User/Participant

**Encourage to download MS Teams Application because it will be more stable and gain access to full features

A. Join Meeting

1. Participant will receive an invitation email

2. Click "Join Microsoft Teams Meeting"

B. Join via Microsoft Teams Application

3. If you don't have Microsoft Teams, kindly click "Download the Windows app"
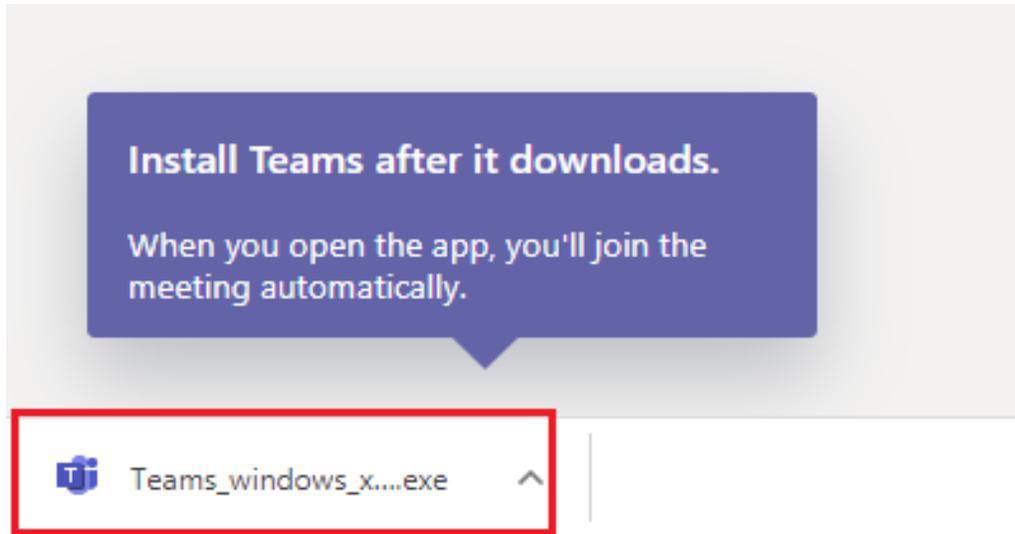
2. Click on the Microsoft Teams application to open it
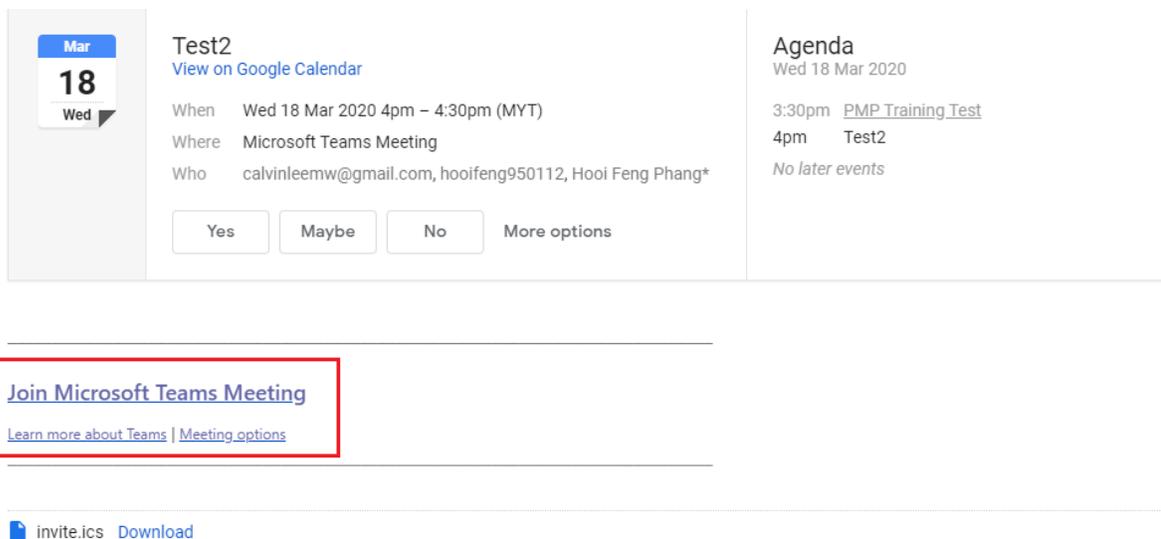
3. In the invitation email, click "Join Microsoft Teams Meeting"
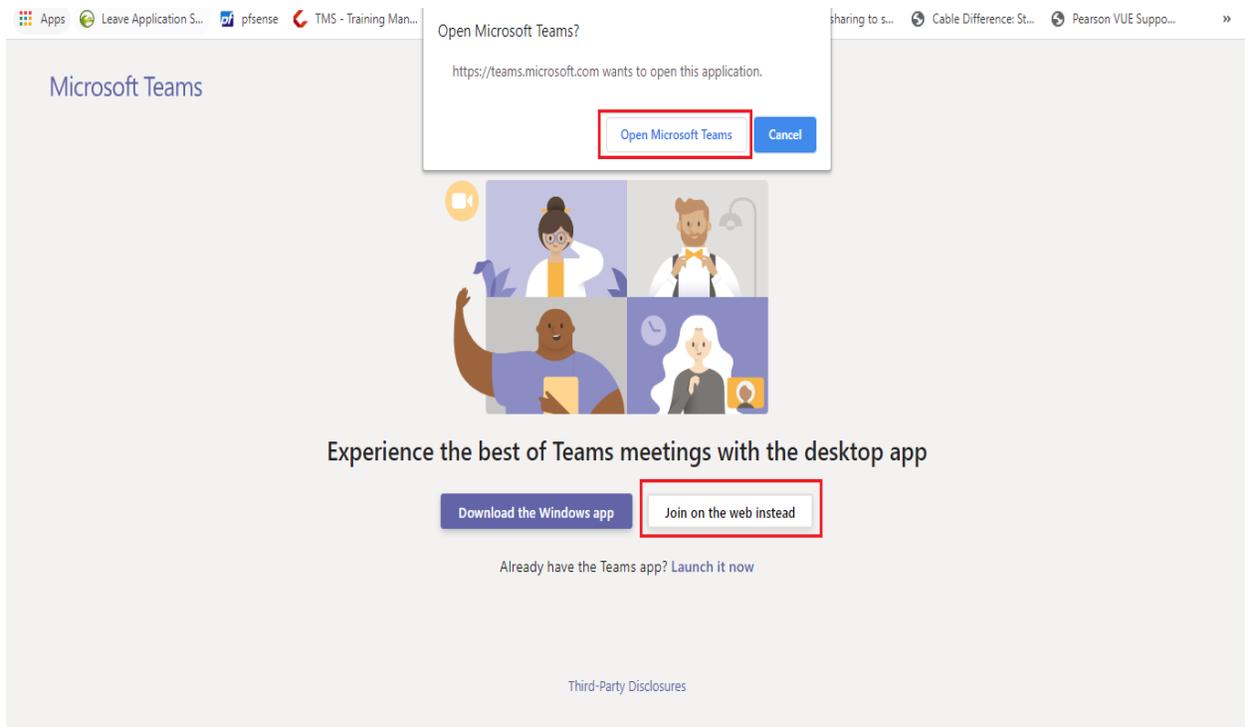
4. Then click "Open Microsoft Teams" or "Launch it now –> Open Microsoft Team"
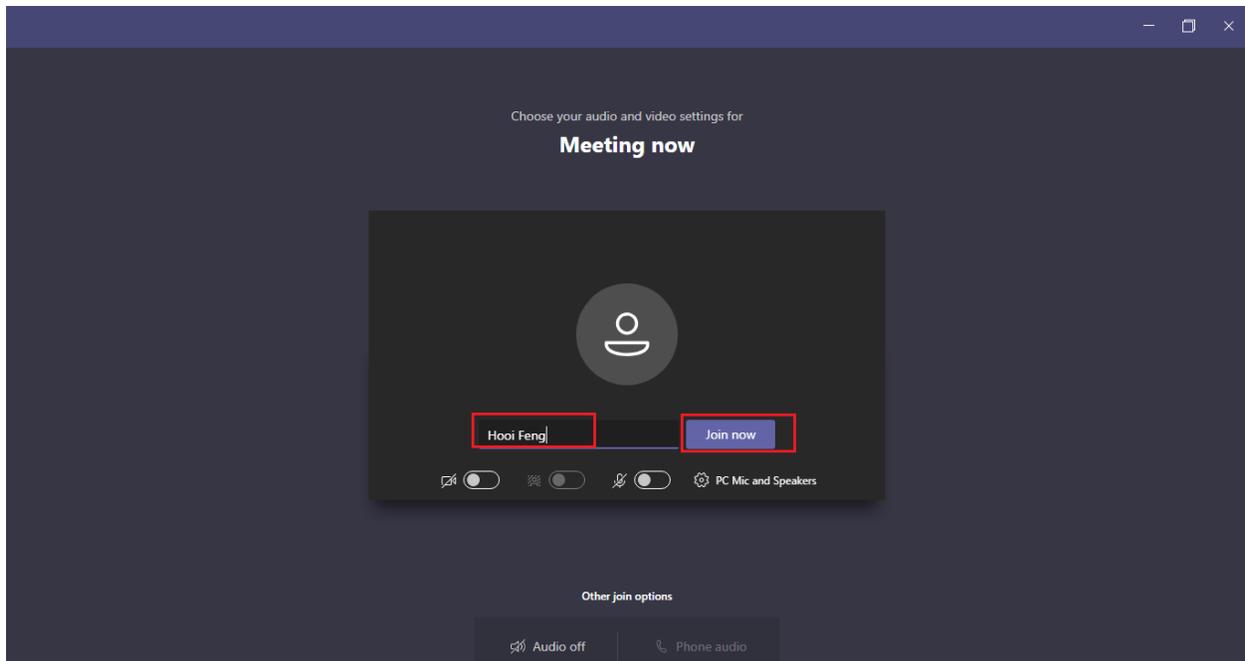
5. Enter "Screen Name/Full Name" the click "Join Now"
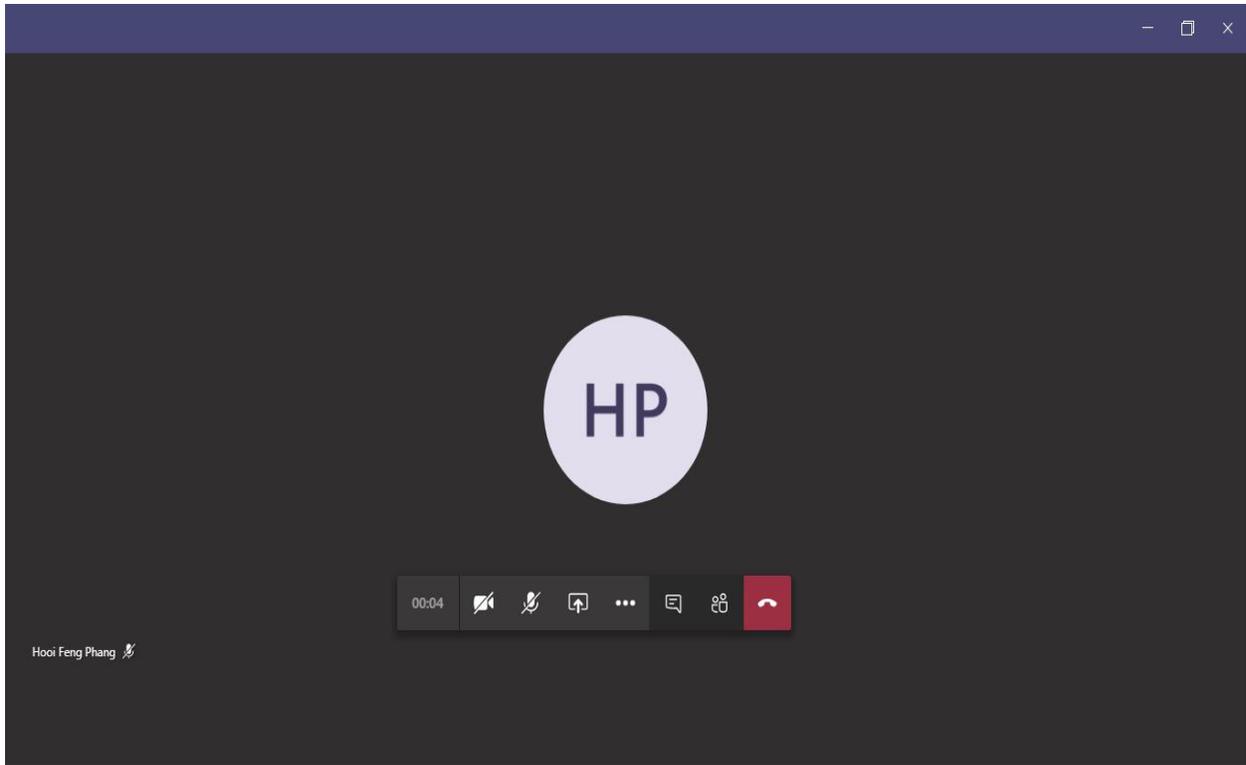
6. You are now joining the meeting

C. Join on the Web Instead
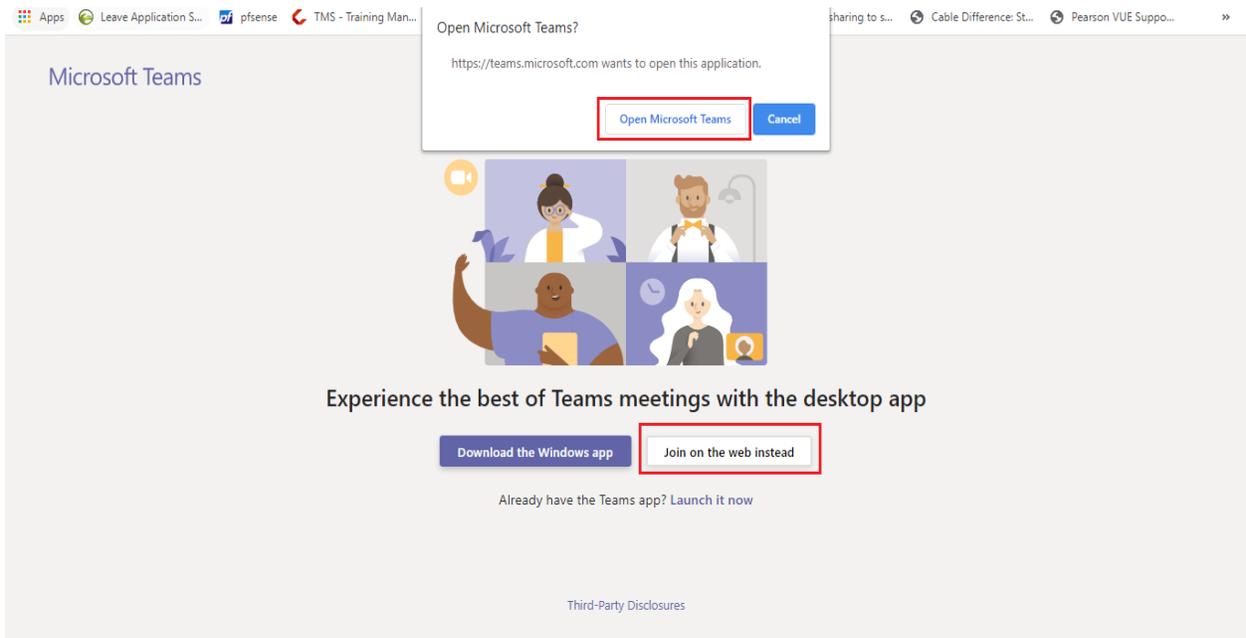
3. Click "Join On the Web Instead"
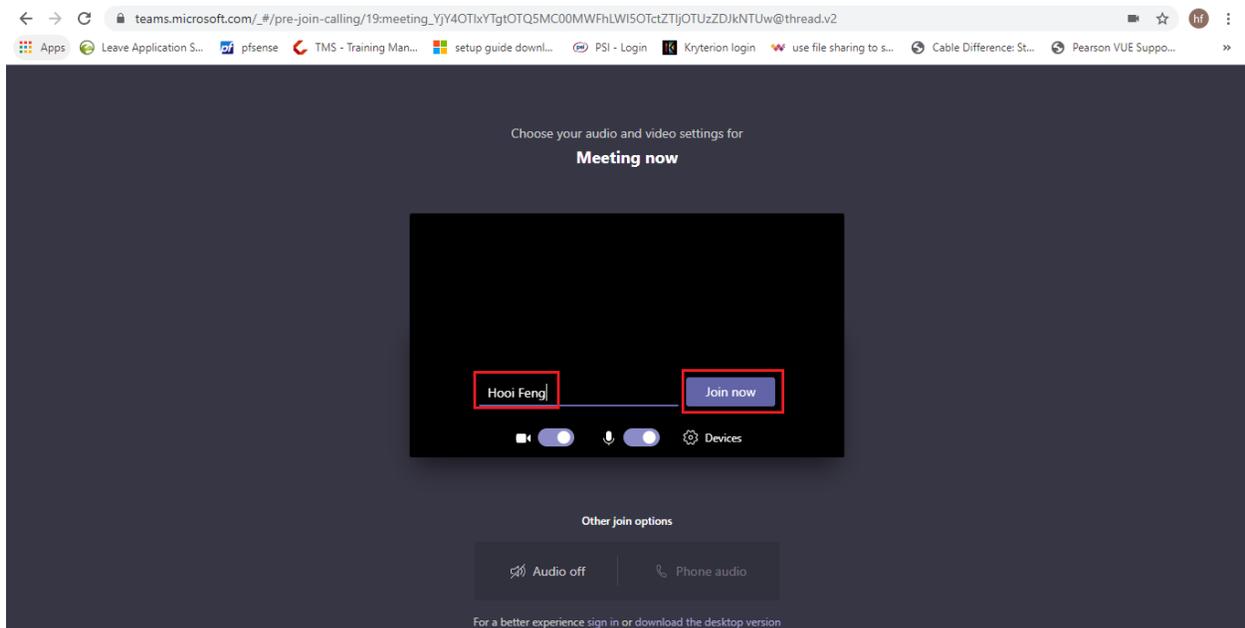
3. Enter "Screen Name/ Full Name"

4. Click "Join now"
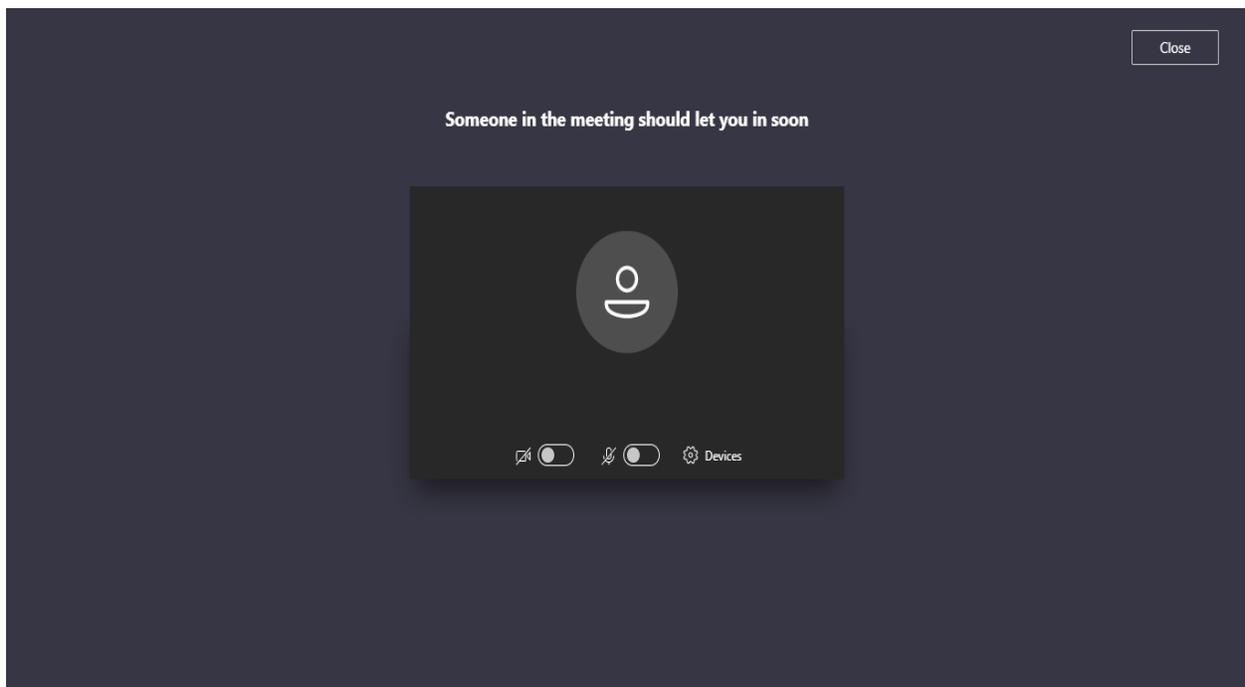
5. Someone in the meeting should let you in soon, please wait awhile

6. You are now joining the meeting