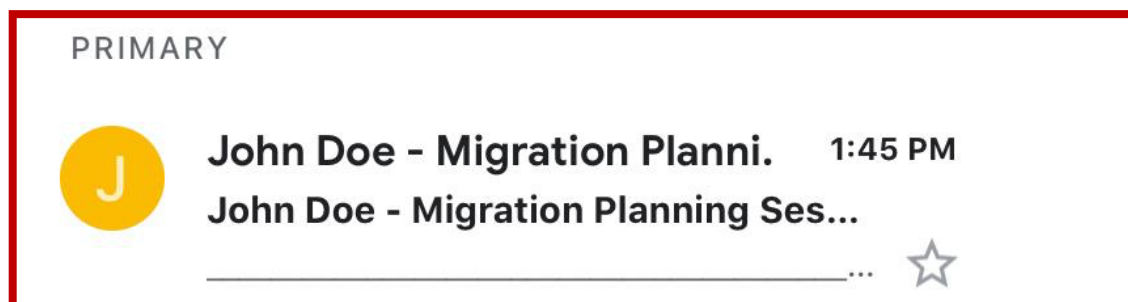
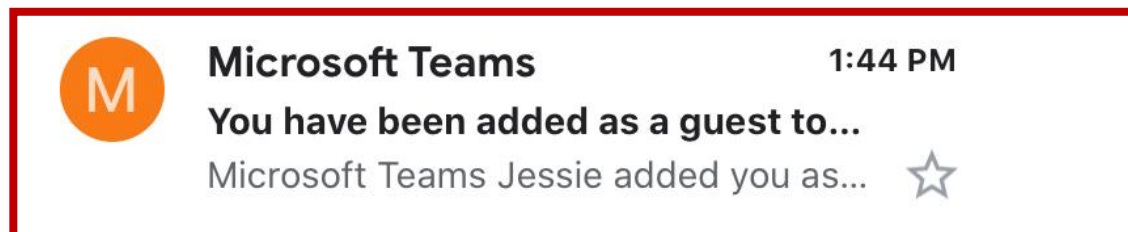


HOW TO JOIN MICROSOFT TEAMS

1. You will receive 2 invitations in your email inbox. It will look like this:

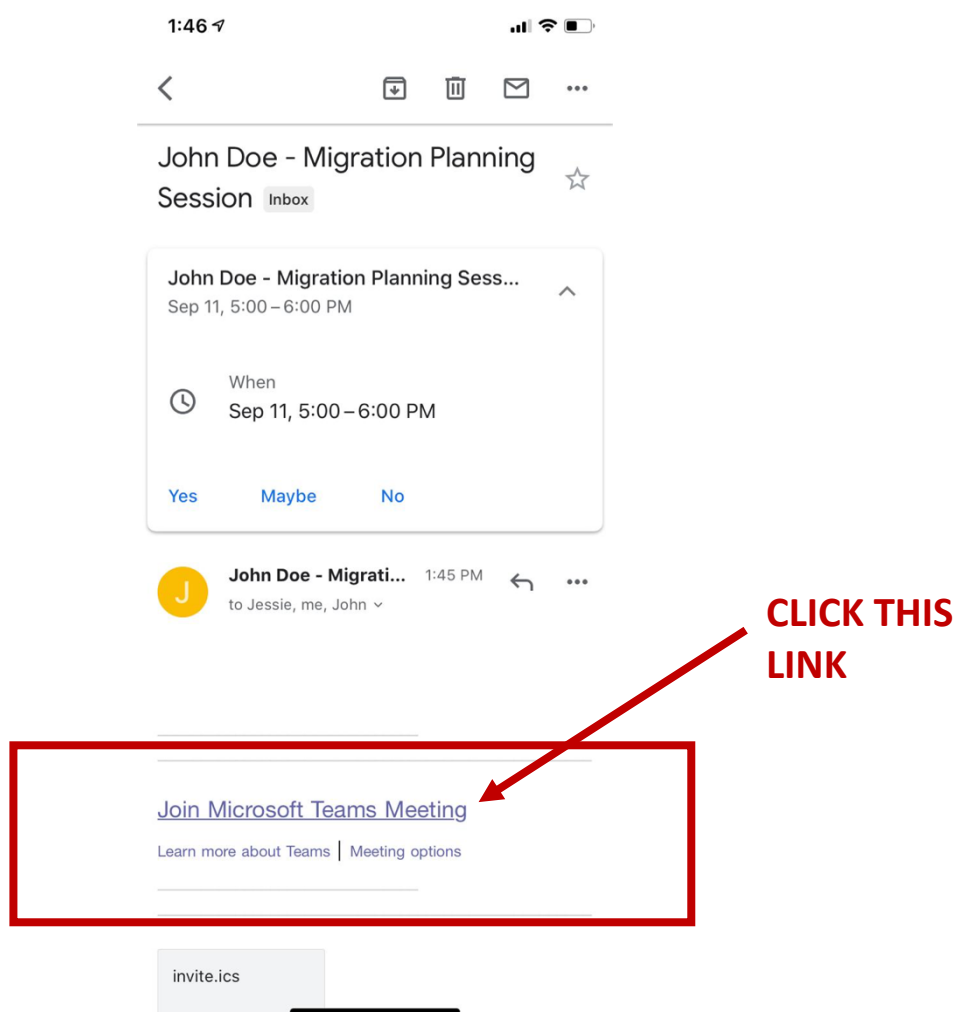


EMAIL 2



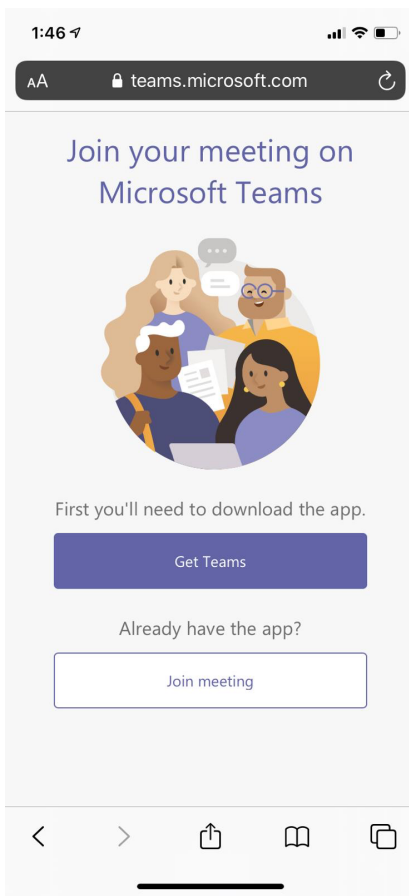
EMAIL 1

- **Email 1** is a notification/invitation email sent automatically by Microsoft to say we have added you to your virtual meeting room
- **Email 2** is the meeting invite to attend your meeting room. This email will contain a link for you to click on. It will look like below:



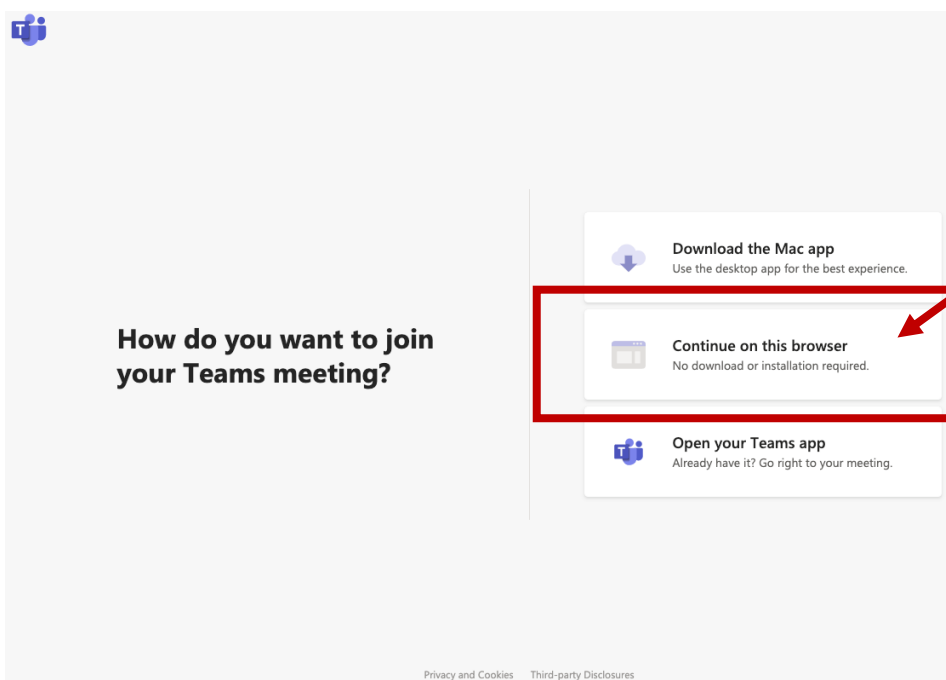
2. USING PHONE

If you're using your phone, you will need to download the app.



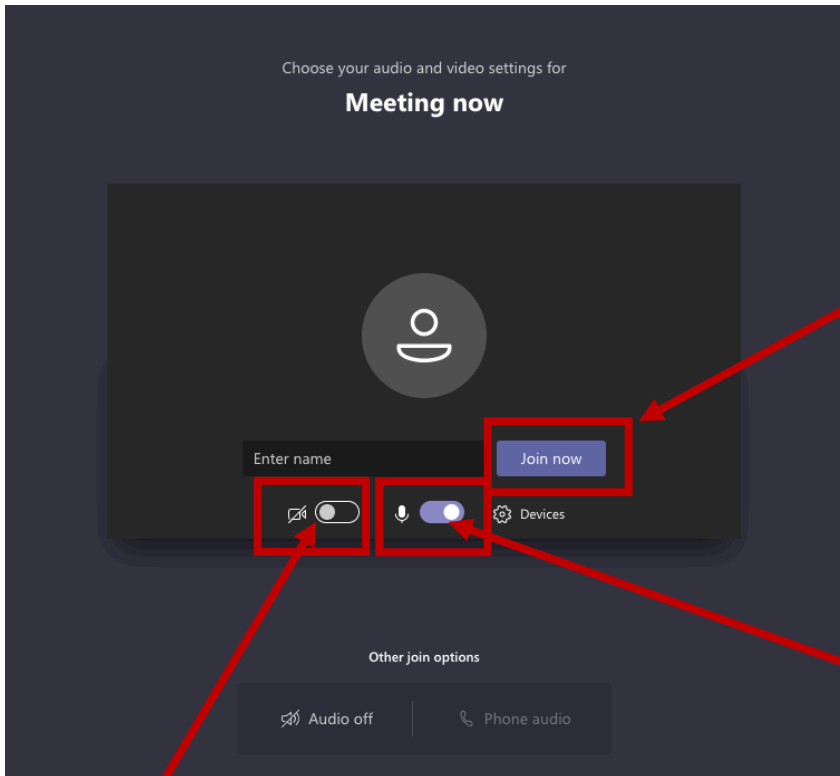
3. USE LAPTOP/PC

- If you're using a laptop/PC (recommended), you can enter the virtual meeting room on a browser



**CLICK
THIS LINK**

- After clicking the above, this page will open up. Click Join Now



CLICK JOIN NOW

TURN ON YOUR MIC (it should look like this)

Camera: This means your camera is OFF. To TURN ON, click on it.