


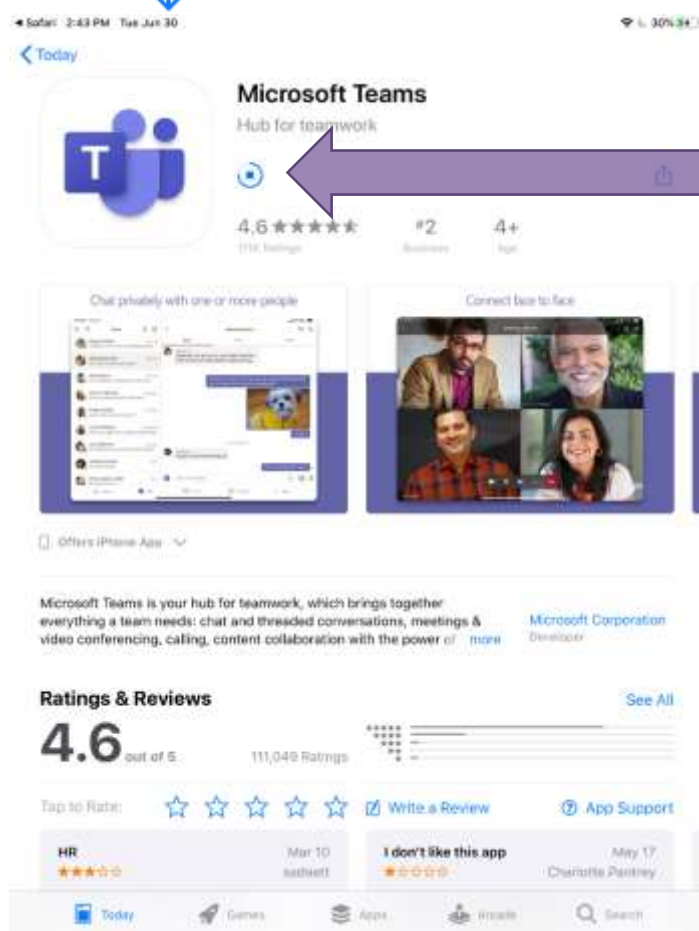
# Home and Community Care Support Services **NORTH EAST**

## Joining a Microsoft Teams Meeting using an iPad or iPhone

1

DOWNLOAD THE FREE MICROSOFT TEAMS APPLICATION (MS TEAMS APP) ONTO YOUR IPAD OR IPHONE.

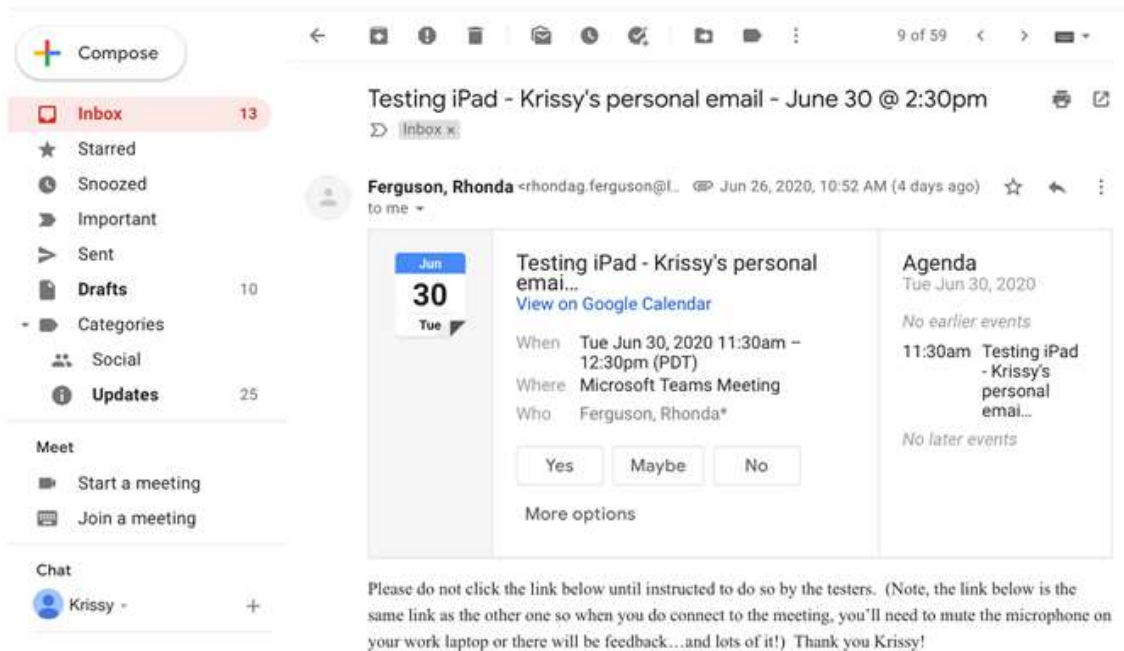
If MS Teams is already installed on your device, go to Step 2. To download the app, go to the App Store and search Microsoft Teams. Click the download button.  Wait for the app to finish downloading.



2

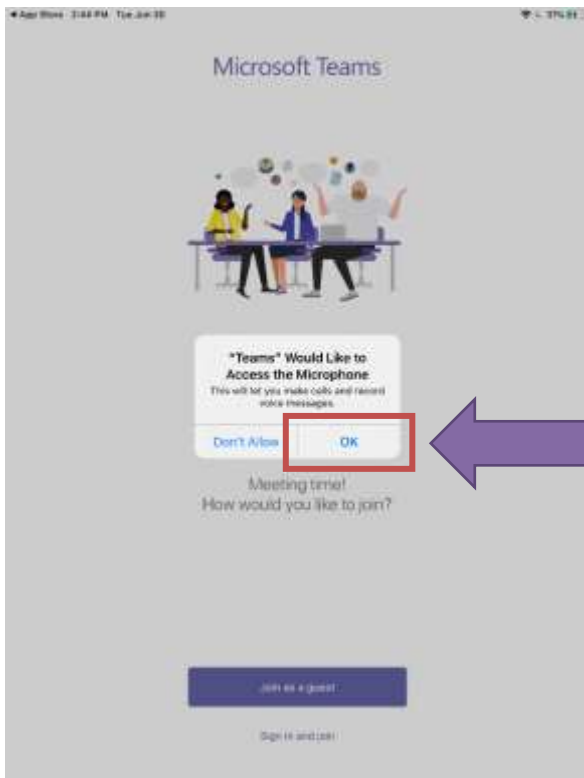
STOP AND GO TO YOUR EMAIL.

Once the app is fully installed, go back to the email invite and click **'Join Microsoft Teams Meeting'** as circled below.



3

A POP-UP WILL APPEAR STATING 'TEAMS' WOULD LIKE TO ACCESS THE MICROPHONE'. CLICK 'OK'.



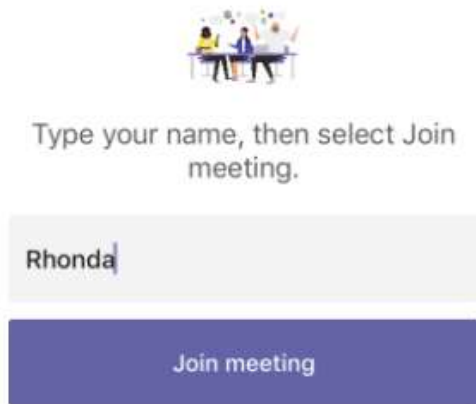
4

WHEN ASKED 'HOW WOULD YOU LIKE TO JOIN' SELECT 'JOIN AS A GUEST' AS CIRCLED BELOW.



5

TYPE YOUR NAME, THEN CLICK 'JOIN MEETING'. WAIT FOR THE HOST TO JOIN THE MEETING.



**NOTE:** If the video or microphone icons have a line through them that means they are turned off. Place your finger on the white ball and slide it to the right or tap it to the right.

