

Joining a Teams Meeting

Join a Meeting by Web

1. Open meeting invite and click on the **Join Microsoft Teams Meeting** link.

Note: This will direct you to a page where you can choose to either join from the desktop app or join on the web.

- 2. Click on Join the web instead.
- 3. Select video and audio settings.
- 4. Click Join now

Note: Web version requires Chrome or Microsoft Edge.

Join a Meeting by Calendar

Microsoft Teams App Calendar

- 1. Go to calendar on the left side. Locate the meeting and select **Join**.
- 2. Select video/audio settings and click Join now

| Meet r | now + New meeting ~ |
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| | 🗎 Work week 🚿 |
| 25 Thursday | 26 Friday |
| Teams Meeting Mcdonald, Jocelyn E | |



Experience the best of Teams meetings with the desktop app

| Download the Windows app | Join on the web instead |
|--------------------------|-------------------------|
| Already have the Teams | app? Launch it now |



Outlook Calendar

- 1. **Open** the Outlook calendar. Locate the meeting and select **Join**.
- 2. Select video/audio settings and click Join now

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| | 9:30 AM Tes 📿 | 🖉 Edit 🖾 Cancel | |

HOUSTON INDEPENDENT SCHOOL DISTRICT

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