

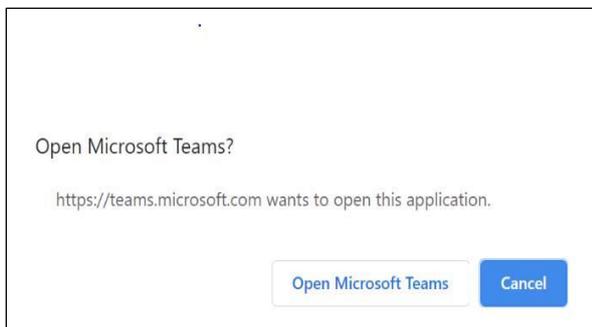
# Thanet Over Fifties Forum – Online Meeting Guide PC or Laptop

## HOW TO JOIN THE MICROSOFT TEAMS ONLINE MEETING

***You do not need to have MS Teams account.***

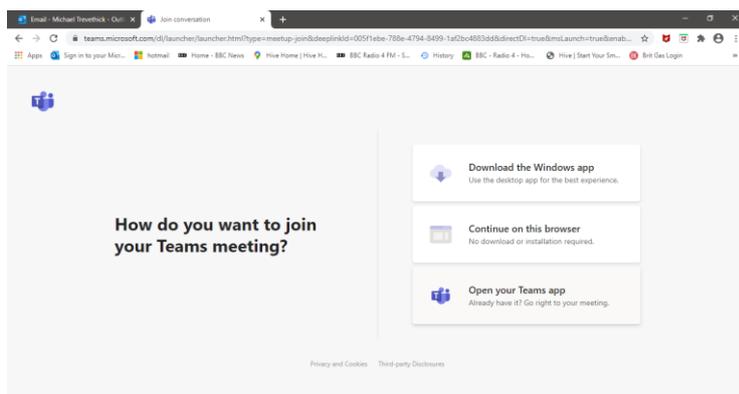
Your invite to the Microsoft teams meeting will be sent to your email address.

1. Open your email and click on the [Join Microsoft Teams Meeting](#)
2. You will then see this



Please click on **CANCEL**

3. You will then see this screen which has 3 options:



The 3 options are:

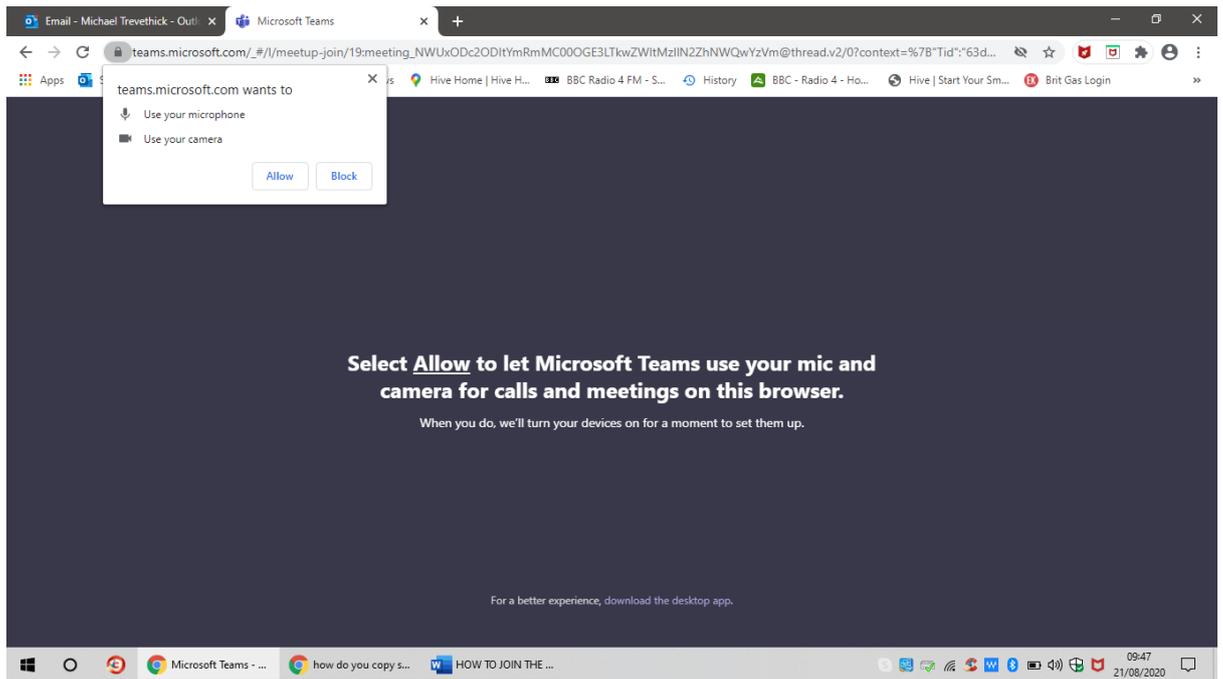
Download the Windows App

Continue on this browser

Please click on **Continue on this browser**

Open your Teams app

#### 4. You will then see this



At the top left you will see

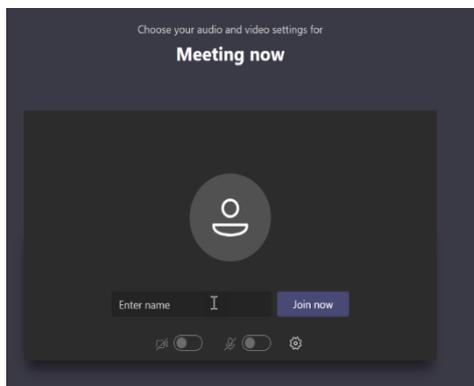
teams.microsoft.com wants to

Use your microphone

Use your camera

Please click on **Allow**

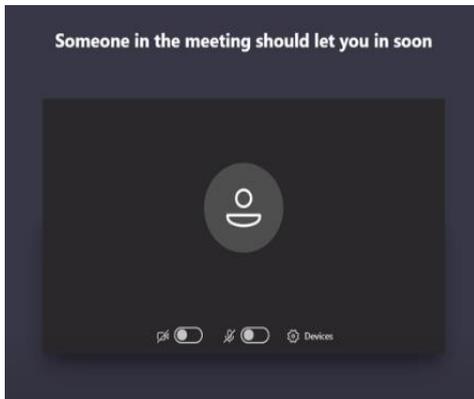
#### 5. You will then see



When you're ready, enter your name (this is only for the duration of the meeting & is not saved)

Click on **Join now**.

6. You will now see this



You will now be in the meeting lobby and we will accept you into the meeting very soon.

Thank you for joining us

Pauline Petitt, Co-ordinator for the Thanet, Folkestone and Hythe Over Fifties Forums