

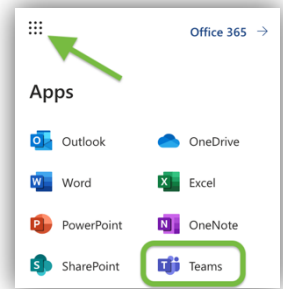


Microsoft Teams – Joining a Virtual Meeting

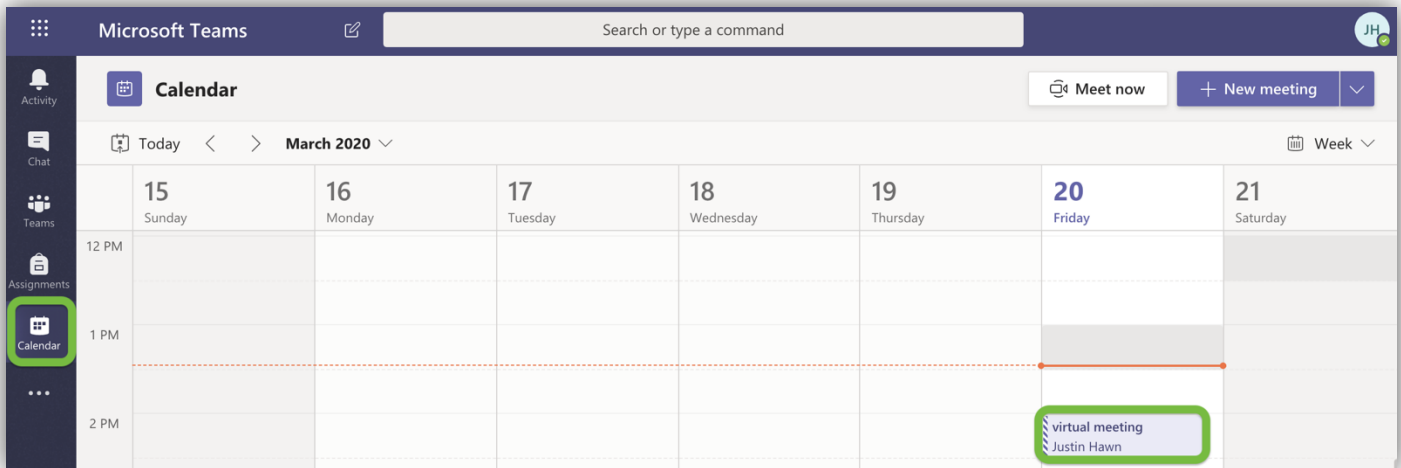
[Joining a Teams Meeting through a Chrome Browser:](#)



Chrome is the recommended browser for joining a Teams meeting.



1. To join a Teams meeting, click the app launcher in Office 365 and choose **Teams**
2. Next, select the **Calendar** icon (left panel) and click the meeting in the calendar



3. Choose **Join** (top right corner) or click **Join Microsoft Teams Meeting**



[Join Microsoft Teams Meeting](#)

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

4. Select the audio video settings for your meeting. If you're not the presenter, it's **important that you turn your video and mic off**. This will enhance the quality of the call
5. Click **Join now**

