



JOINING A MEETING IN TEAMS

If you have a **teams** account select **SIGN IN** to join with access to **meeting, calendar, chat** and more. you'll then join the meeting straight away or enter the lobby, until an organiser admits you.

personal
account
user

TO JOIN A MEETING ORGANIZED BY A PERSONAL ACCOUNT USER.

TO ATTEND A MEETING SET BY A TEAMS PERSONAL ACCOUNT USER SELECT THE LINK, THEN SELECT JOIN NOW.

join from
calendar
or ID

TO JOIN A MEETING FROM CALENDAR OR ID

TO JOIN FROM CALENDAR.

- 1 SELECT CALENDAR IN TEAMS.
- 2 SELECT A MEETING
- 3 SELECT JOIN

TO JOIN WITH A MEETING ID

- 1 SELECT CALENDAR FROM THE LEFTMOST SIDE OF TEAMS.

join ID from
Teams
marketnig
page

TO JOIN WITH ID FROM TEAMS MARKETING PLACE

YOU CAN JOIN A MEETING DIRECTLY FROM THE TEAMS MARKETING PAGE, NO NEED TO OPEN THE APPLICATION FIRST.

- 1 OPEN THE TEAMS MARKETING PAGE IN ANY BROWSER.
- 2 ENTER THE MEETING ID AND PASSCODE PROVIDED BY THE MEETING ORGANIZER
- 3 SELECT JOIN MEETING

join from
chat

TO JOIN FROM CHAT

TO JOIN A MEETING THAT HAS ALREADY STARTED, FROM THE MEETING CHAT:

- 1 SELECT **CHAT** IN TEAMS.
- 2 AT THE TOP OF THE CHAT, SELECT **JOIN**.

To join a
link
nonomously

TO JOIN A LINK ANONYMOUSLY.

- 1 SELECT THE **MEETING** IN YOUR TEAMS CALENDAR
- 2 SELECT **JOIN**
- 3 SELECT, **CHANGE** NEXT TO YOUR ACCOUNT AT THE TOP OF THE PRE-JOIN SCREEN. 4 SELECT JOIN WITHOUT SIGNING IN
- 5 TYPE YOUR NAME IN AT THE TOP OF THE PRE-JOIN SCREEN
- 6 SELECT **JOIN TO ENTER THE MEETING**.