Join a Meeting in Teams as a guest

If you need help in any matter about Teams, please, send an email to:

<u>LIST-ALI-SKU-O365@eursc.eu</u>

<u>Important: Use an updated Google Chrome or Microsoft Edge browser</u>

<u>Steps:</u>

1. When you receive an email with the invitation just click on **Join Microsoft Teams Meeting**
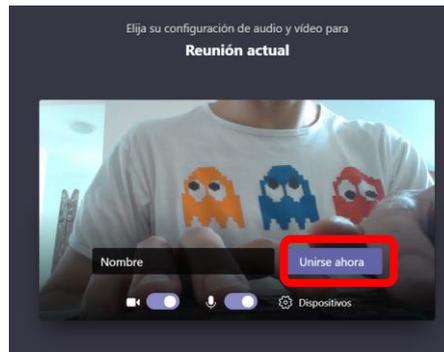

2. In the new screen, click on **Continue on this browser**, do not need to install the Teams App.

3. If the browser asks you to use the microphone and camera, click on **Allow**.

4. Type your name or the students' name and click on **Join now**. From here you can enable or disable the camera and microphone by clicking in both icons.

5. Now you are in the meetings' lobby until the teacher allow you to join, wait.

Cuando se inicie la reunión, avisaremos a los usuarios de que está
.
Si es el organizador o la invitación proviene de su empresa o escuela, inicie sesión .

6. When join the meeting, in the middle of the screen can see the tools
    a. Duration of the meeting
    b. Enable or disable your camera
    c. Mute or unmute your microphone
    d. Share your screen, App or document
    e. More options
    f. Raise hand for questions
    g. Chat of the meeting
    h. List of participants
    i. Leave the meeting