## 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

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## 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
- 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
- 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



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