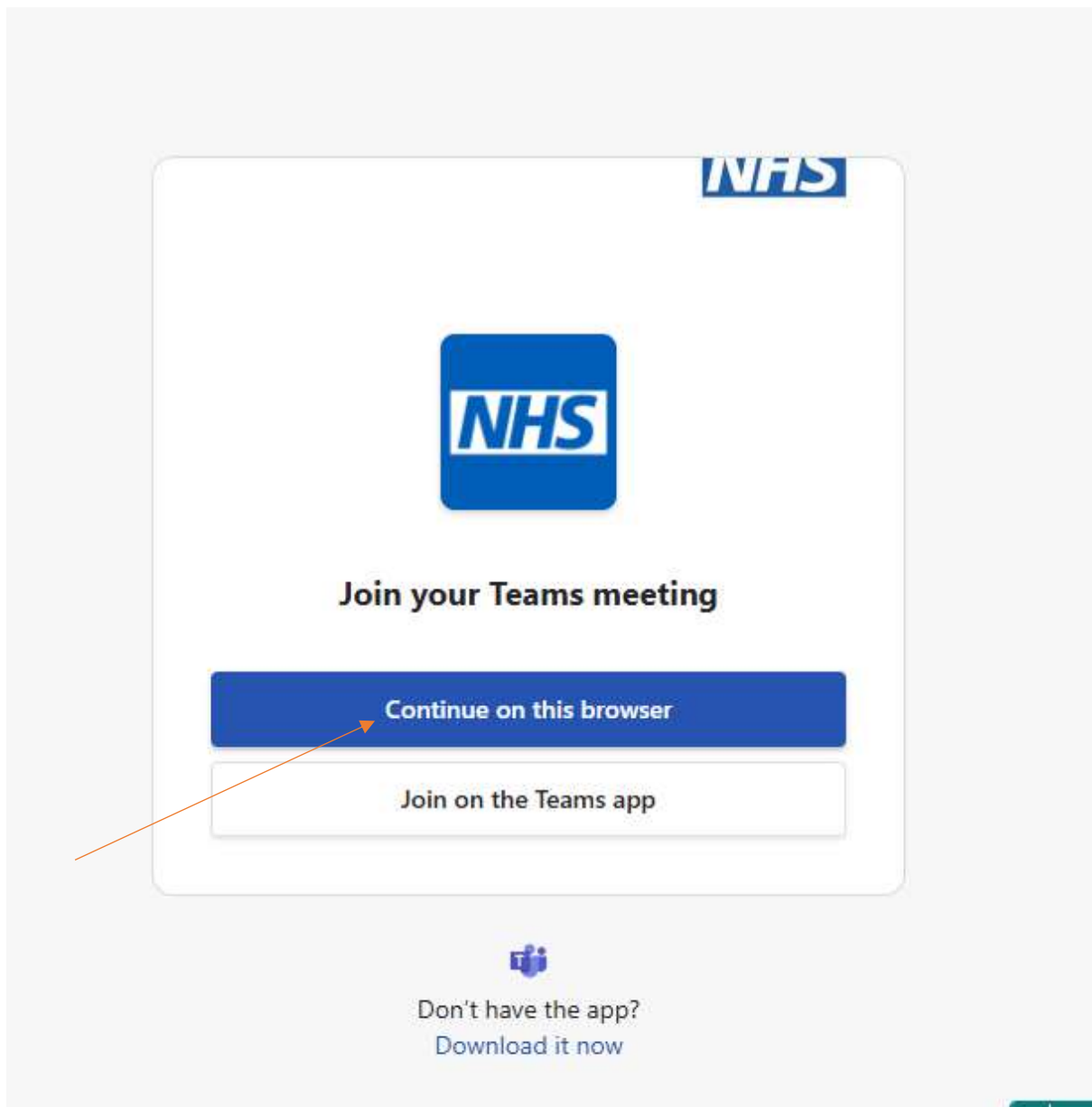
Enter meeting ID *

Enter meeting Passcode

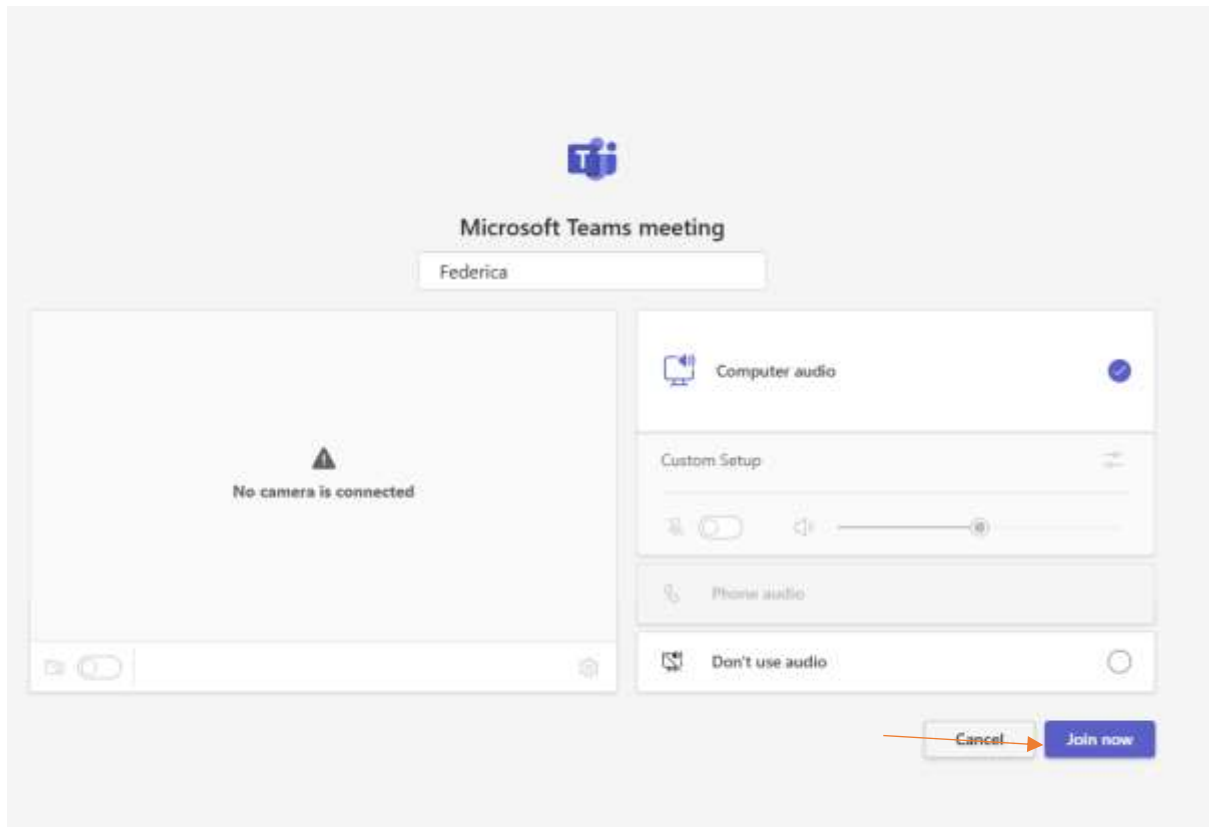
Join a meeting

[Where can I find my meeting ID? >](#)

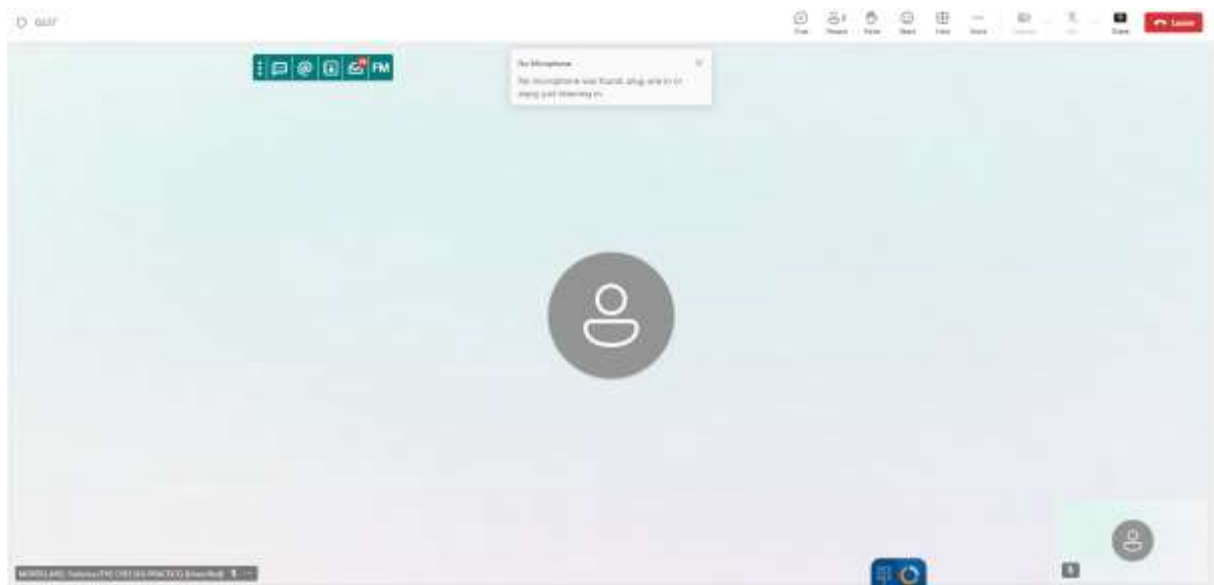
Step 3: Once you have entered the meeting ID and passcode you will then be brought to this page. Please click on "Continue on this browser"



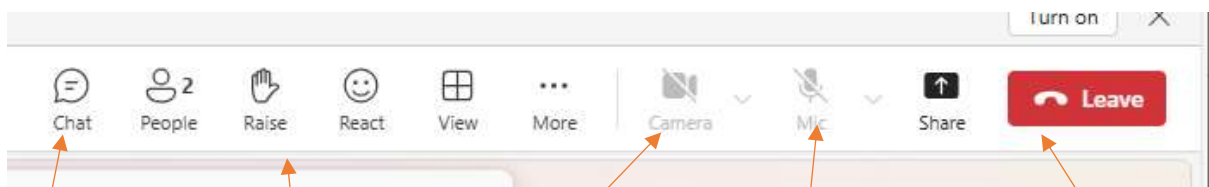
Step 4: Once you click on the link it will then bring you into the waiting room before the meeting. Click the “Join now” to get into the meeting.



Step 5: You will then be in the meeting.



Step 6: Control Panel



Click on this button if you would like to contribute anything via text rather than speaking. This is usually used if your computer does not have a microphone

Click on this button during the meeting if you have a question, but someone else is speaking. The host will see you hand raised and come back to you when they are free

Click on this button to turn on your video

Click on this button to turn on your microphone so everyone can hear you

Click on this button to leave the meeting