How to join a Teams Meeting

1. You will receive an email/calendar appointment from the Enterprise Clinic with a Teams Meeting link that looks like this:

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Cancel Meeting	Add Webex Meeting *	Skype Meeting Skype Join Meeting	Teams eeting	Meeting Notes	Contact Attendees •	Д 1	Busy • 5 minutes •	O Recurrence S	Categorize	Dictate Insig) [hts V Tem	view oplates	~
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\geq	From	AngelaCahill@bpp.c	om										
Send Update	Title	Enterprise Clinic - Appointment											
	Required												
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	Start time	Tue 17/03/2020	i 1	17:00	▼ All day	y 🗆 👰 1	Time zones						
	End time	Tue 17/03/2020	Ē 1	18:00	▼ 🕂 Make	Recurring							
	Location	Microsoft Teams Meeting									Q	🕂 Room Finder	
Please find a li	ink to the onl	ine meeting below.											
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Join Microsoft Teams Meeting													
Learn more abo	ut Teams Me	Learn more about Teams Meeting options											

- 2. Click on the link in the calendar appointment which says 'Join Microsoft Teams Meeting'
- 3. The link should open a browser window that looks like this:



- 4. Click on the 'Join on the web instead' option.
- 5. Provided your computer has a webcam and microphone, you should be able to see and hear your student advisors.
- 6. If not, we can call you through the app and speak with you on your mobile.

Please note:

- Microsoft Teams does not open through Safari on Apple Computers and Phones.
- However, if you copy and paste the link into Google Chrome, it will then join as normal.