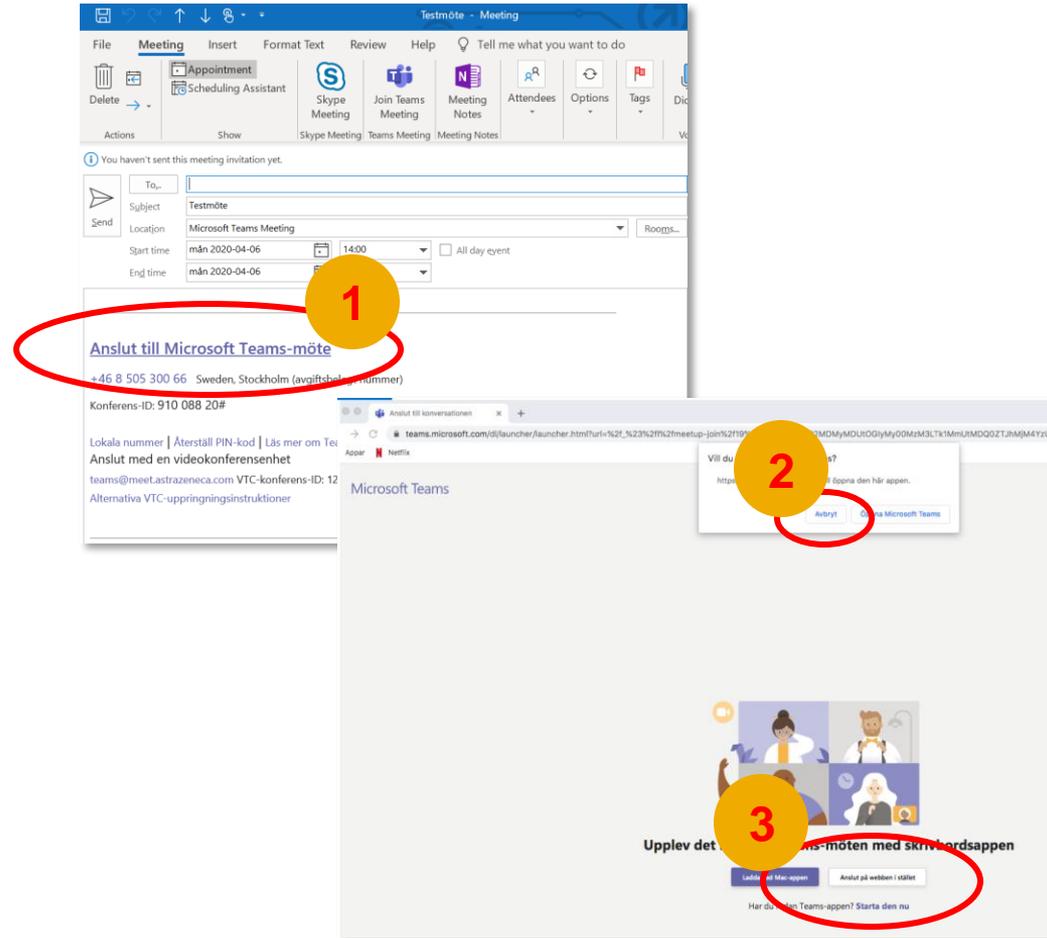


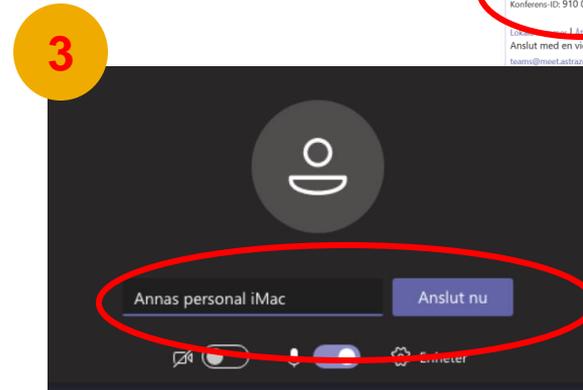
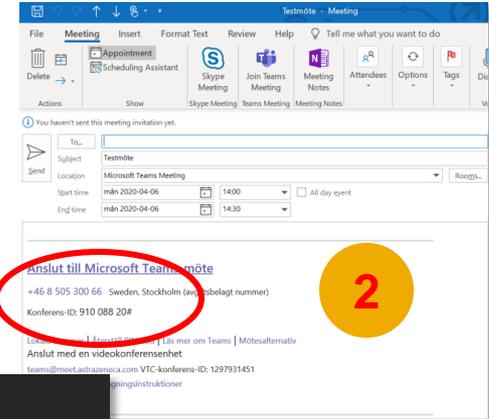
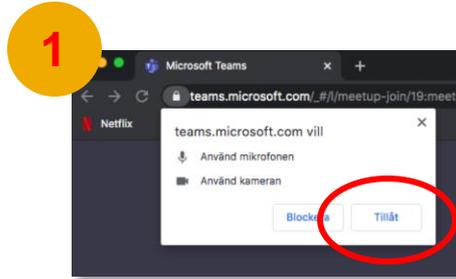
Teams - How to join a meeting

1. Open the Teams meeting by clicking the link
2. In the next screen, click if you wish that the meeting should open in Teams (if you have this installed) or in the web browser
3. Select that you wish to open the meeting in the web browser



Teams - How to join a meeting

1. If you join via Chrome or Edge, click that you allow that Teams can use the camera and microphone.
2. If you don't join with Chrome or Edge you need to dial in with phone for audio. You find the phone numbers in the invite
3. In the next screen enter your first name, last name and click **Join Now**



Teams - How to join a meeting

1. Wait for the organizer to let you into the meeting
2. When you have joined the call, you can use the menu at the bottom to turn on/off video and to mute/unmute etc
3. If you have sound issues and have joined with Chrome or Edge, click the ... and select **Show device settings** to change your audio device settings

