

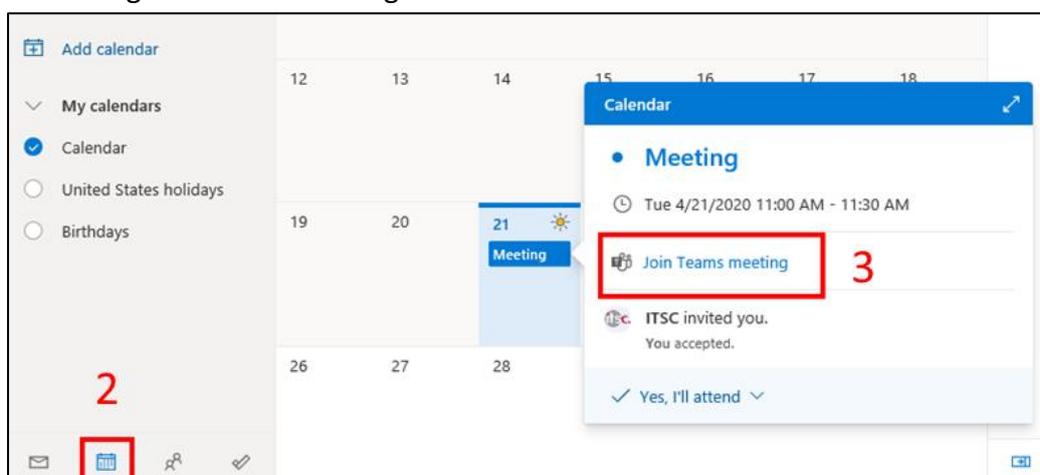
Using Microsoft Teams for Meeting

Join a Scheduled Meeting as a Participant

Once the meeting schedule has been accepted by the attendees, they can join the meeting from their Outlook or Teams calendar.

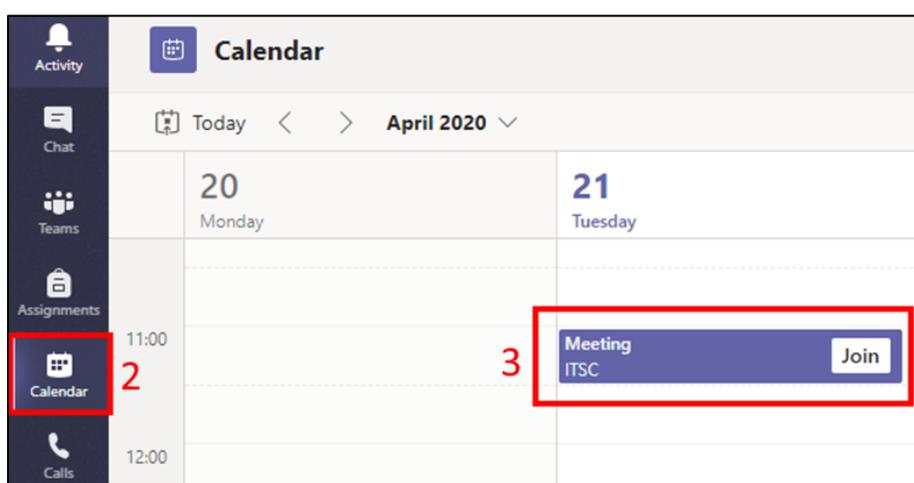
A. Microsoft Outlook

1. Start your Outlook (web or desktop application)
2. Click the calendar icon
3. Right click the meeting item in the calendar and click “Join Teams meeting”



B. Microsoft Teams

1. Start your Microsoft Teams (web or desktop application)
2. Click the calendar icon on the left menu
3. Click the “Join” button in the meeting item



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