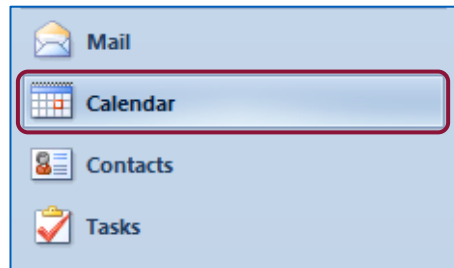


Join a Teams Meeting via the Desktop App

Delegates who have Microsoft Teams installed can join a meeting directly from the Microsoft Teams desktop application.

Quick Reference Guide

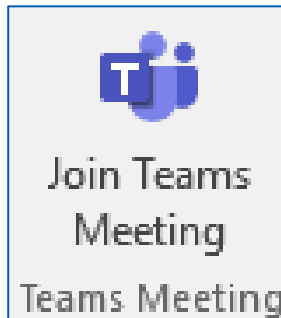
- Open **Outlook Calendar**.
- Find the **Teams Meeting** and open it.



- Go to the **Ribbon** at the top and click the **Join Teams Meeting** button.



If the button is not in the Ribbon, see the **Teams Outlook Add-in Not Visible** guide.

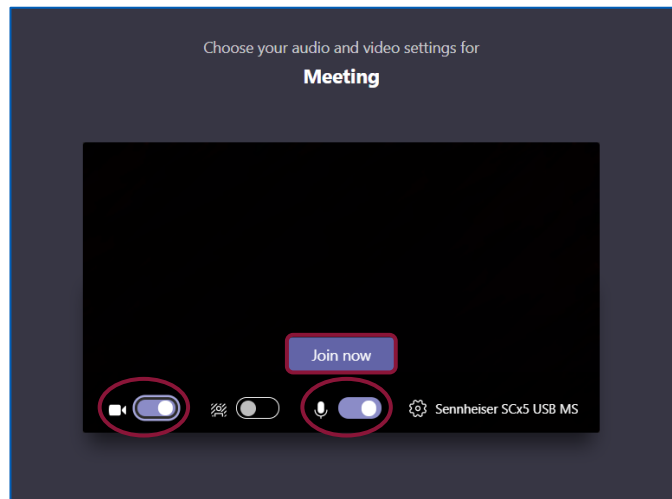


If this button is not available, the meeting can be joined using a web browser. However, this option does not provide full functionality.

- Switch **Camera** and **Mic** to **on** or **off**.
- Select **Join now**.



If the meeting doesn't begin immediately, wait for the organiser to allow access.



- To leave the meeting, click the **Leave** button.



To book training or speak to a trainer, please get in touch via:
e training@imerseyside.nhs.uk