

How to access MS Teams Meetings for External users

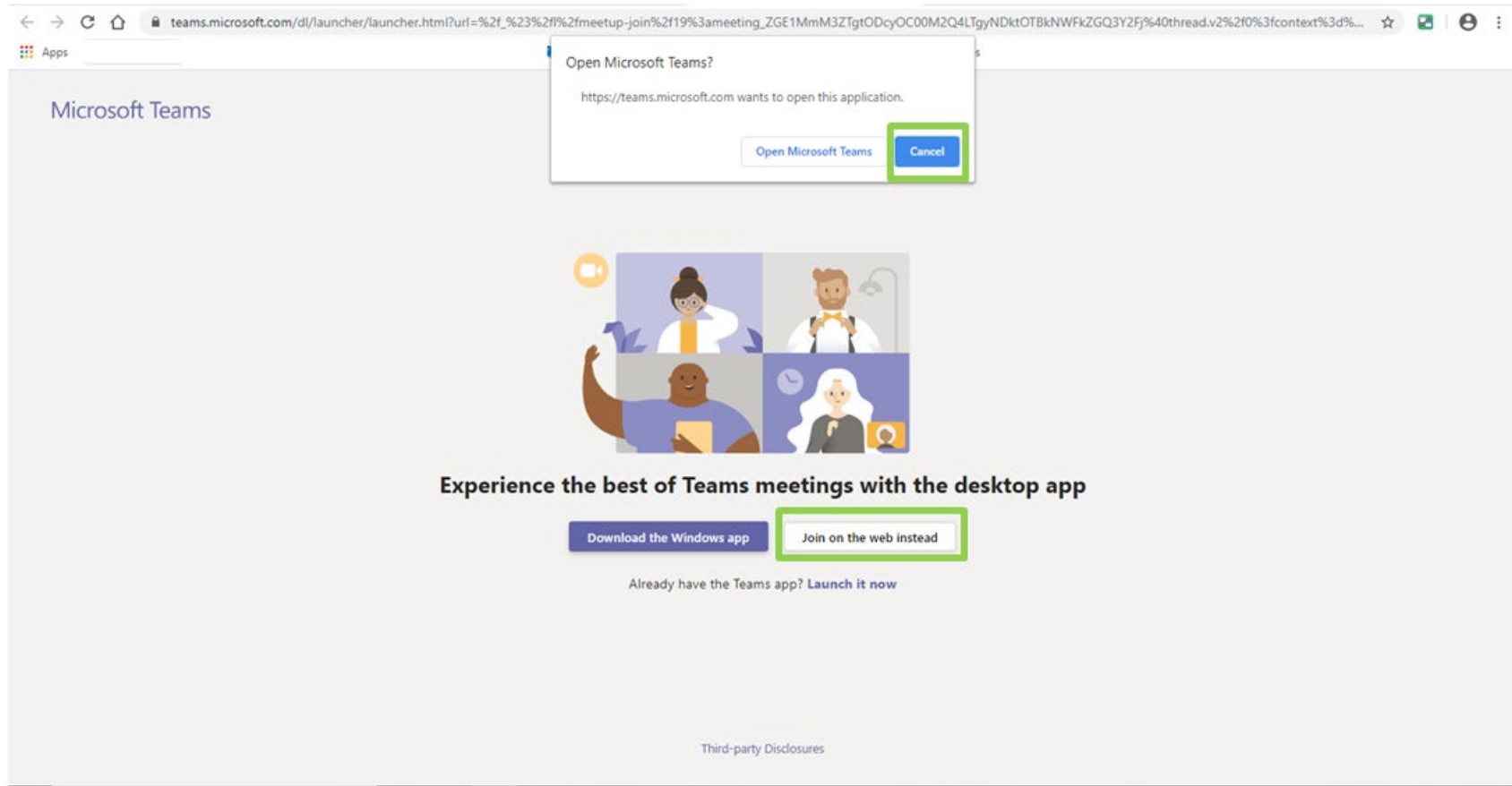
How to access a MS Teams meeting.

This document is for external members who need to join a MS Team meeting, without having a MS Team account.

Please make sure you open in Chrome.

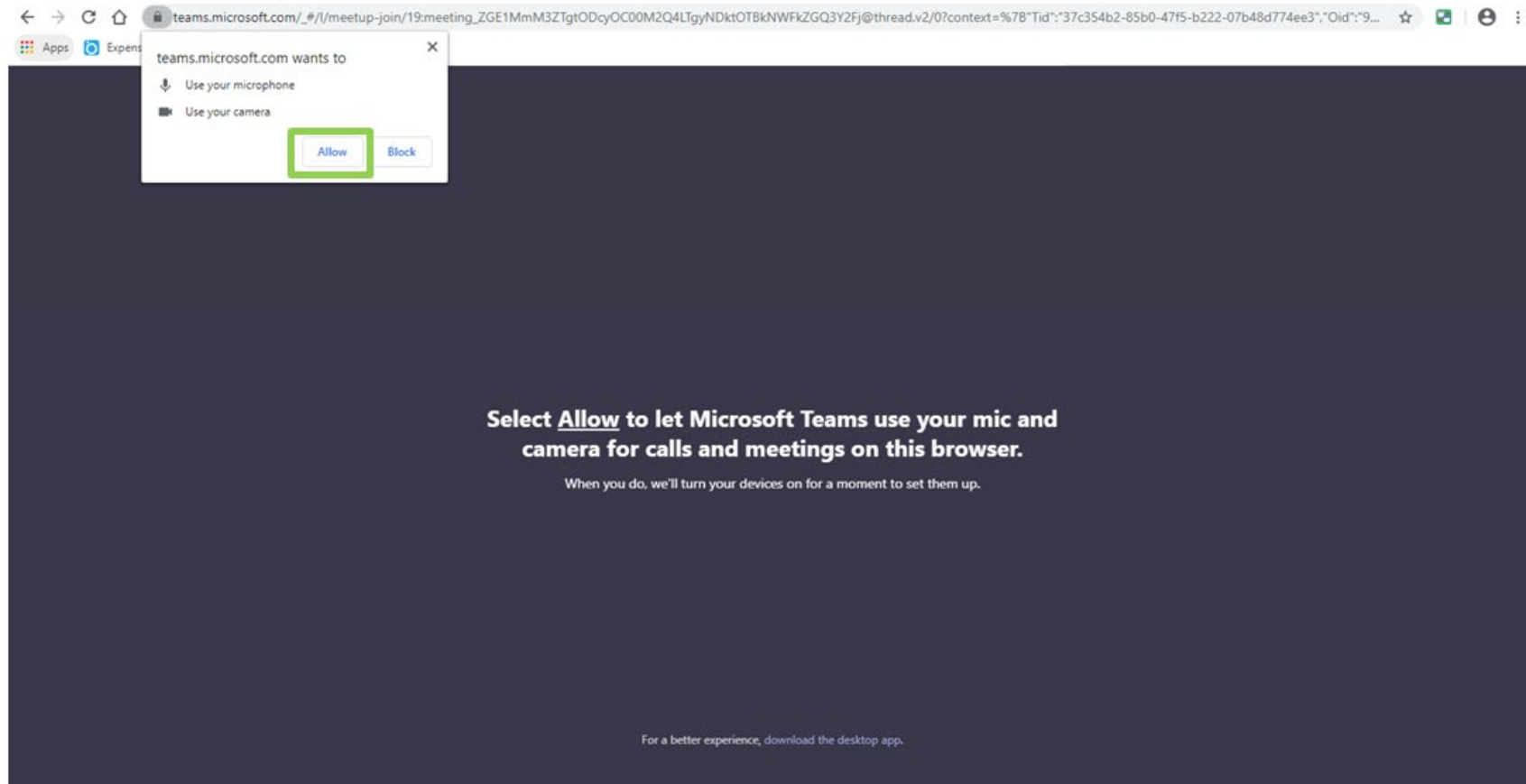
1. You will have received a meeting link as part of your booking confirmation and reminder from Eventbrite. When you are ready to join the meeting click the link to Open Microsoft Team. We would advise joining the meeting 5-10 minutes before the start time to allow to time to familiarise yourself with the login process and the teams video chat facility.

2. If the below message appears press **cancel** (this shouldn't appear if you do not have MS Teams already). Next click on “**Join on the web instead**”.

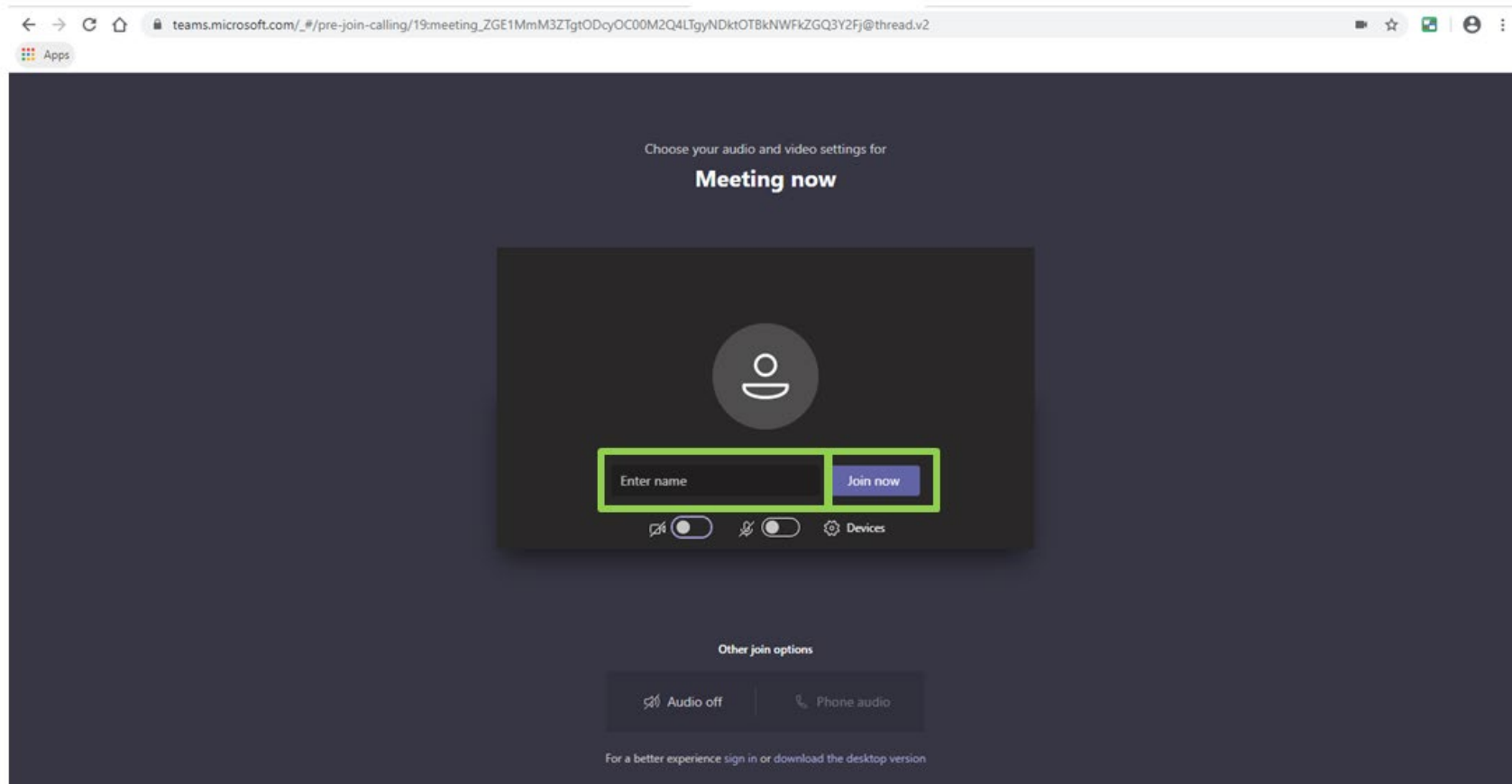


The screenshot shows a web browser window displaying the Microsoft Teams launcher page. A dialog box titled "Open Microsoft Teams?" is overlaid on the page, asking "https://teams.microsoft.com wants to open this application." with two buttons: "Open Microsoft Teams" and "Cancel". The "Cancel" button is highlighted with a green box. Below the dialog, the main page content includes the text "Microsoft Teams" and an illustration of four people in a meeting. Below the illustration, the text reads "Experience the best of Teams meetings with the desktop app". There are two buttons: "Download the Windows app" and "Join on the web instead". The "Join on the web instead" button is highlighted with a green box. Below these buttons, it says "Already have the Teams app? Launch it now". At the bottom of the page, there is a link for "Third-party Disclosures".

3. Click **Allow** to allow you to use your microphone and camera/webcam.

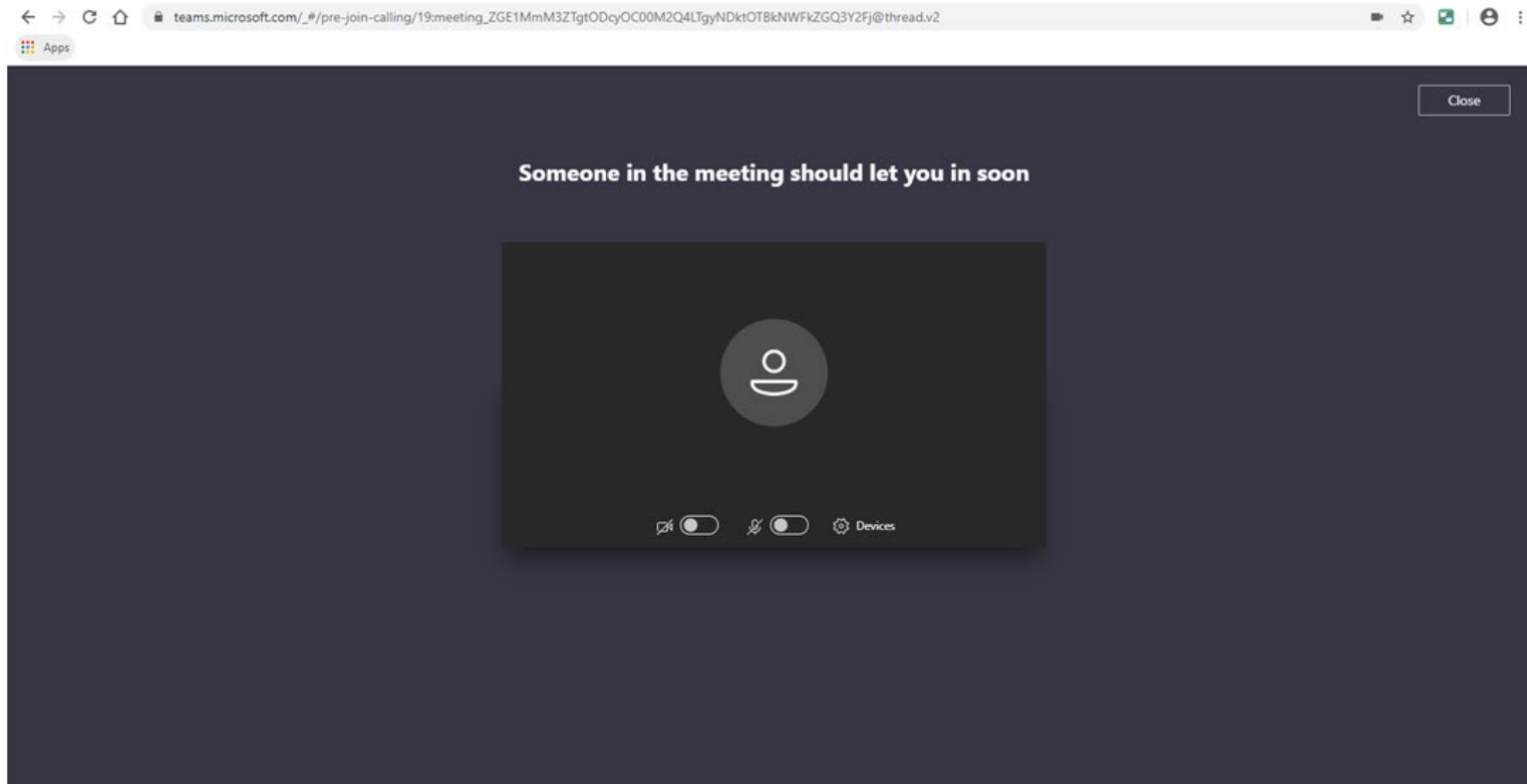


4. You can now enter your Full Name in the **name field**, and then click **Join Now**.



5. This will be the next screen that you will see until the lead trainer accepts you into the meeting.

Once accepted you can then join the group session with the other course participants



If you have any feedback, questions or queries related to this guide, please contact the Livewell Digital team via livewell.training@nhs.net