**How to Join a Microsoft Team Meeting: Click or Copy the link into a search engine**

<https://support.microsoft.com/en-gb/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

**How to Join a Microsoft Team meeting from your calendar, via dial number and conference ID, or sign in as a guest on the web**

**Join a Teams Meeting from the app**. Download from your App Store, iOS, or Android

1. In a Teams meeting invite, select **Join**
2. You have two choices:
	1. Join Microsoft Teams Meeting: **Enter a meeting from your teams meeting invite**
	2. **Dial-in number and conference ID**: Use these if you need to call in to the meeting
3. Choose the audio and video settings you want
4. Select to **join**

Do not have the Teams app? You can still join a Teams meeting

**Join a Teams meeting on the Web:** [**https://teams.microsoft.com**](https://teams.microsoft.com) **Click or Copy the link into a search engine**

1. In your **email invite**, **select Jon Microsoft Teams Meeting**
2. You have two choices
	1. **Download the Windows App**
	2. Join on the web instead. **Join a Teams meeting on the web**
3. If you select to join via web, **type in your name** and select **join now**

 If you have a Teams account, select **sign in** to view the meeting chat and more

1. Choose the audio and video settings you want
2. Depending on meeting settings, you will go to the lobby [holding area] where attendees can admit you