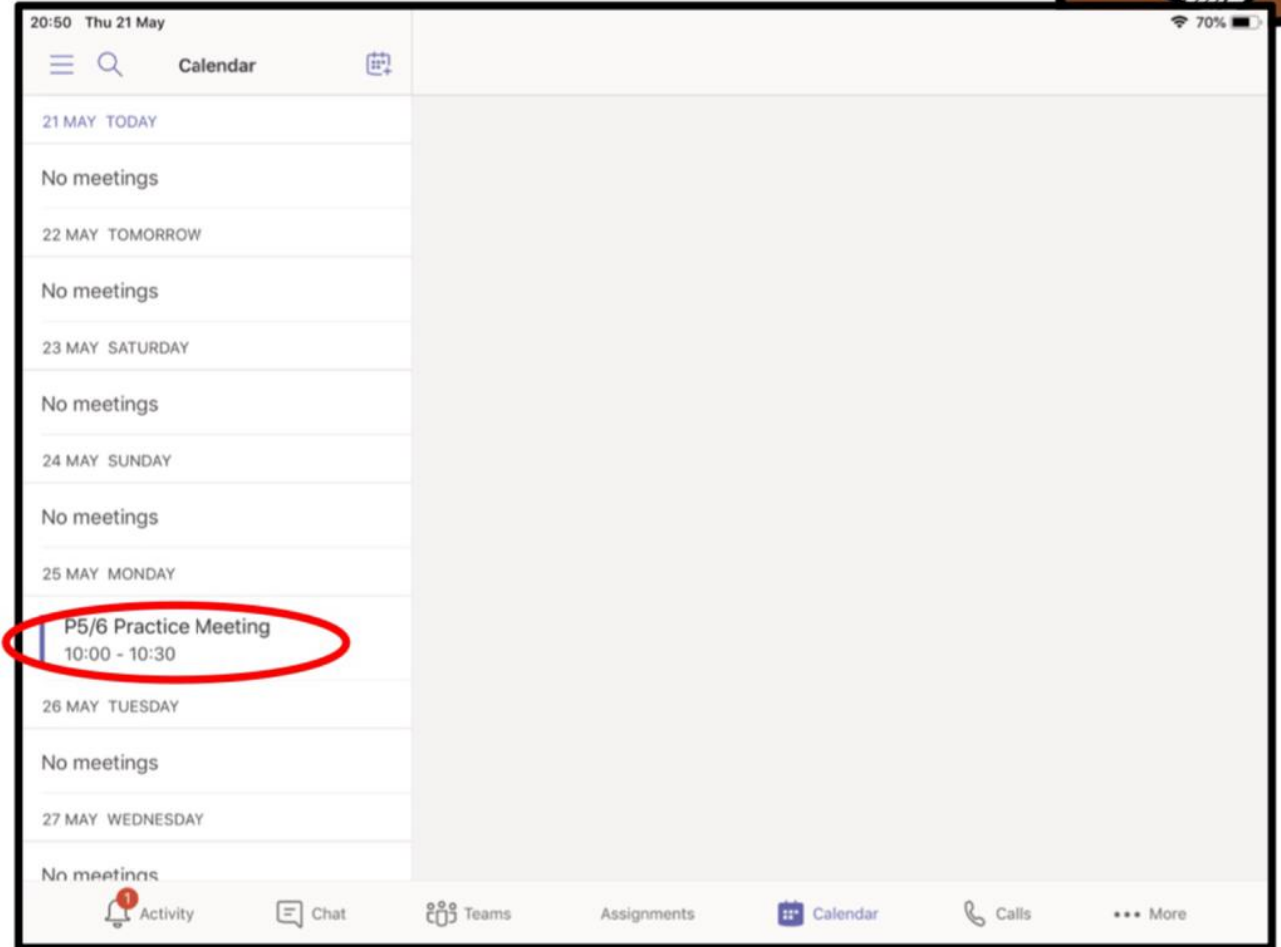


Having a Meeting in Teams



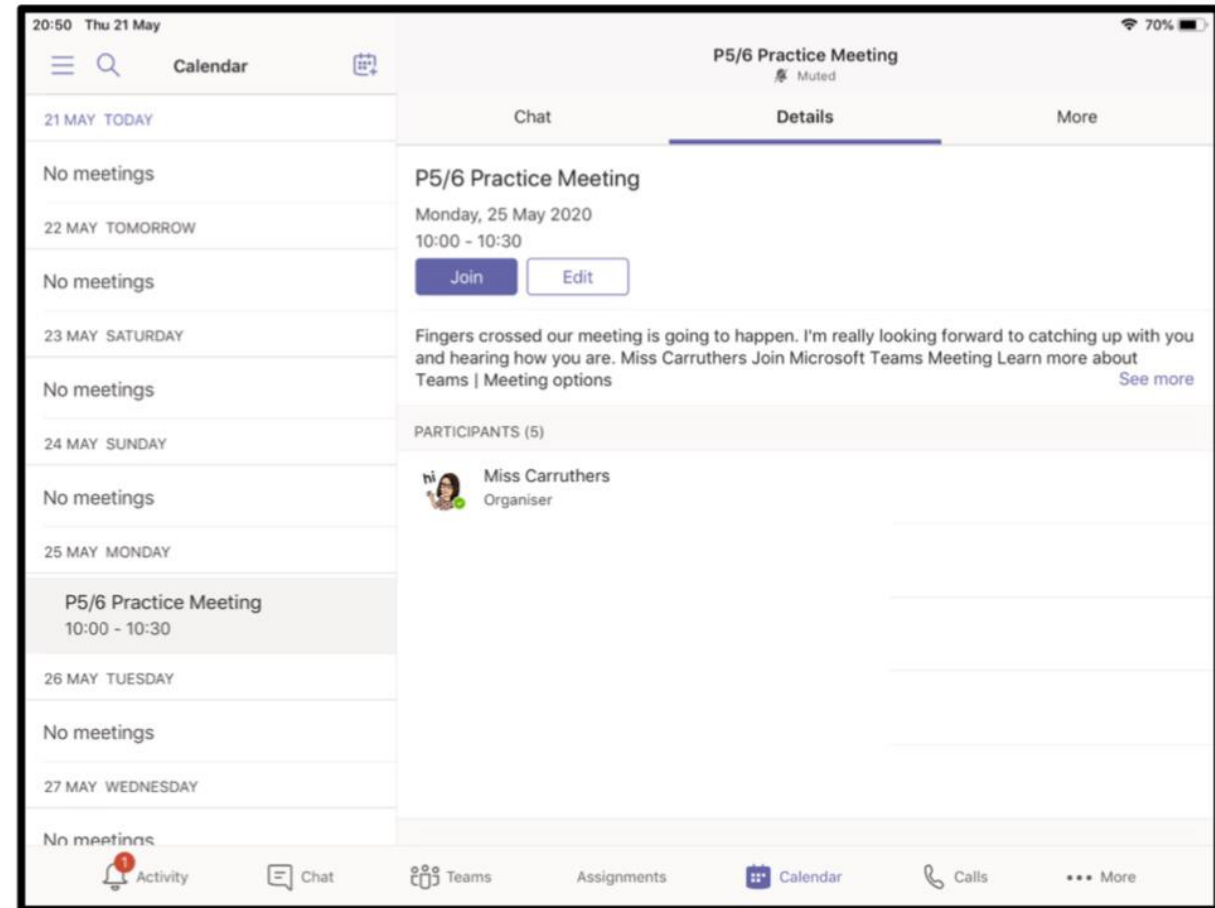
Finding the Meeting (Using an tablet)

- Look at the bottom of the screen
- Click on Calendar - you should see this view which shows you any meetings you have arranged.
- Click on the meeting



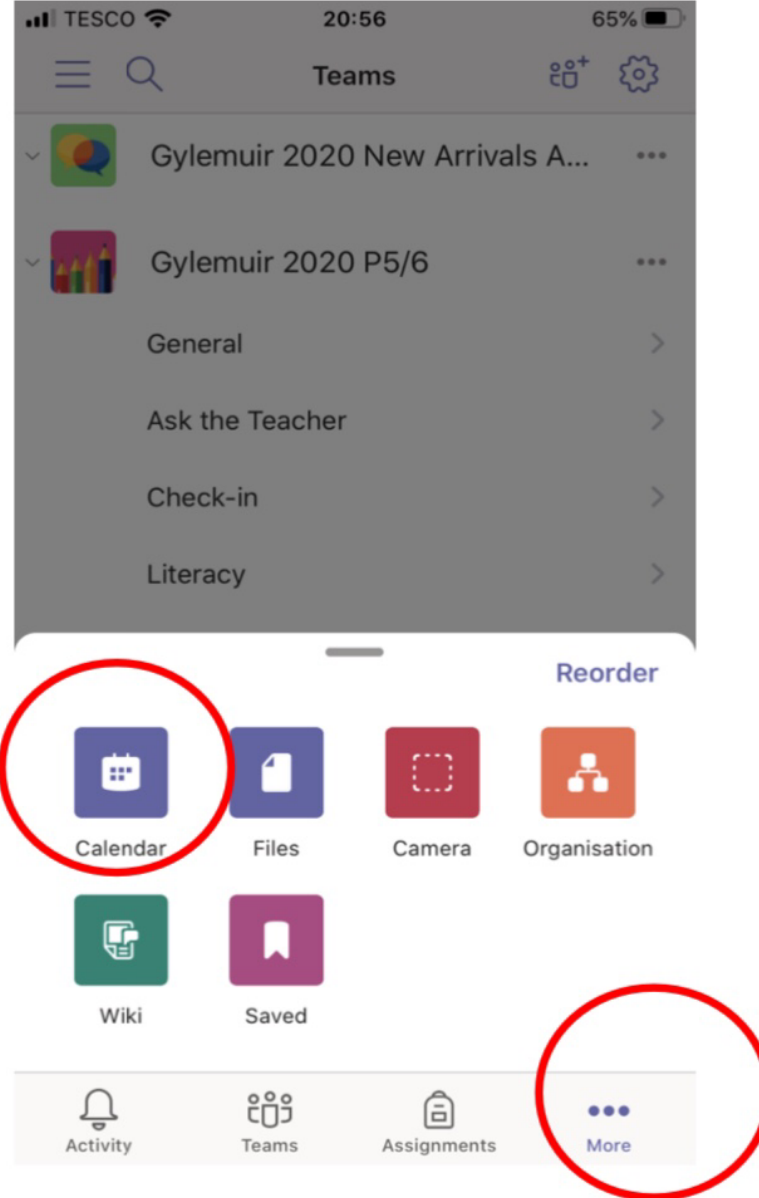
Joining the Meeting (Using a tablet)

- Click Join to enter the meeting.
- You should see your join screen.
- Make sure your microphone is on.
- Click Join now.
- You may need to adjust your microphone again.



Finding the Meeting (Using a phone)

- Look at the bottom of the screen
- Click where it says More
- Then click on Calendar



Joining the Meeting (Using a Phone)

- Click Join to enter the meeting.
- You should see your join screen.
- Make sure your microphone is on.
- Click Join now.
- You may need to adjust your microphone again.

