



Microsoft Teams Meeting: Guidance for Guests

Introduction

Microsoft teams is a Collaboration tool which enables you, among other things, to meet colleagues remotely using video and audio conferencing.

What you'll need

A PC, laptop, mobile phone or tablet;

Access to the app or play store if accessing via mobile or tablet;

An internet connection;

If accessing via PC or laptop - speakers and a microphone (many devices have these built in, but failing this an ordinary set of ear buds with built in microphone works fine);

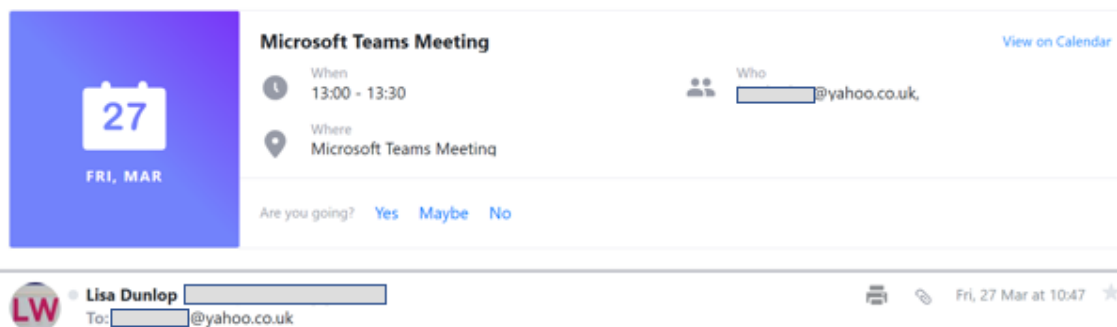
If accessing via PC or laptop - a webcam (this isn't absolutely necessary, you'll still be able to join in with audio. A webcam however will enable you to join via video. Again, many devices have this built in).

Accessing meeting via **PC or Laptop**

(See page 6 below for accessing via mobile or tablet)

You'll receive a standard looking meeting invitation via email from your TPAS host.

It will look something like this (although it may look slightly different depending on what email software you're using). At the allocated meeting time, click on the '**Join Microsoft Teams Meeting**' link which appears in your invitation, outlined in red below.



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Accessing meeting via **Mobile or Tablet**



You'll receive a meeting invitation via email from your TPAS host

If you are accessing from a mobile or tablet you will need to download the MS Teams app from the app or play store. Once the MS Teams app is downloaded **DO NOT OPEN THE APP**. Instead open the email invite and select **Join Microsoft Teams Meeting**.

ADD TO GROUP

MS Teams Test






Today, 14:02

 invite.vcs 3.96kB 

[Join Microsoft Teams Meeting](#)

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