

Joining a Teams meeting on a Windows device

MAY 2020

Please be aware we strongly recommend that you use the Teams Desktop App for meetings.

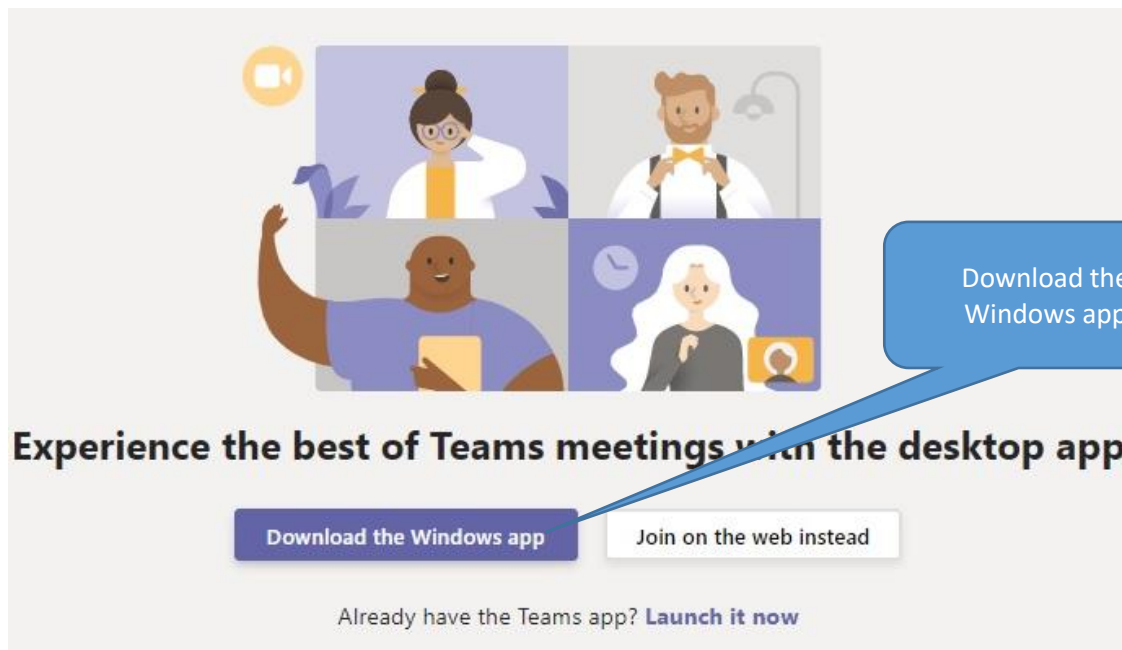
Go to your personal email account and open the meeting invite email, from here click on the “Join Microsoft Teams Meeting” link.

[Join Microsoft Teams Meeting](#)

Click on link to join meeting

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

On the landing page please select “Download the Windows app”. (You can “Join on the web instead” but this feature is only supported on Microsoft Edge or Google Chrome browsers).

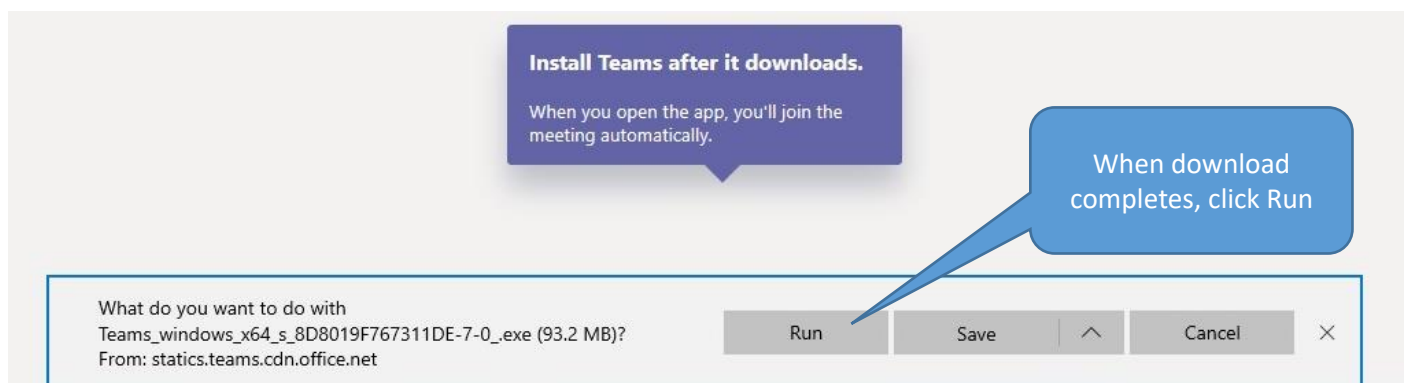


Download the Windows app

Download the Windows app

Join on the web instead

Already have the Teams app? [Launch it now](#)



Install Teams after it downloads.

When you open the app, you'll join the meeting automatically.

When download completes, click Run

What do you want to do with
Teams_windows_x64_s_8D8019F767311DE-7-0_.exe (93.2 MB)?
From: statics.teams.cdn.office.net

Run

Save

Cancel

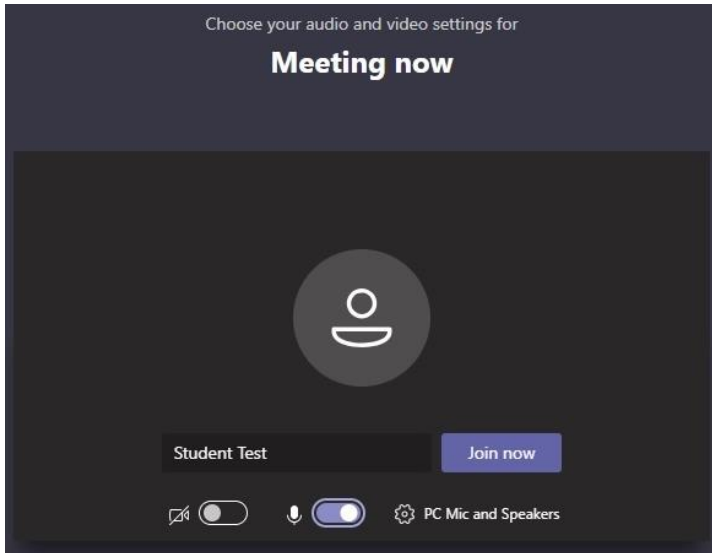
X

Click run to install the Teams Desktop App, when you open the app you will join the meeting and be placed in the lobby.

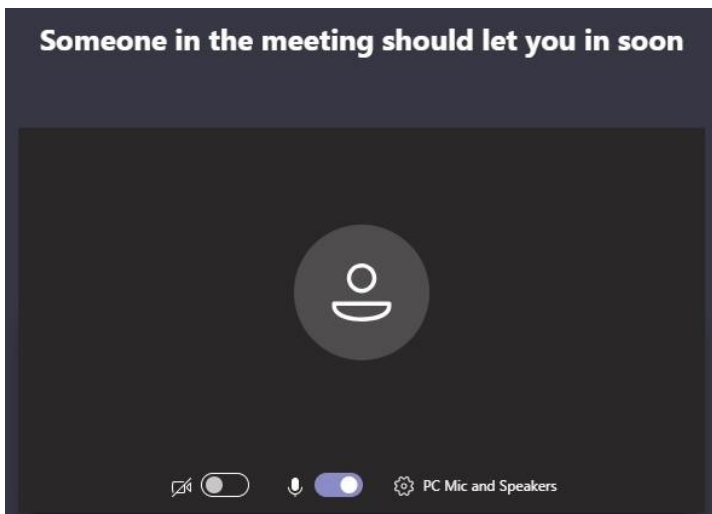
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Enter your name and click Join now you will then be in the meeting.



Please wait in the lobby until the meeting starts. You can toggle your video and sound on/off.



In the meeting you have options listed below:

