

Home and Community Care Support Services **NORTH EAST**

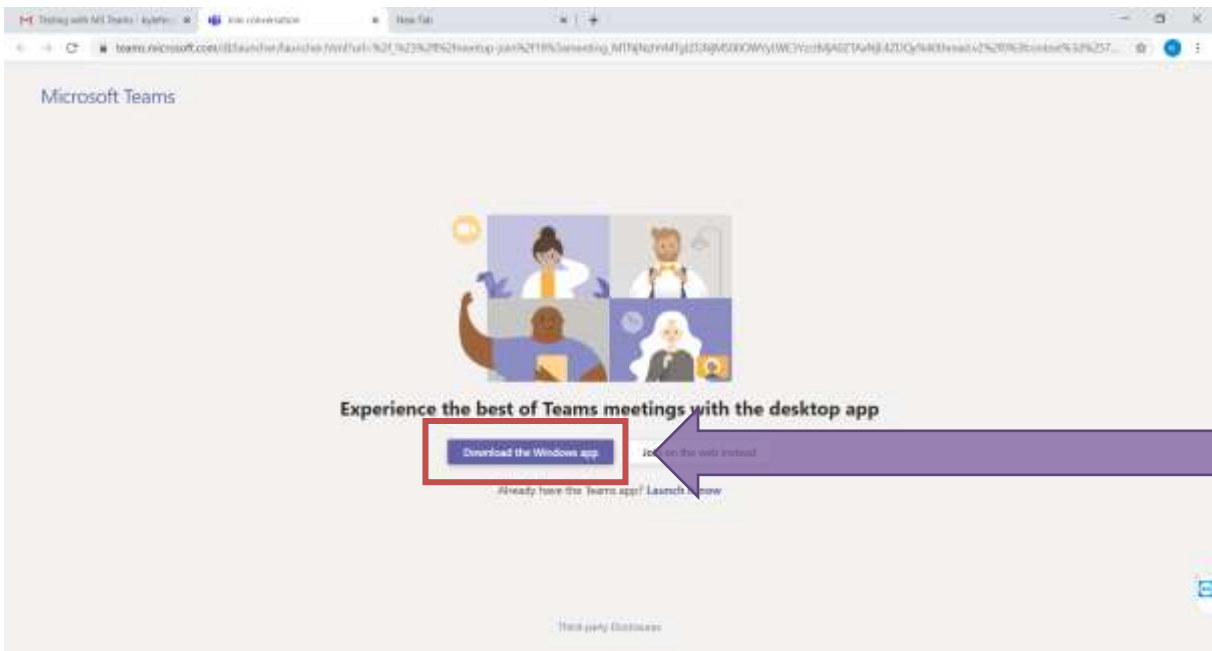
Joining a Microsoft Teams Meeting using a Windows PC

1 ON THE DAY OF YOUR MEETING, OPEN THE EMAIL INVITE FOR YOUR VIRTUAL VISIT. CLICK '*JOIN MICROSOFT TEAMS MEETING*' LINK.

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

2 DOUBLE CLICK '*DOWNLOAD THE WINDOWS APP*' AS CIRCLED IN RED BELOW.

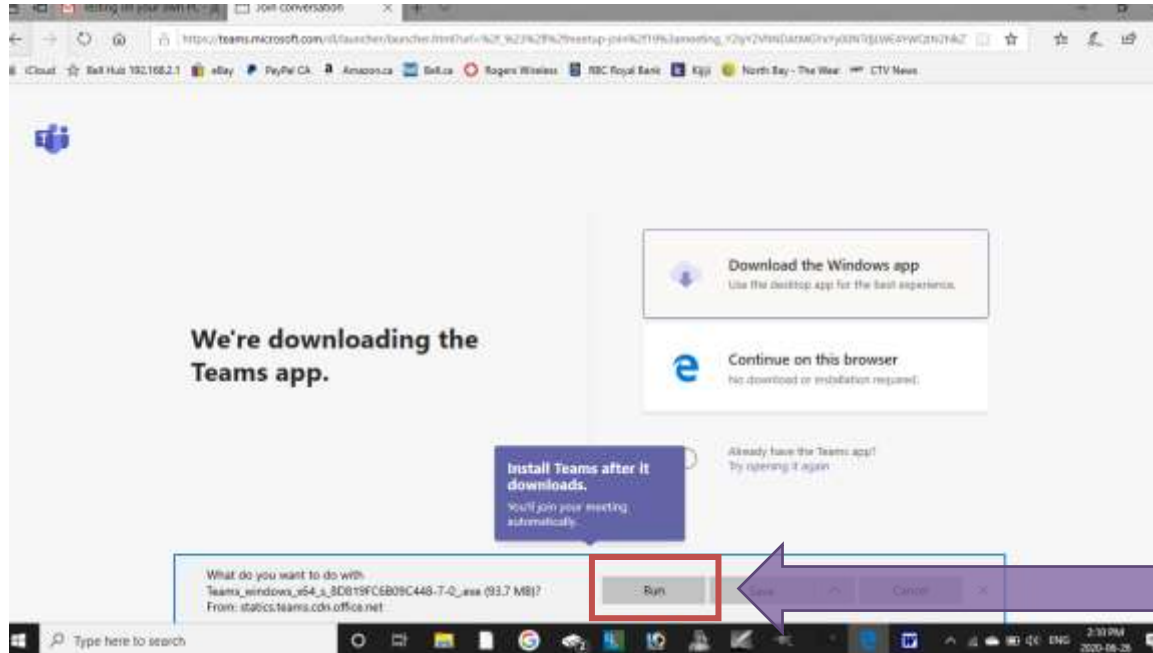
If you are asked to register, do not. Just select the option for personal use.



3

CHOOSE 'RUN'.

You may be presented with the options to save or run application. Choose **'run'**. The program will start downloading and will appear on the bottom left.



4

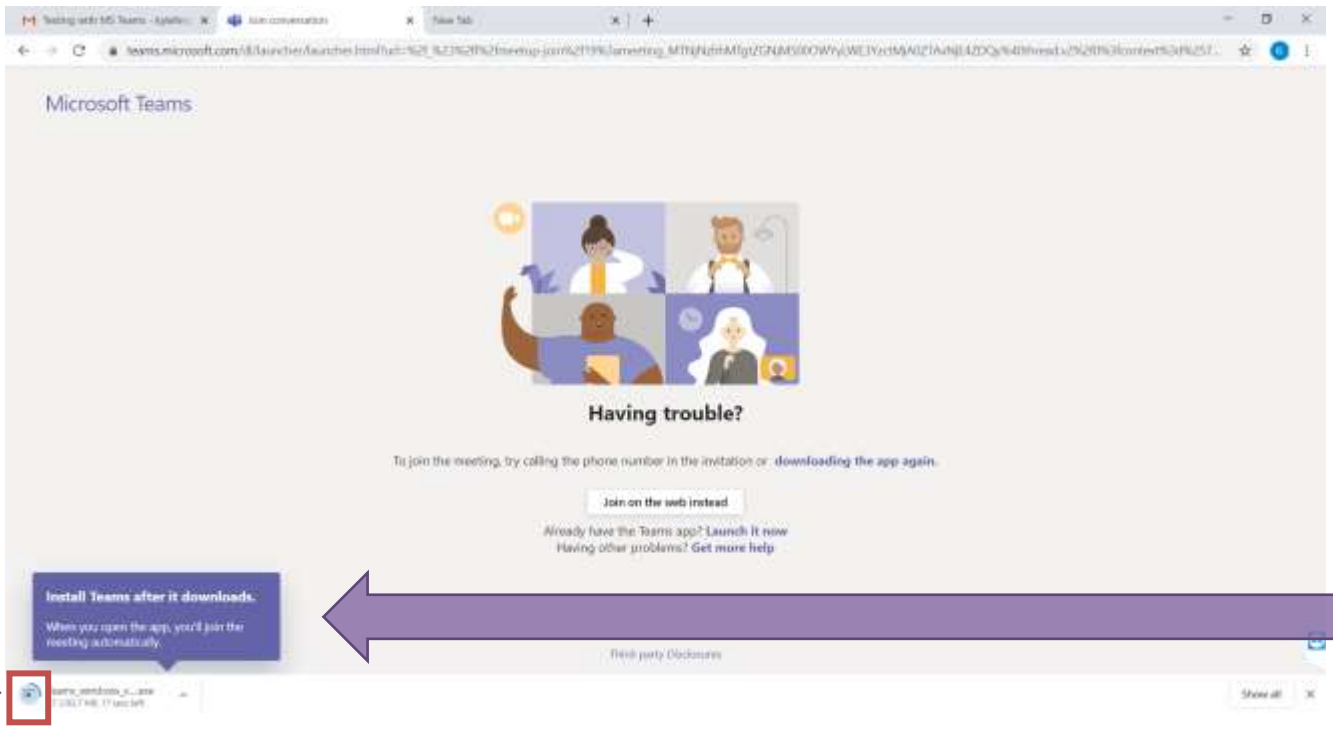
BEFORE THE TEAMS INSTALLER IS ABLE TO LAUNCH, IT WILL ASK FOR PERMISSION.

'Do you want to allow this app to make changes to your device?' will appear. Click **'Yes'**. Teams will automatically open.



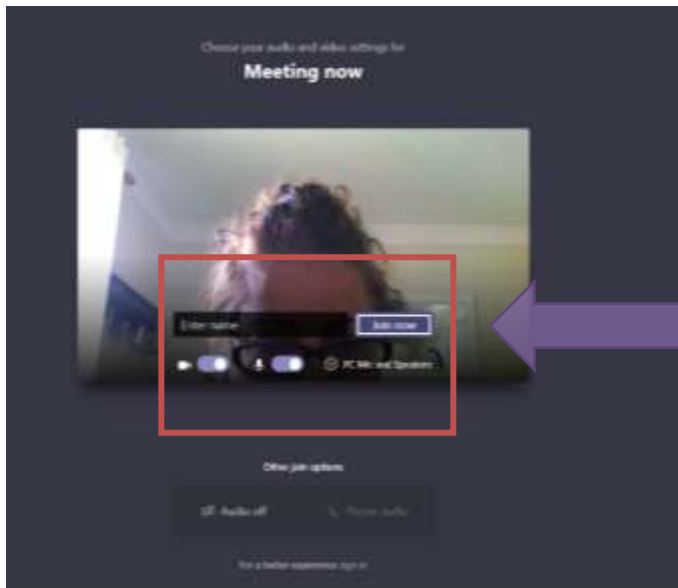
NOTE: If you clicked **'save'** instead of **'run'** when it's finished downloading, **'Install Teams after it downloads'** will appear in the bottom left.


Keep an eye on the blue circle developing below it. When the circle is fully outlined, click on it to open the app.



5

ENTER YOUR NAME AND THEN CLICK 'JOIN NOW'.



NOTE: If the video or microphone icon has a line through it that means it is turned off. Click in the space to the right within the slider  bringing the white circle to the far right side. This will enable the video or microphone. Enable each.

6

CLICK 'ALLOW ACCESS'. NOW WAIT UNTIL THE HOST JOINS THE MEETING.

