

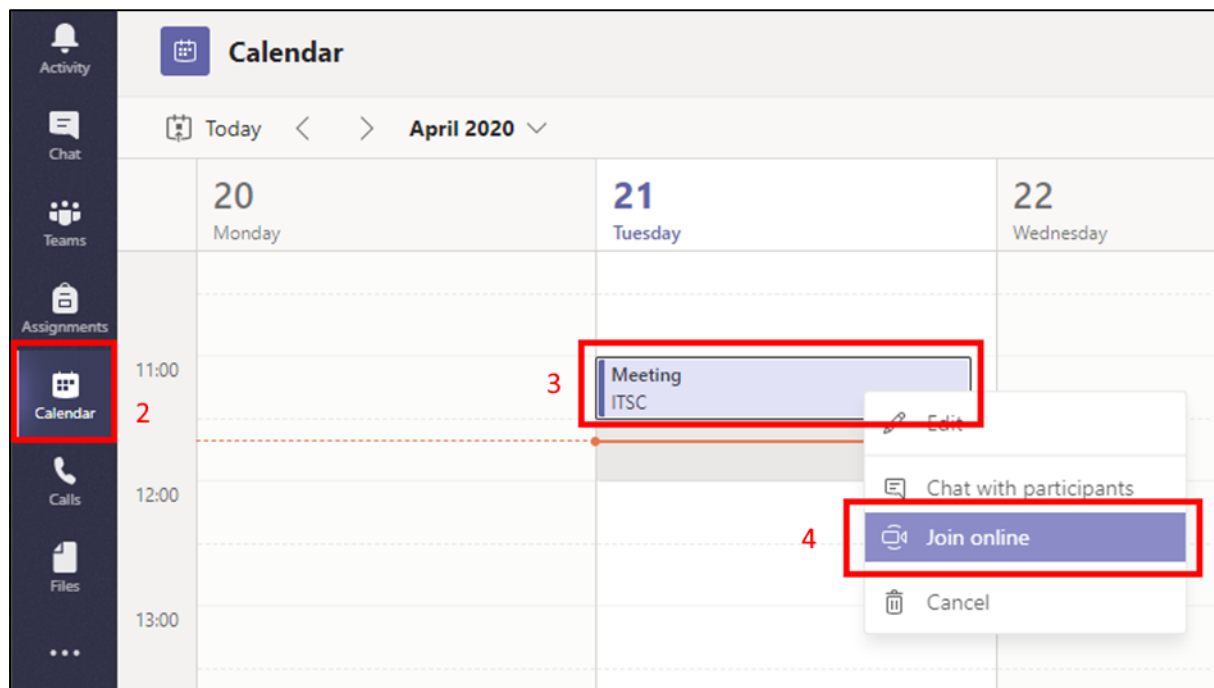
Using Microsoft Teams for Meeting

Start Your Scheduled Meeting

Scheduled meeting could be started using one of the following ways:

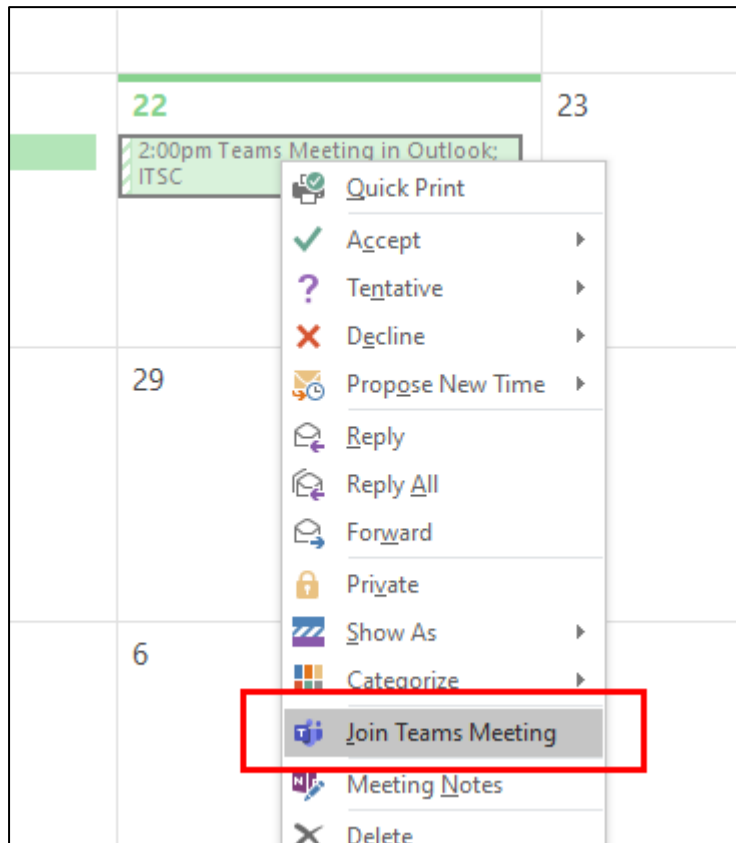
A. Microsoft Teams

1. Login to Microsoft Teams.
2. Click “Calendar” on the left menu.
3. Search and right-click on the scheduled meeting.
4. Click “Join online”.



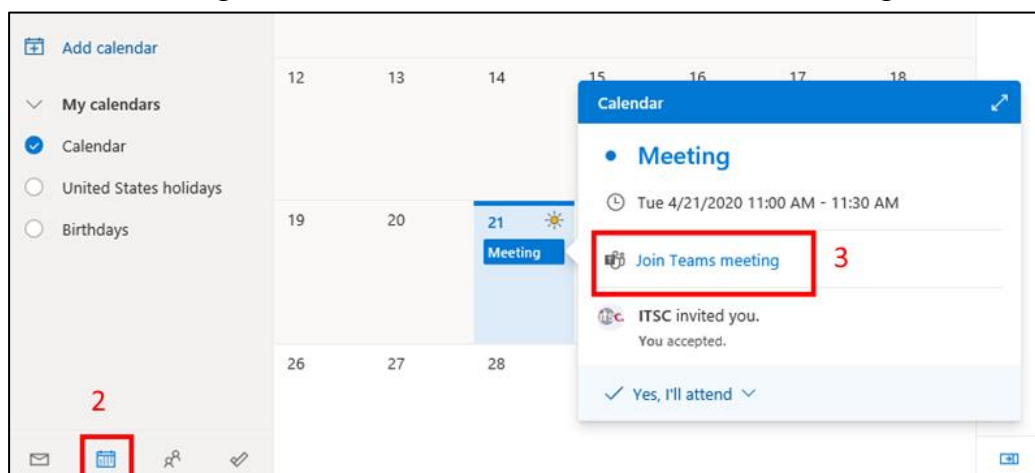
B. Microsoft Outlook (Desktop)

1. Open the Microsoft Outlook desktop application.
2. Click the calendar icon.
3. Right click on the scheduled meeting item and click "Join Teams Meeting".



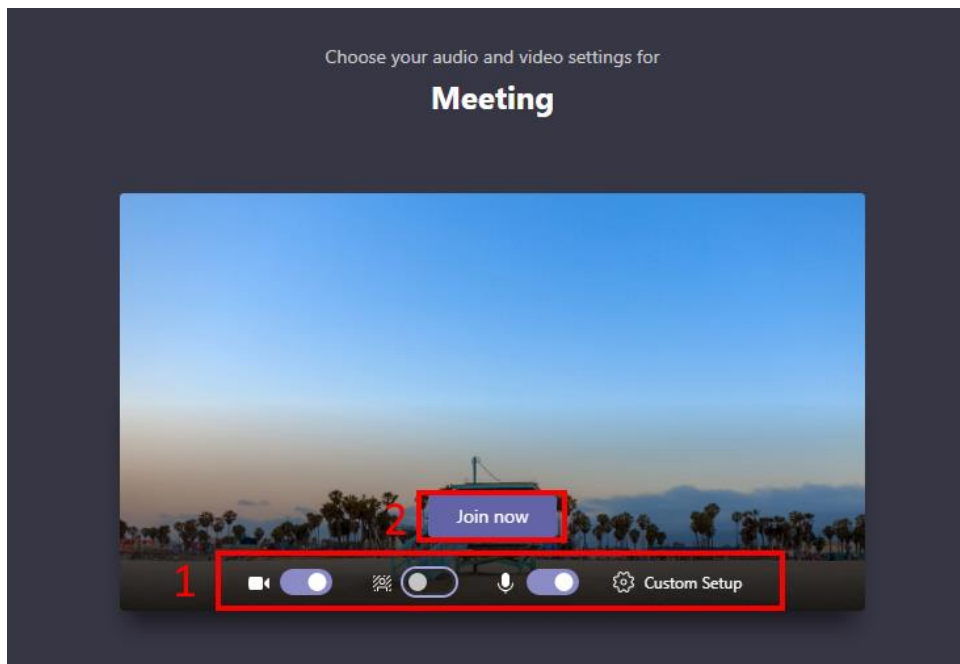
C. Microsoft Outlook (Web Mail)

1. Login to your webmail.
2. Click the calendar icon.
3. Click the meeting item in the calendar and click "Join Teams meeting".



Once Microsoft Teams starts

1. Verify your video and audio settings.
2. Click "Join now".



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