

HOW TO JOIN A MICROSOFT TEAMS MEETING FROM AN INVITATION RECEIVED BY EMAIL

1. At the bottom of the invitation received by email (or in the meeting sent to your Outlook calendar), please **click on the link to join the meeting in Microsoft Teams**.
2. A web page will open asking you :
 - to launch Microsoft Teams (in case of the app is already installed on your computer)
or
 - to download the app
or
 - to open Microsoft Teams in your web browser

➔ **It is recommended to use the app installed on your computer and to log in with a Microsoft Teams account rather than the web version (more options available)**
- Click on the button « **join the meeting now** ».
3. During the meeting you can :
 - turn on or turn off your camera
 - turn on or **turn off you microphone (recommended)**
 - share your screen with the participants
 - access to the live chat room
 - access to the participants list
 - leave the meeting

➔ **Wearing headphones** is recommended

➔ **Please turn off your microphone** during the meeting