

How to Join a Teams Meeting

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1) Via meeting link click in the link in your email this should be a invitation or calendar entry. (Outlook or Google Calendar)

2) Via Teams App/Desktop open teams, click the calendar icon the left , find the meeting and click and join.

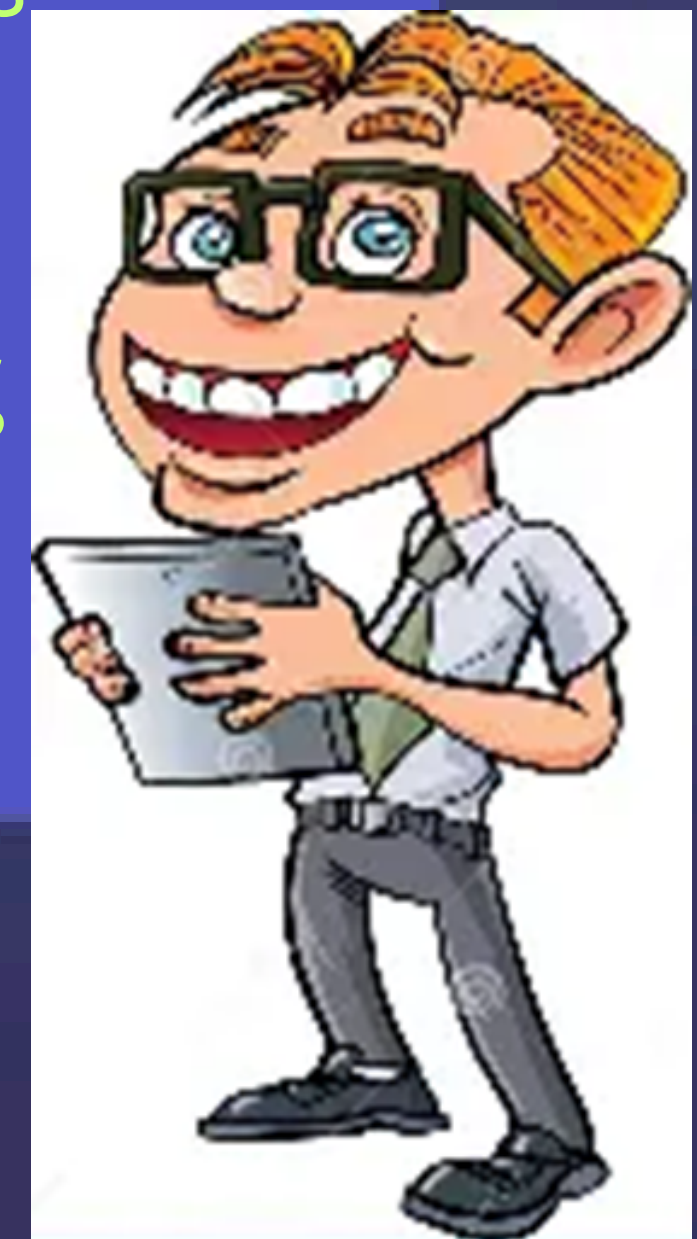
3) Via Web browser, (No installation) click in link in the invitation and if prompted choose “continue on the browser”.

4) Via Meeting ID; In the teams app, go to calendar, click join with an ID in the top-right corner and enter the meeting ID and passcode provided in your invite.

5) Via Mobile App. Open the teams app then go to the calendar tab and join the meeting.

conclusion

The assignment is to show how to create a new teams meeting. Microsoft Teams is a centralized digital workspace designed to facilitate collaboration and communication within organizations. Teams consists of web work place chats, conferences and much more.



Reference:www.google.com