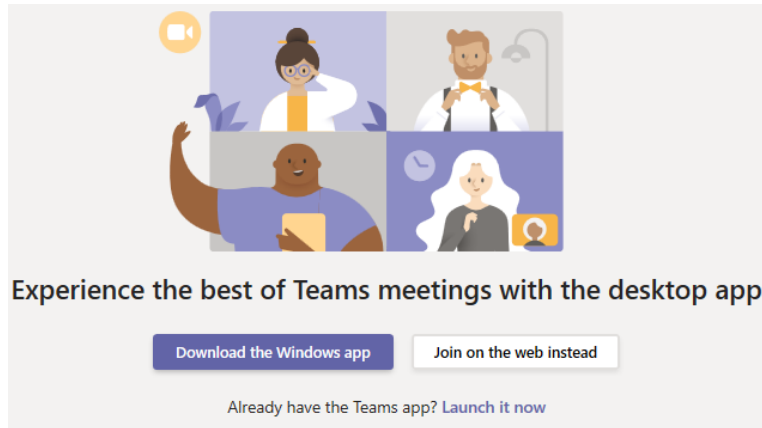
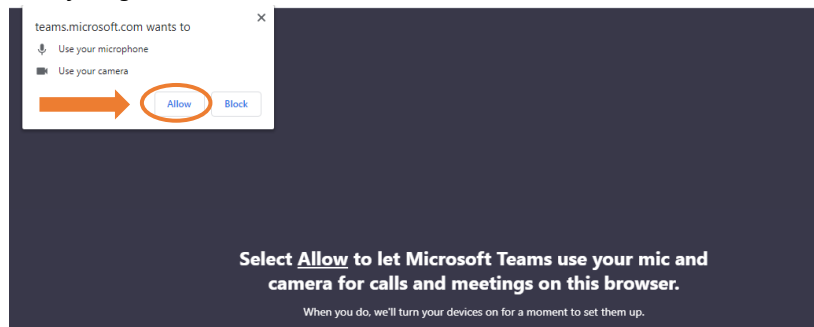


## Join a meeting via Microsoft Teams

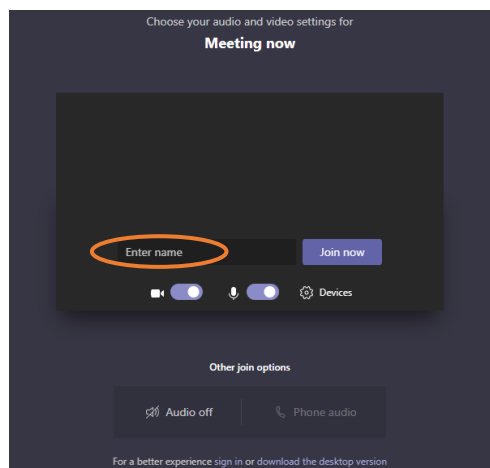
1. Please click on [Join Microsoft Teams Meeting](#) text in your e-mail invitation. This will take you to a new page where you can choose to either join on the web or download the desktop app. If you have an Office365 account and installed the app on your computer, your profile will appear. If you do not have a Microsoft account or Office 365 account or desktop app please select [Join on the web instead](#) to enter the meeting as a guest.



2. Once you click on joining through the web, your browser will ask for your confirmation to access your microphone and camera for the period of the meeting. Please select 'Allow' to take part in the meeting. If the page does not automatically refresh, please refresh it by pressing F5. *Tip: Google Chrome or Microsoft Edge Chromium are the recommend browsers.*



3. Then, you will be asked to type your name before successfully joining to the meeting. Additionally, you can set your audio speaker setting under [Devices](#). *Tip: In order to reduce bandwidth usage and get the best connection experience, please switch off your personal video.*



## Meeting Essential: The Control Bar

