

How to Join a Microsoft Teams Meeting as a Guest using the App

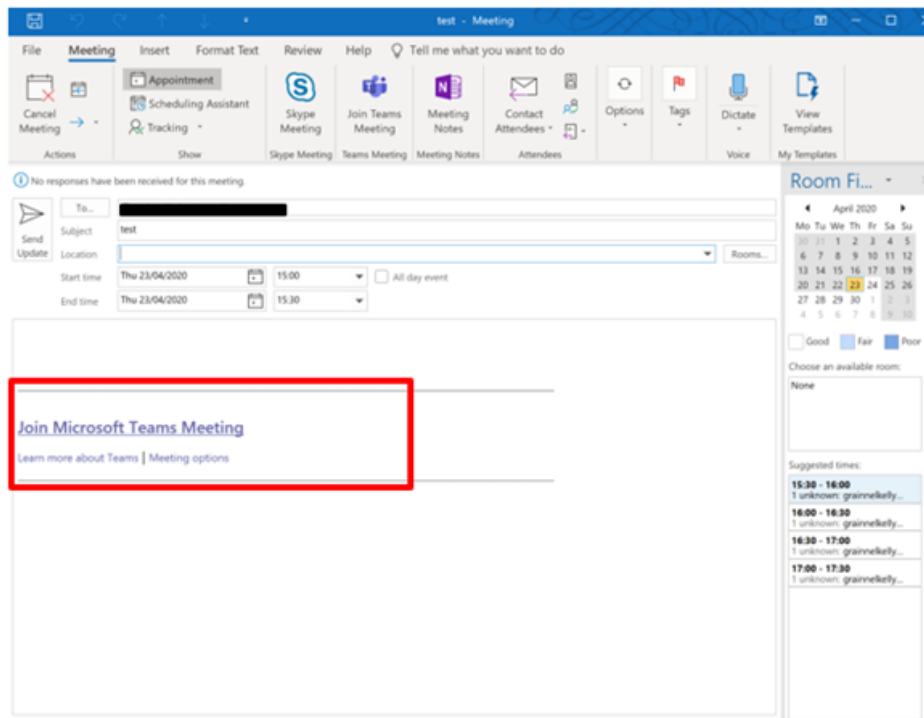


An Bord Pleanála

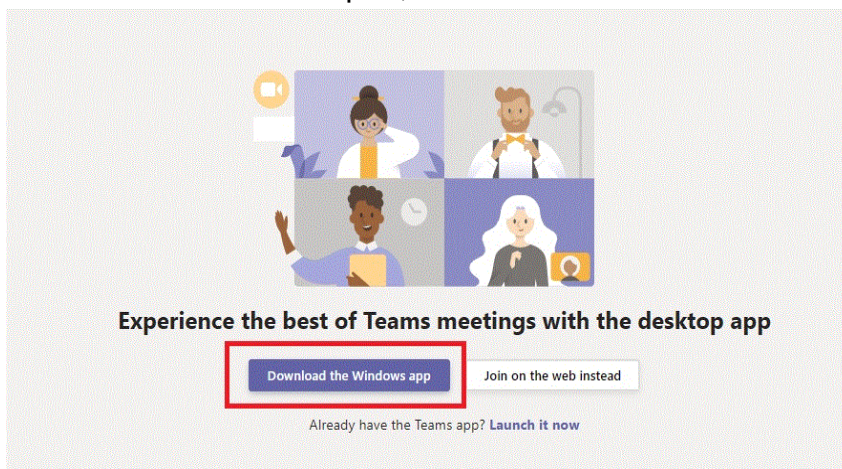
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How to Join a Microsoft Teams Meeting using the App

- To use Microsoft Team as a participant you can use the Microsoft Teams App after accepting the meeting request.
- In your Outlook email or other email clients, you will see the invitation, double-click on the 'Join a Microsoft Teams Meeting' entry to open the meeting.
- When the meeting is open it should look something like the screenshot below.

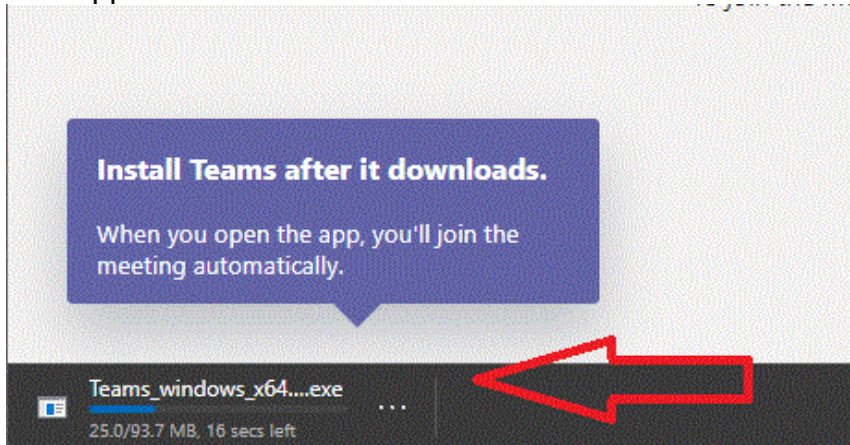


- Select Join Microsoft Teams Meeting.
- A browser window will open, select Download the Windows App.

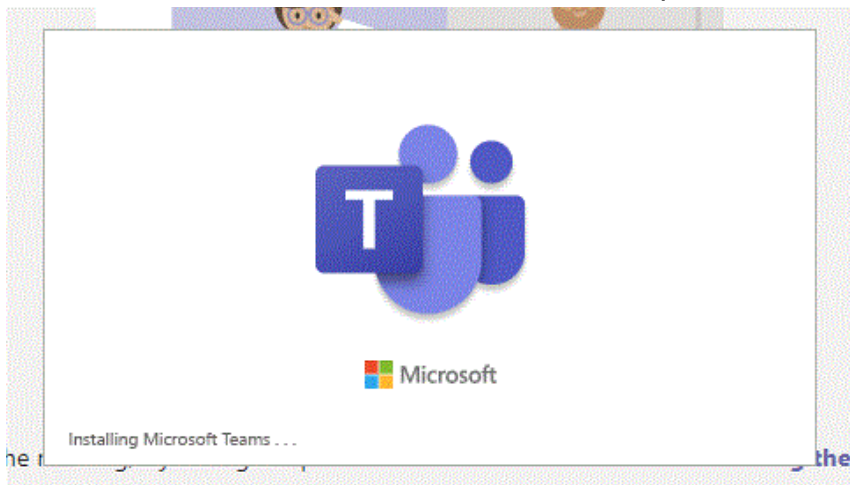


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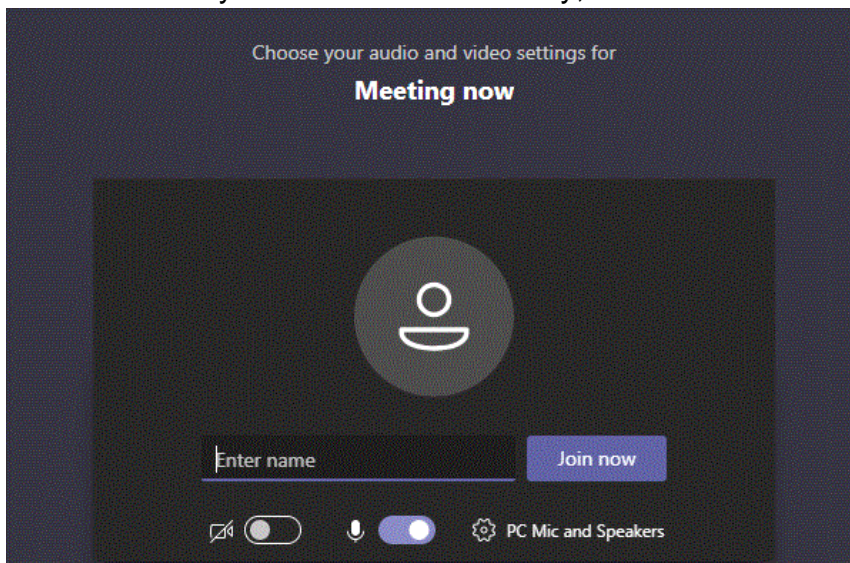
- The App will start to download.



- Microsoft Teams will then start the installation process.

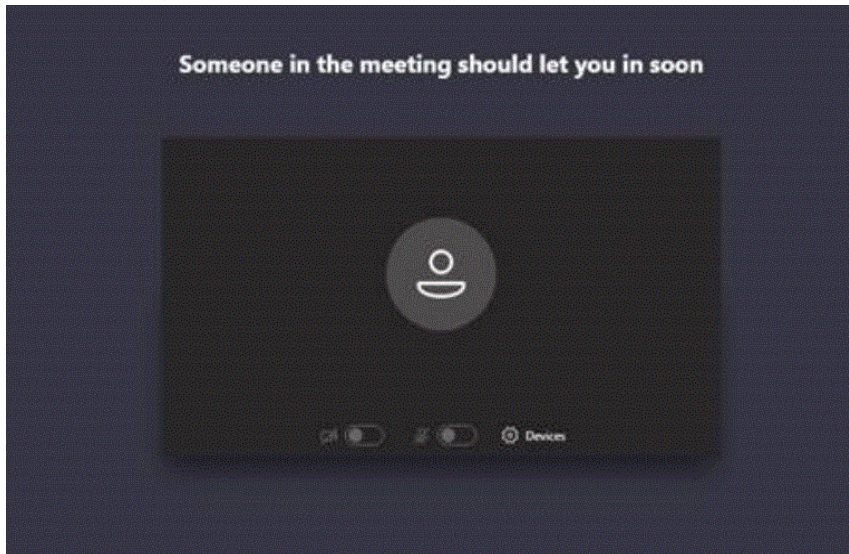


- After the Teams App has installed on your device, it will open and you may be asked to enter your name – if necessary, enter it and then select join now.

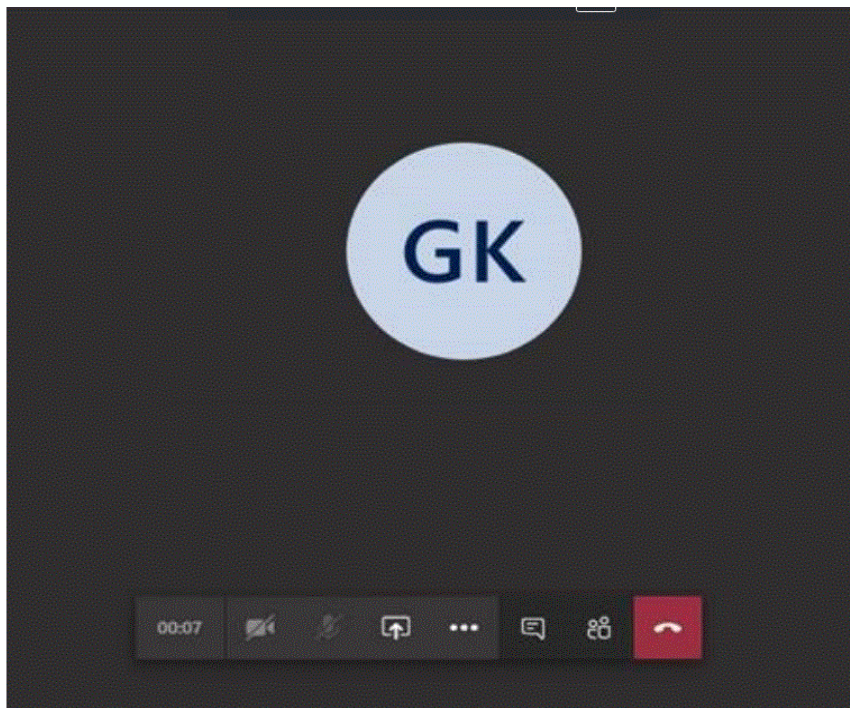



How to Join a Microsoft Teams Meeting using the App

- You may need to wait as the meeting organiser accepts your request to enter the meeting.



- When you are in the meeting you will see a screen similar to the screenshot below.



The Teams App  will now be installed on your device.