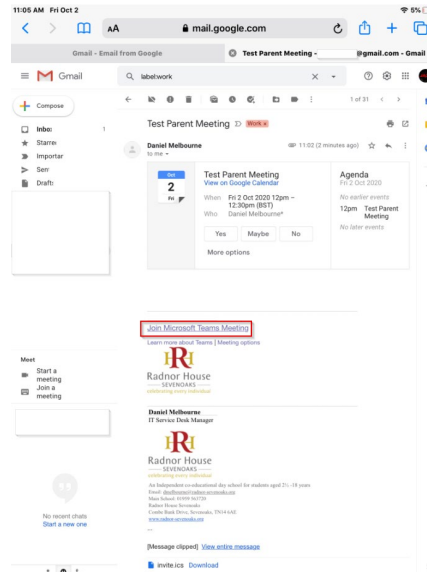


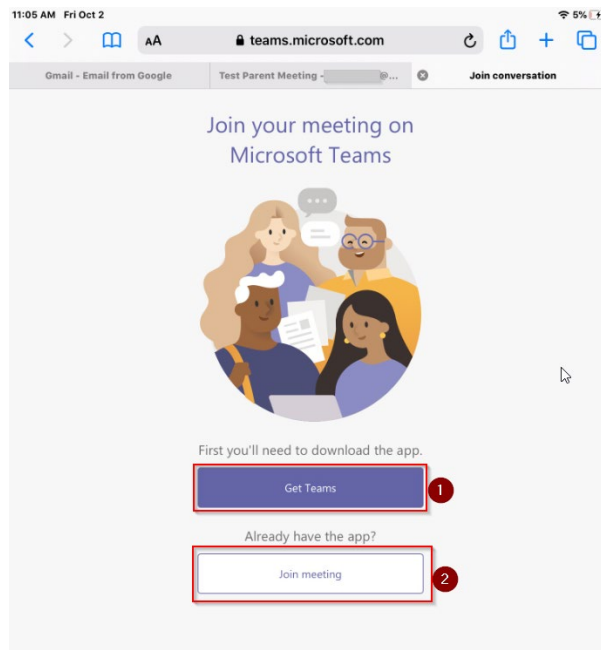
Guide to joining a meeting using Microsoft Teams:

The guide below will assist you in accepting and accessing your scheduled meeting using Microsoft Teams. Please follow the guide through the steps as required. This meeting will require you to have Microsoft Teams installed on your device, the guide will take you through these steps.

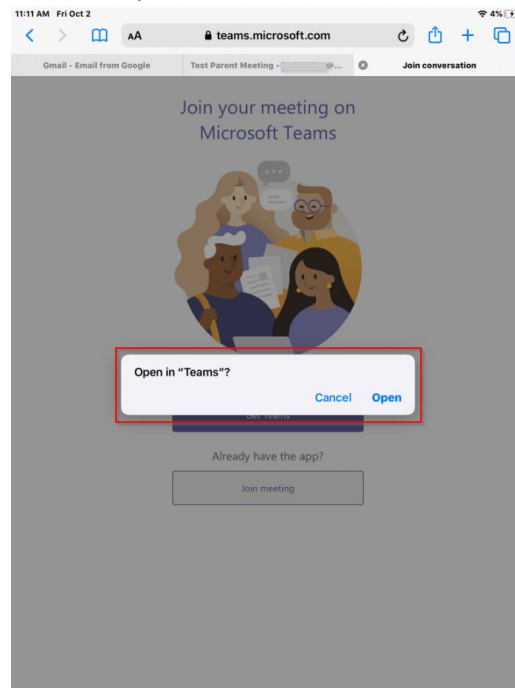
- 1) You will receive an invitation from your meeting host into your inbox. The meeting invite will include the name of the meeting along with a Calendar invitation you can accept. From here select the 'Join Microsoft Teams Meeting' option at the foot of the email:



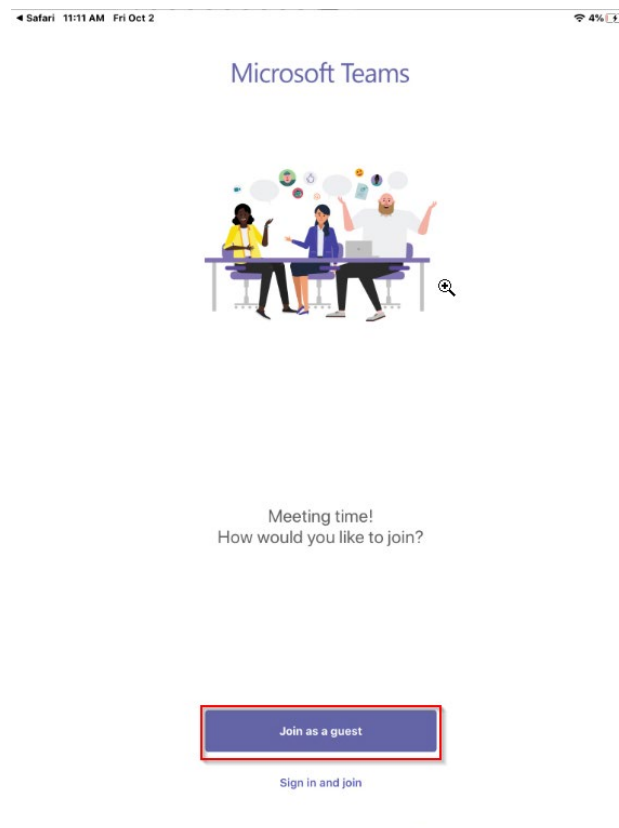
- 2) When selected this will prompt with the message below. If you have Teams already installed, then press 'Join meeting' (2) if you need to install Teams then select option 1 and follow the install instructions



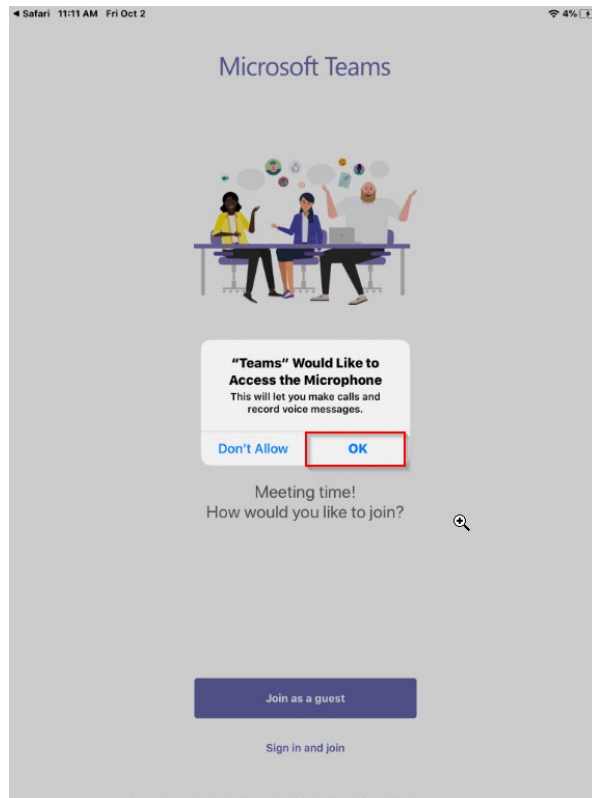
- 3) With Teams installed click into the link again in step 1 and you will be prompted with the message 'Open in Teams'. Select 'Open'



- 4) You will now be prompted on how to join the meeting, please select 'Join as a guest'



- 5) Teams may now prompt to allow access to the microphone or similar message. Please allow this:



- 6) You will now be prompted to enter you name (1) and then to join the meeting (2)

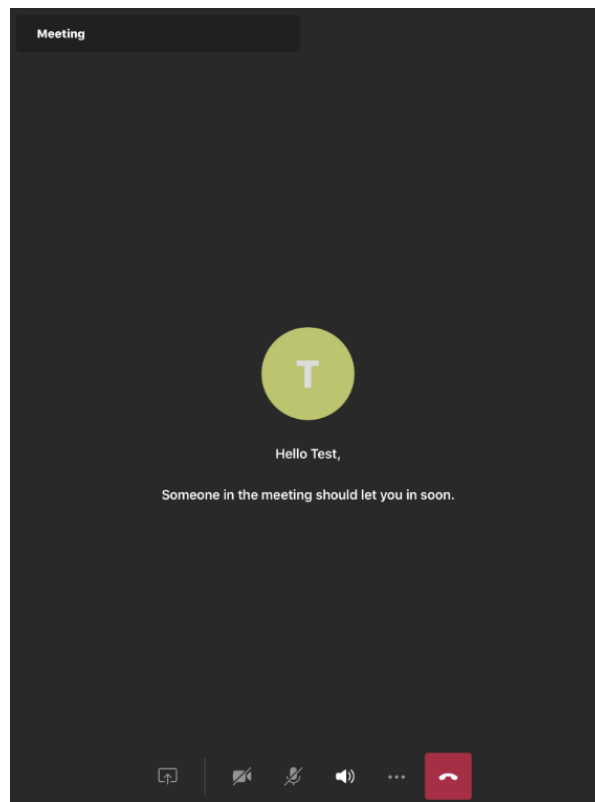


Type your name, then select
Join meeting.

1

2

- 7) You will now be taken through to the meeting where you will be greeted by the host at the designated time



Should you experience any difficulties with the steps in this guide then please do contact a member of the IT Department: it@radnor-sevenoaks.org