HOW TO JOIN A TEAMS MEETING

- 1. Open the Teams application or navigate to <u>http://teams.microsoft.com</u>.
- 2. Sign in using your MIS email & password.
- 3. From the App bar click on Calendar.



4. Find the Teams Meeting you wish to attend and select it, then click Join.

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	My calendar 🖉	
	Teams Meeting Event	
	3 August 2021 12:30 pm - 1:00 pm	
	Join RSVP 🗸	
Teams Meeting Event Join	G⇒ https://teams.microsoft.com/l/meetup-join	ŀ
	Chat with participants	
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5. A new window will appear where you can check your video/audio settings.

Preview your video - use the slider to enable/disable your camera Audio settings - check your mic is work audio Computer audio Internal Mic and Speakers	king ⊘ ,⇒
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Cancel	Join now

6. Click Join.