

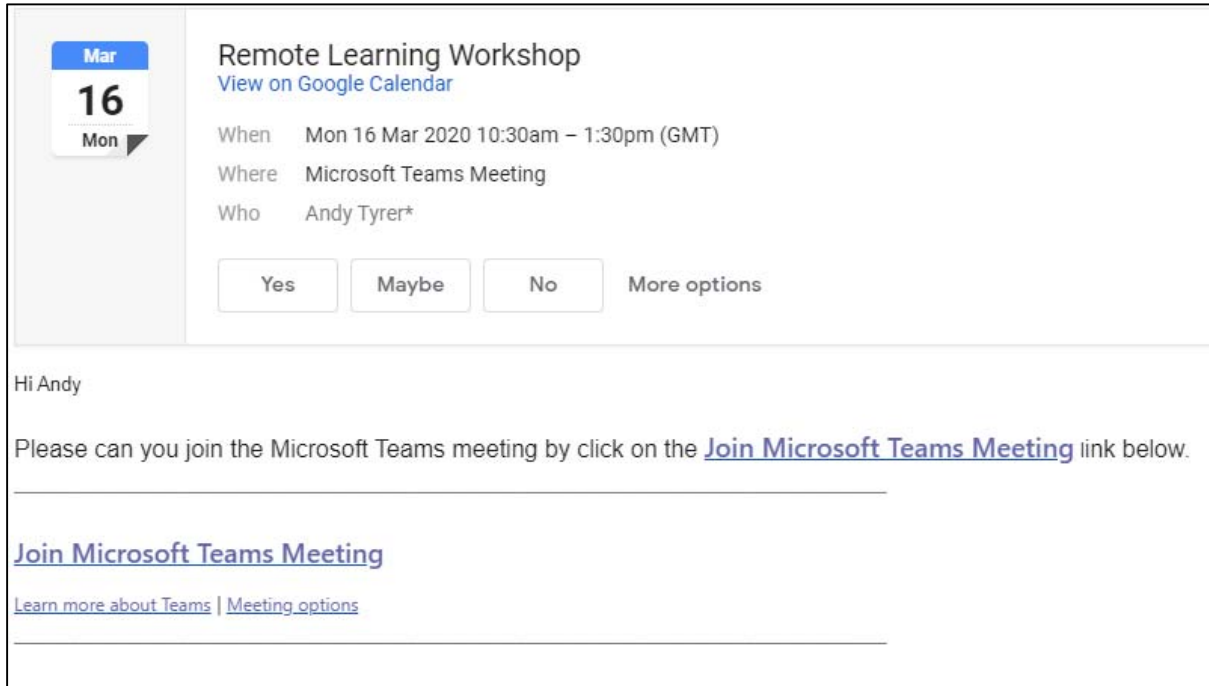


# Joining a Microsoft Teams Meeting

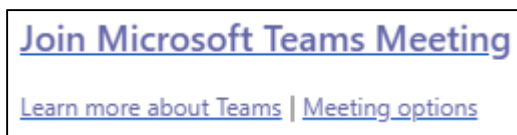
This guide will take you through how to join a Microsoft Teams meeting with your tutor.

## How to join

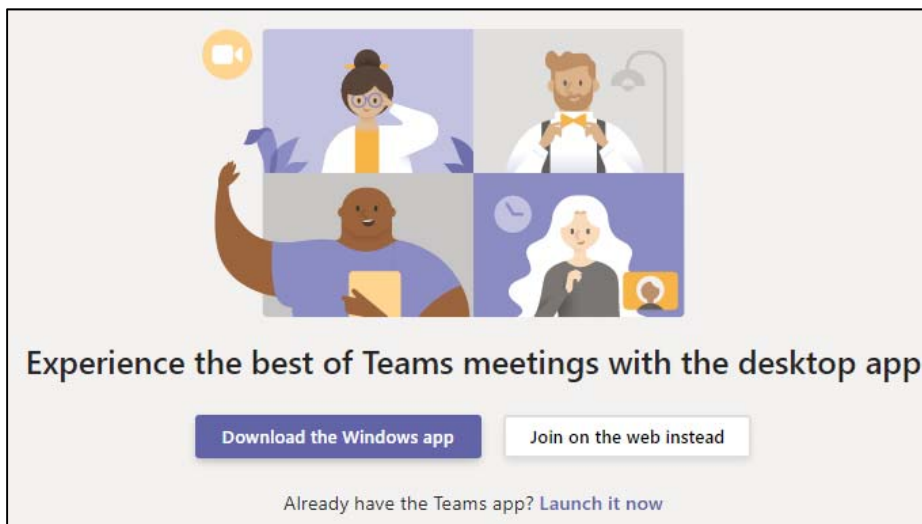
1. You will receive an invite from your tutor in your **email inbox**.



2. Click on the link **Join Microsoft Teams Meeting**.



3. You now be asked for how you would like to join your meeting.





## Joining a Microsoft Teams Meeting

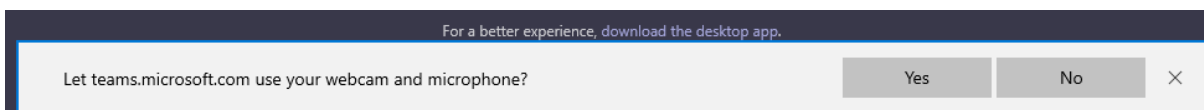
If you **already have Microsoft Teams** installed on your device jump to step 9.

If you **do not have Microsoft Teams** installed in your computer, follow the next 5 steps of this guide.

4. Select the following option:

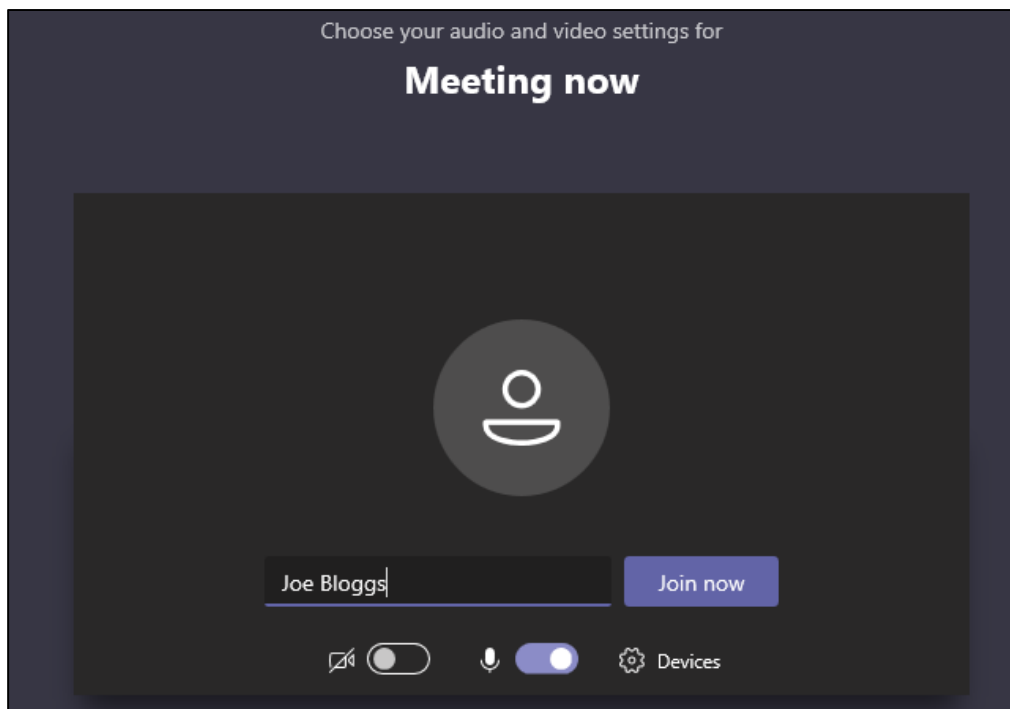
**Join on the web instead.**

5. You will then be asked if Microsoft Teams can access you Webcam and/or Microphone.

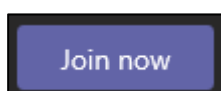


6. Select **Yes** to continue.

7. The meeting window will now open where you will be prompted to enter your name:



8. Once you have done this click, on the **Join now** button and your meeting will begin:





## Joining a Microsoft Teams Meeting

**9. If you have Microsoft Teams already installed on your computer:**

10. Microsoft Teams and the meeting will now load.

11. Click on **Join Now** to enter the meeting.

