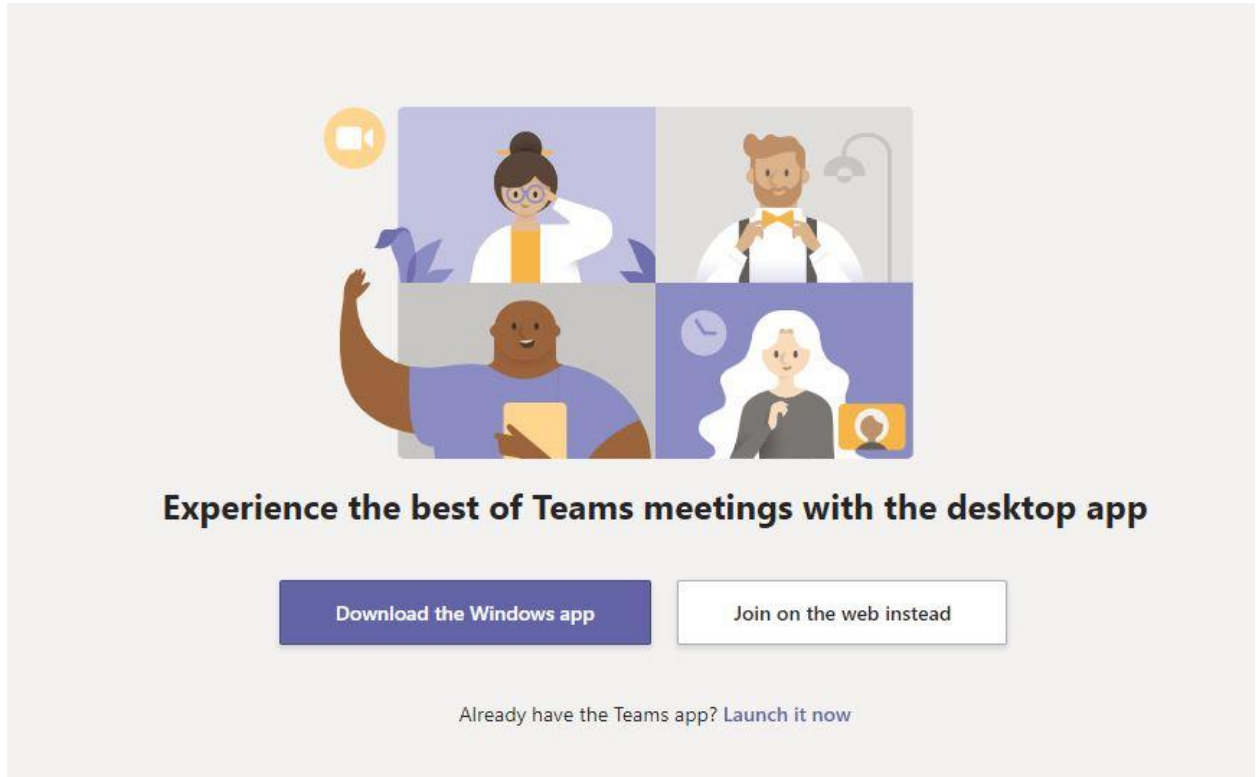


1. Click the following text found in the invitation email sent to you.

Join Microsoft Teams Meeting

2. This will open a webpage in your default browser.
3. You should see the following screen, click download the Windows App as shown below.

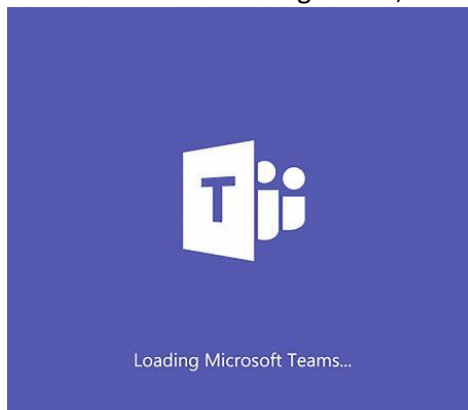


4. The Teams application may take a few minutes to download depending on your internet speed.
5. Once it has finished downloading navigate to your downloads folder and double click the setup.exe.

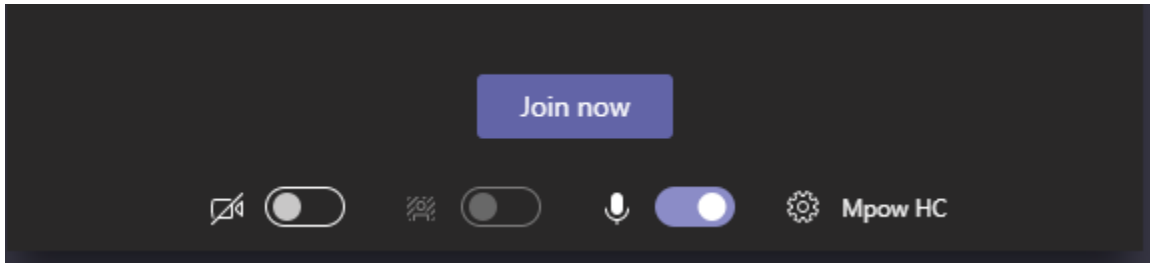
Downloads

Name
 Teams_windows_x64_s_8D6B131BC07CF43-3-0_....

6. You will see the following screen, allow it to finish loading.



7. Once it has finished loading it will open Teams automatically and take you to the meeting. Here you will be able to configure settings. Click join now to enter the meeting.



8. It may take a moment for you to join the meeting, one of the hosts will have to admit you to the meeting.
9. When asked to share your screen you can find it here.

