

User/Participant

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

A. Join Meeting

The screenshot shows a meeting invitation card for 'Test2' on Google Calendar. The card includes a calendar icon for March 18th (Wednesday), the meeting title 'Test2', and a link to 'View on Google Calendar'. The meeting details are: 'When: Wed 18 Mar 2020 4pm - 4:30pm (MYT)', 'Where: Microsoft Teams Meeting', and 'Who: calvinleemw@gmail.com, hooifeng950112, Hooi Feng Phang*'. At the bottom, there are buttons for 'Yes', 'Maybe', 'No', and 'More options'. To the right, an 'Agenda' section lists 'Wed 18 Mar 2020' with events at '3:30pm PMP Training Test' and '4pm Test2', followed by 'No later events'.

[Join Microsoft Teams Meeting](#)

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

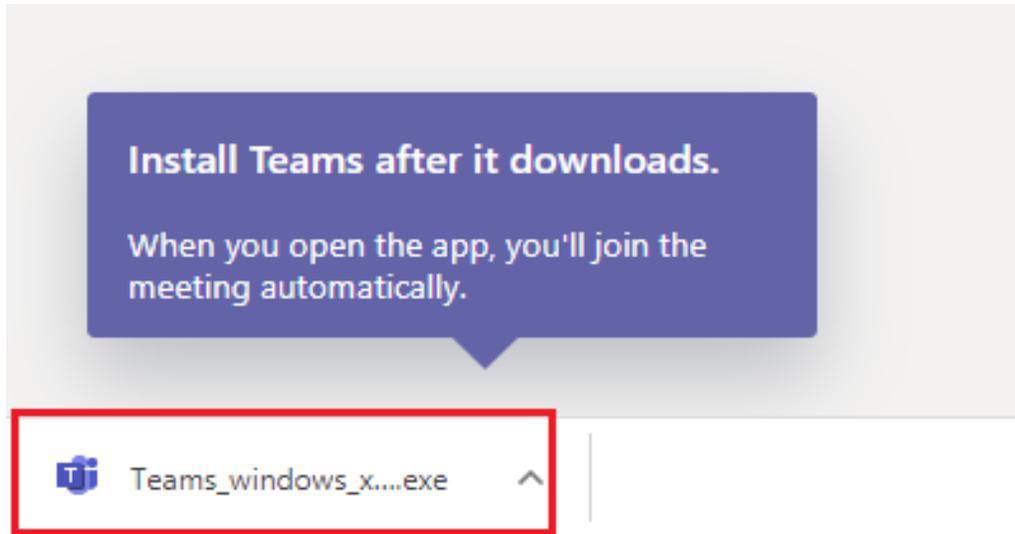
[invite.ics](#) [Download](#)

1. Participant will receive an invitation email
2. Click “Join Microsoft Teams Meeting”

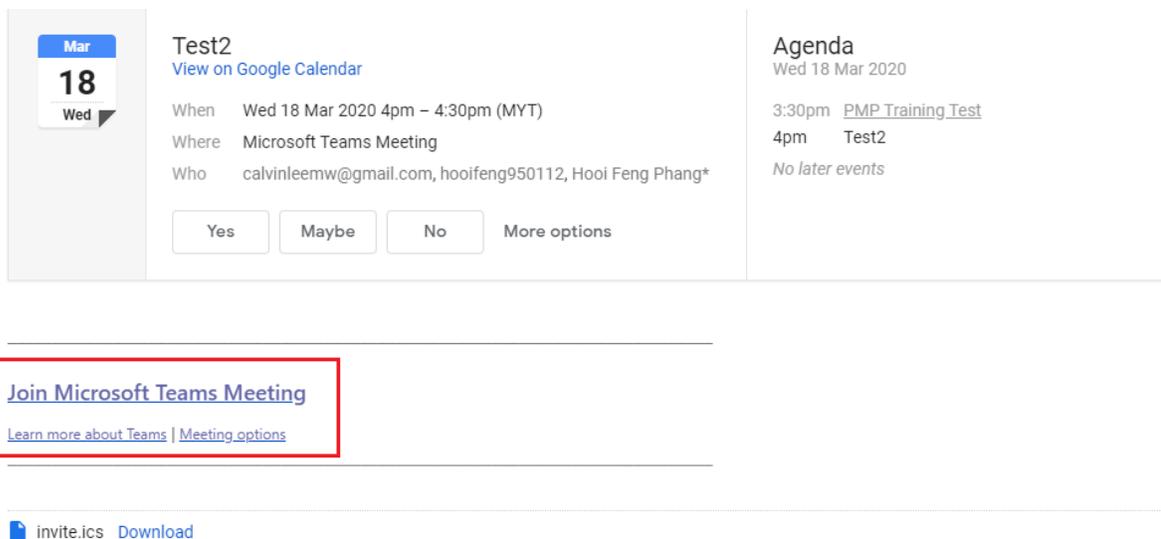
B. Join via Microsoft Teams Application

The screenshot shows the Microsoft Teams desktop app download page. At the top, there's a browser window with the title 'Open Microsoft Teams?' and the URL 'https://teams.microsoft.com'. Below this, there's a large illustration of four diverse people in a meeting. The main heading is 'Experience the best of Teams meetings with the desktop app'. Below the heading, there are two buttons: 'Download the Windows app' (highlighted with a red box) and 'Join on the web instead'. At the bottom, there's a link 'Already have the Teams app? Launch it now' and a footer for 'Third-Party Disclosures'.

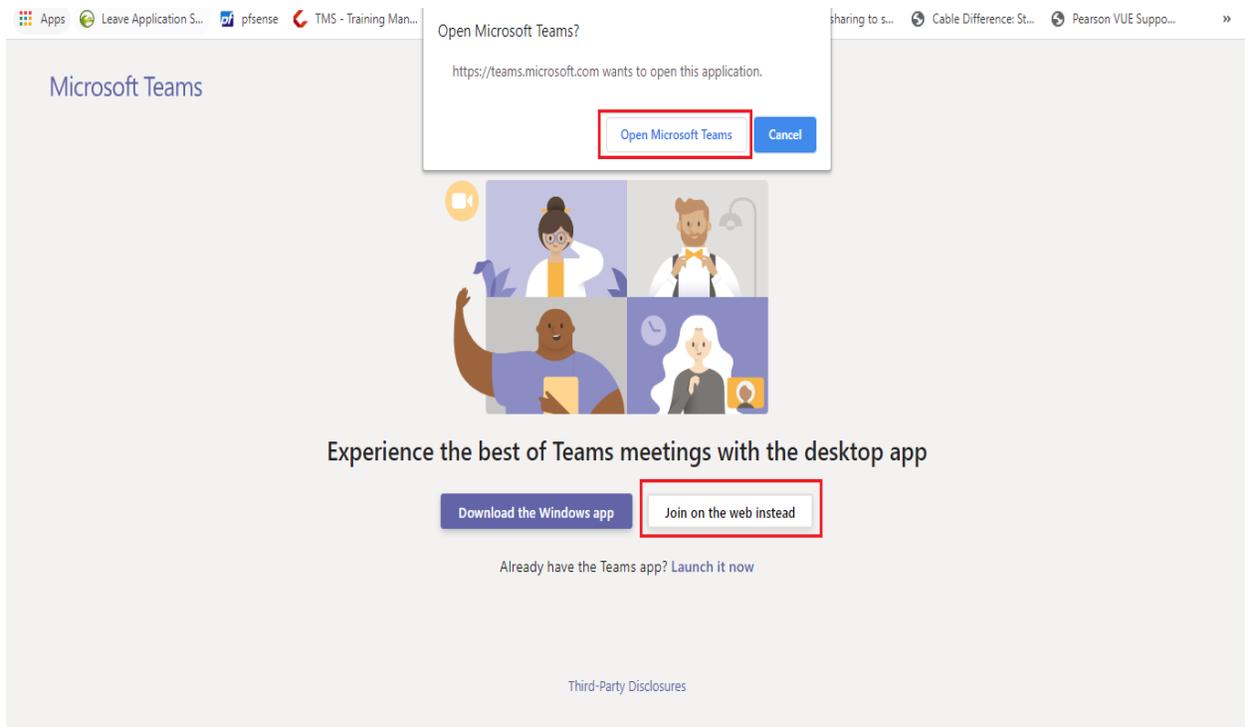
3. If you don't have Microsoft Teams, kindly click “Download the Windows app”



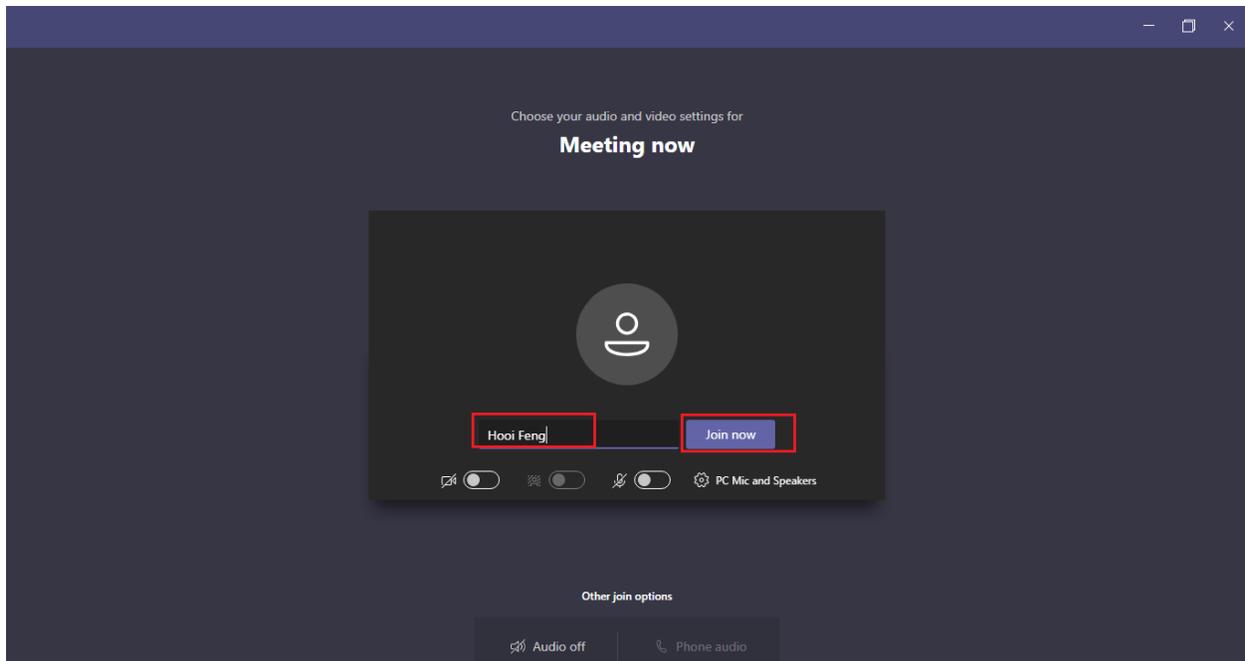
2. Click on the Microsoft Teams application to open it



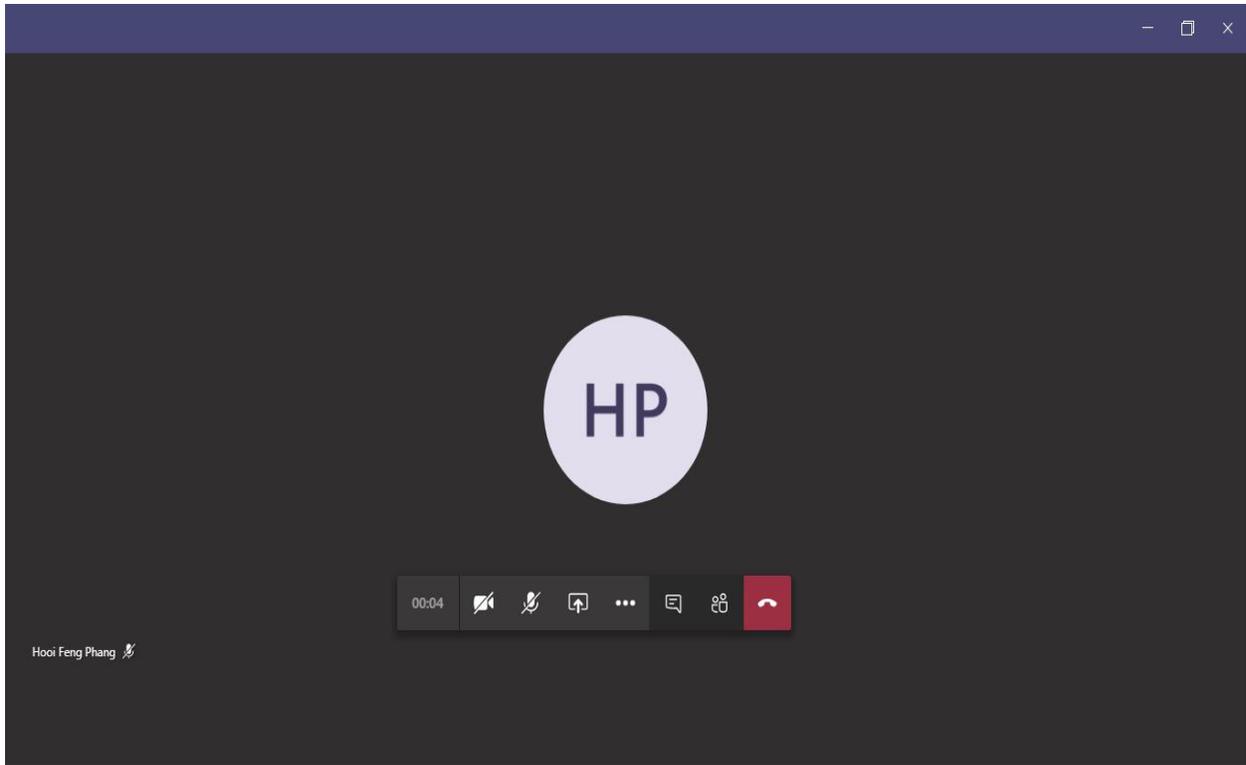
3. In the invitation email, click “Join Microsoft Teams Meeting”



4. Then click “Open Microsoft Teams” or “Launch it now → Open Microsoft Team”

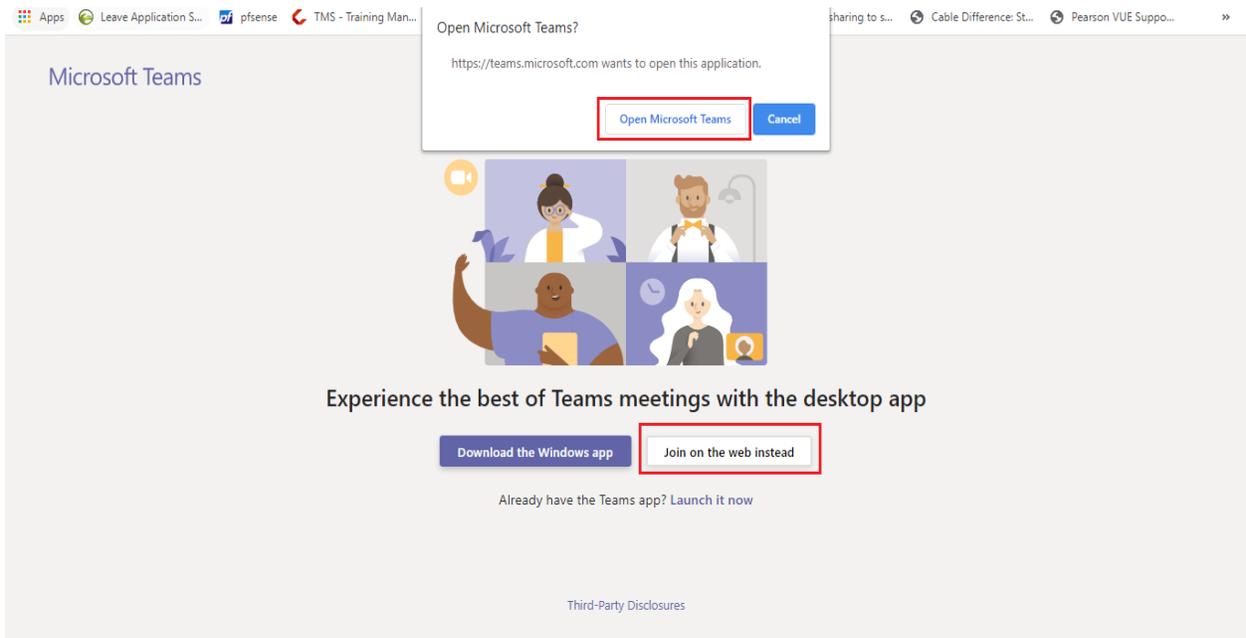


5. Enter “Screen Name/Full Name” the click “Join Now”

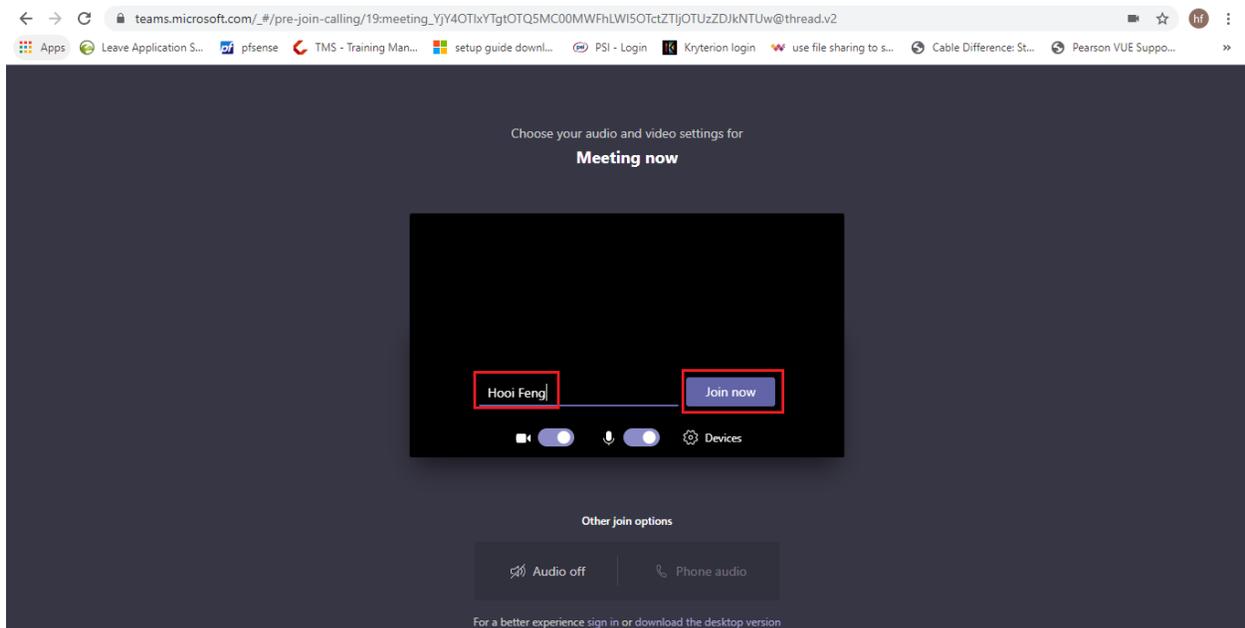


6. You are now joining the meeting

C. Join on the Web Instead

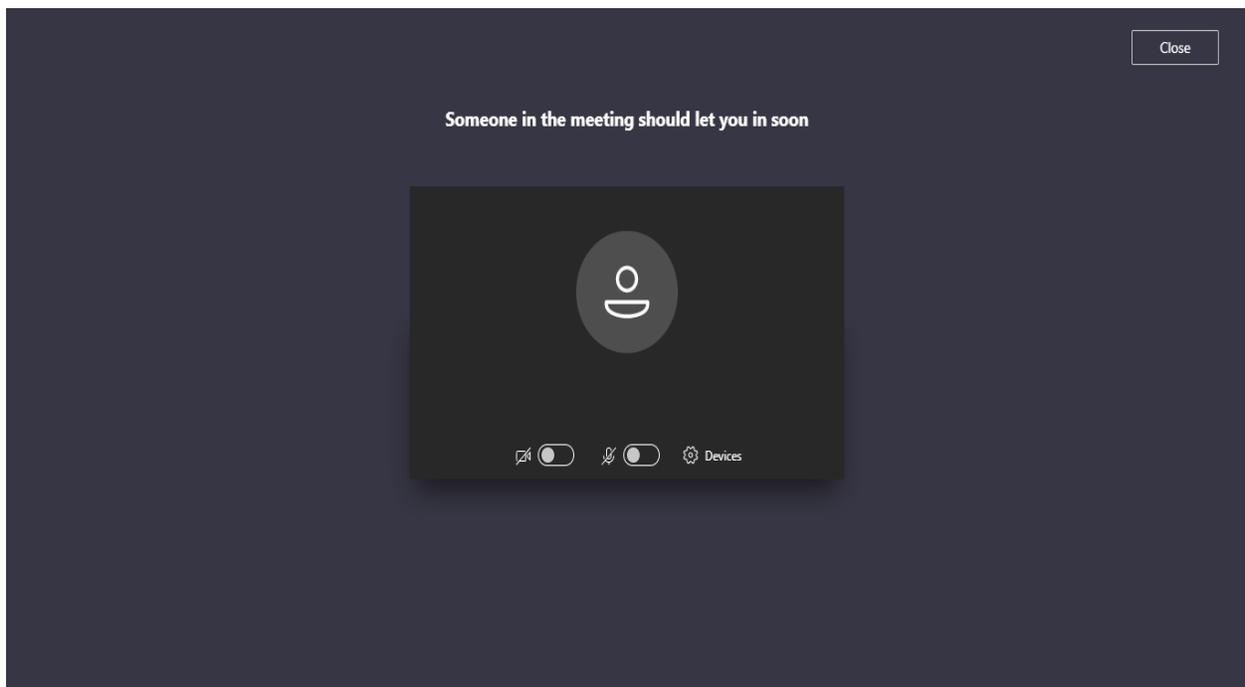


3. Click “Join On the Web Instead”

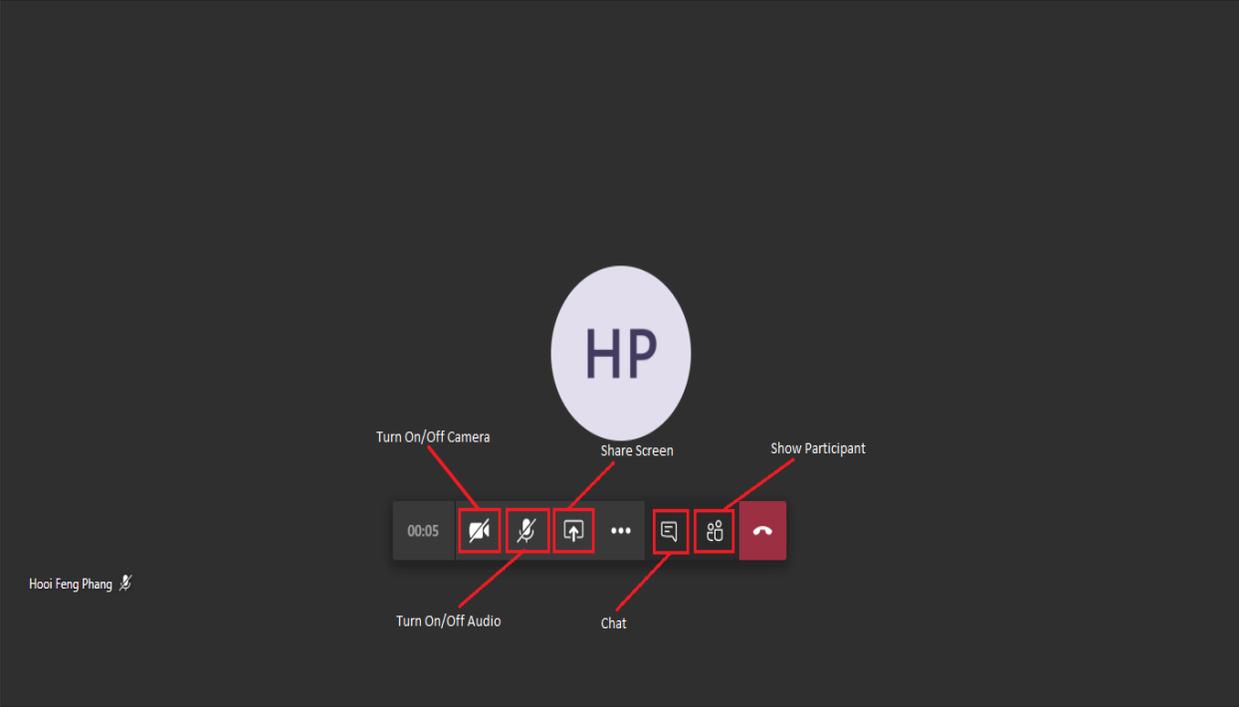


3. Enter “Screen Name/ Full Name”

4. Click “Join now”



5. Someone in the meeting should let you in soon, please wait awhile



6. You are now joining the meeting