



How to join Community Network Panel Meetings hosted on MS Teams- Guide for Participants

Join Teams Meeting - On computer, without Microsoft Teams Installed

1. Open your email
2. Open the message from event organiser
3. Click “Join Microsoft Teams Meeting”
4. Click “Join on the web instead”
5. Type your name
6. Choose if you want to use webcam and microphone
7. Click “Join now” and wait to be admitted by meeting organiser
8. To leave the meeting press the red hang up icon

Joins Teams Meeting - On a Landline

If you don't have internet access it is possible to dial into a Teams Meeting, using the telephone number and conference code included in the Teams Meeting invite. Please be aware that your telephone number may be shown on screen to all meeting attendees. To avoid this happening, you can either withhold your telephone ID using your phone's individual setting, or, by replacing 44 with 1410 when dialling in (e.g. instead of dialling 44 20 3443 6327 , dial 141 0 20 3443 6327).

Joins Teams Meeting - On a Mobile

1. Firstly, install the free Microsoft Teams app from the app store either on Android or Apple
2. Once installed open the email app
3. Open the message from event organiser
4. Press “Join Microsoft Teams Meeting”
5. If asked, use the Microsoft Teams app
6. Press “Join as a guest”
7. Type your name, then press “Join as a guest”
8. Wait to be admitted by meeting organiser
9. To leave the meeting press the red hang up icon

We hope these tips have helped but if you want to find out more about MS Teams there are lots of useful online guidance sources. A couple of these are:

<https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365>

<https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/apps/microsoft-teams/>