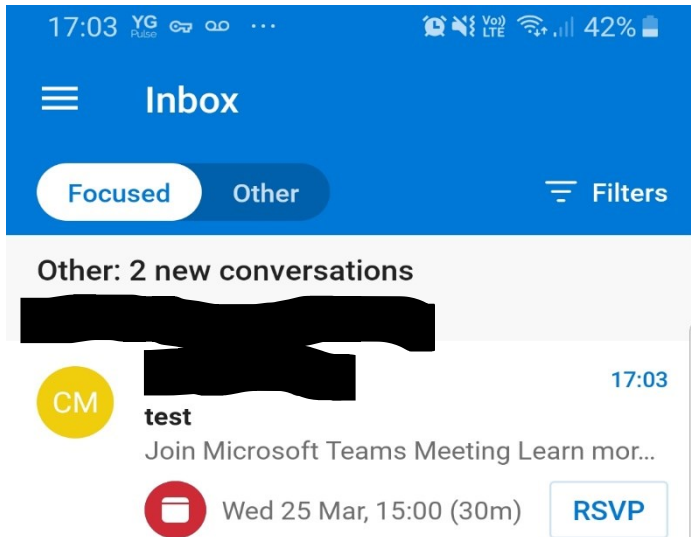
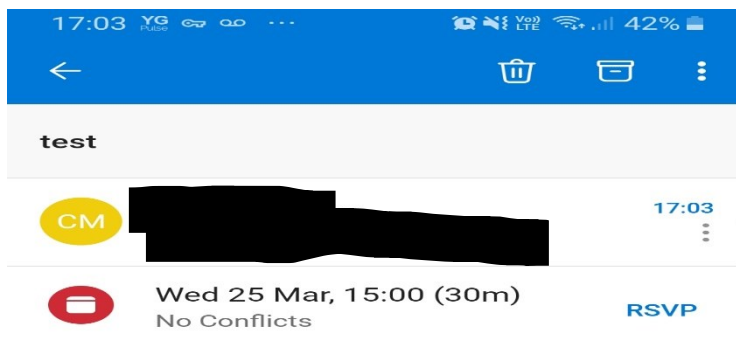


Joining a Teams meeting



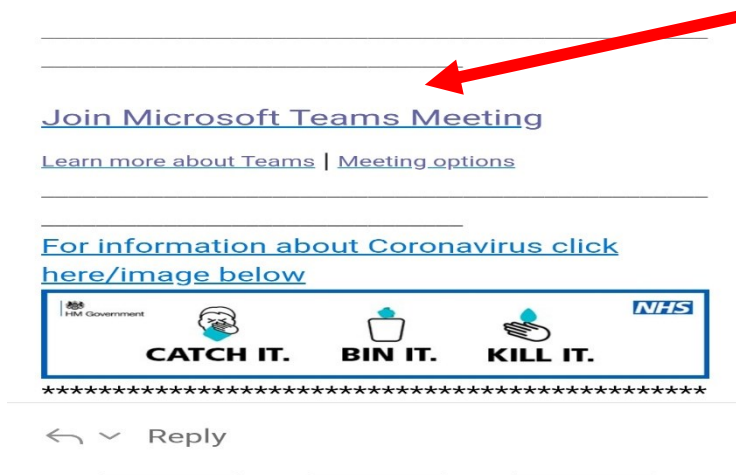
If you have been invited to attend a Teams meeting (remote meeting) by a colleague from Shropshire council, you will receive an email from the organisation in your inbox. You can then accept this meeting by your usual means or clicking on the RSVP button if you are using a tablet or mobile email app.

calendar.

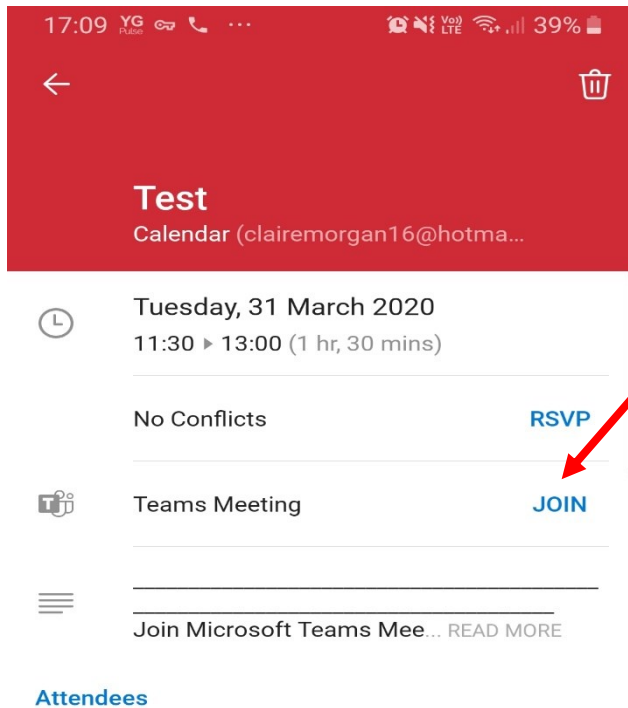


Just before your meeting, double click on the meeting in your calendar. It will then open up the invite.

If you are using a PC or Laptop, a screen similar to this will load.



Click on this hyperlink and it will open a browser window that allows you to join the Teams meeting. If you do not already have Teams, it may ask you to enter your email address or name before it allows you into the meeting.

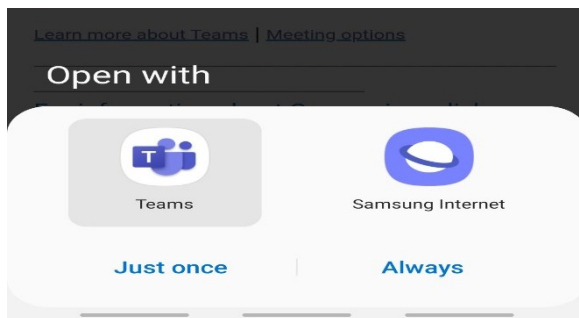


If you are using a phone or a tablet.
When you click on it, you will see this:

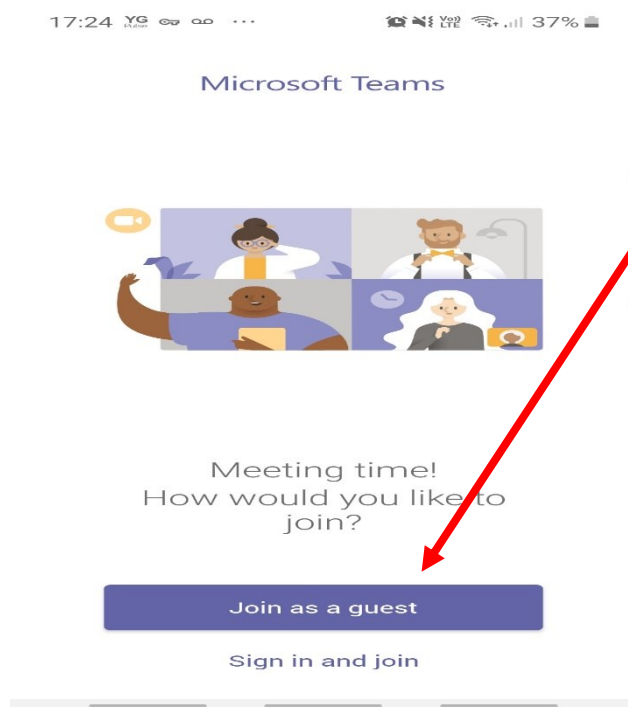
Simply, **click** on the join button.

Then it will ask you to choose how you want to open the meeting.

Choose which option you would like to open the meeting in. (We would advise installing the Teams app prior to the meeting from the app store)



But it doesn't matter which one you use.



You may then be asked if you want to join as a guest or you want to sign in.

Please click on join as a guest.

Then on the next screen enter your name/email and it will add you to your remote meeting.

Whichever way you choose to enter your meeting, you will be added to the meeting once the meeting organiser arrives and adds you in so don't worry if you are then waiting for a while once you have entered in your name. You will know you are in the meeting as you will see your meeting organisers names on your screen.