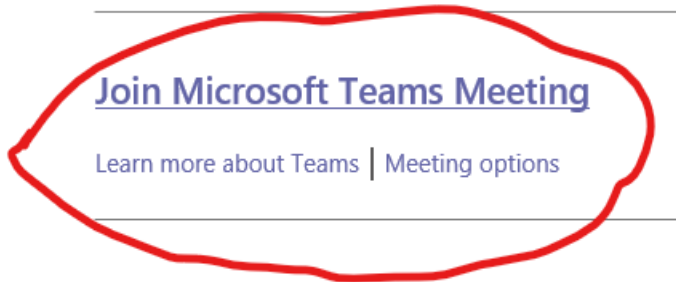


How to Join a Microsoft Teams Meeting

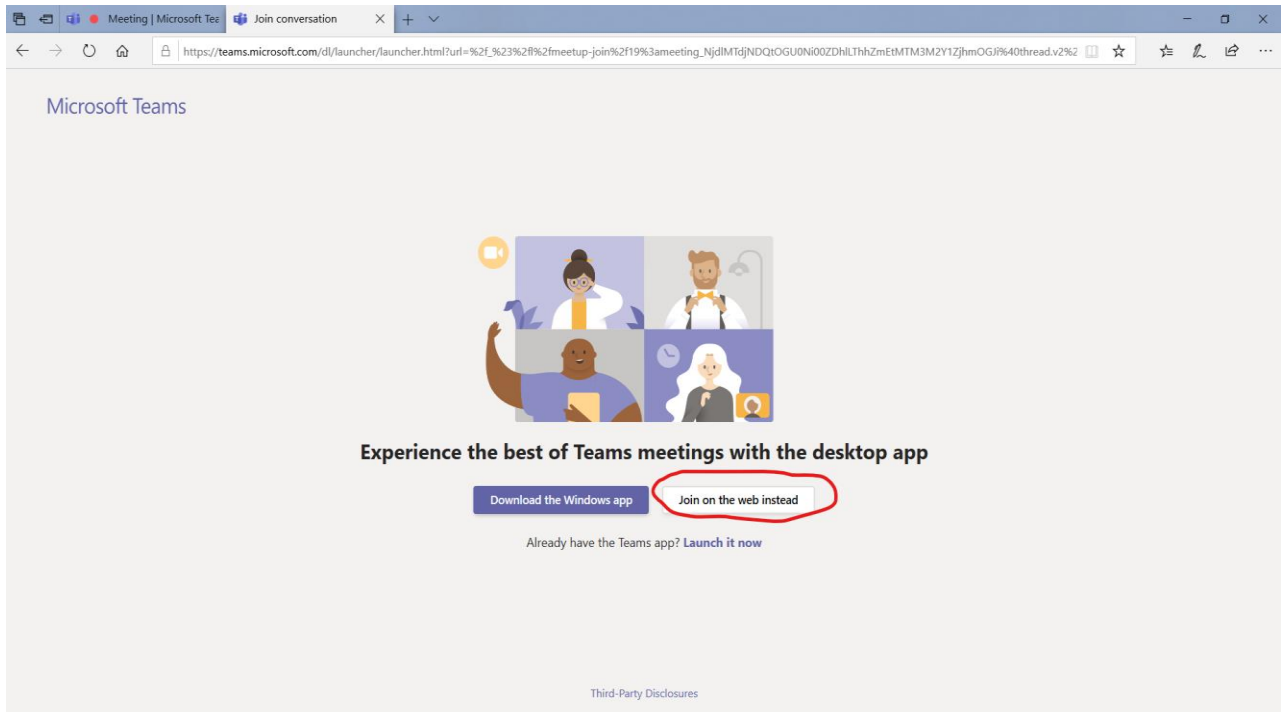
External User Access Guide

To access the meeting as an external user follow the steps below.

1. Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.

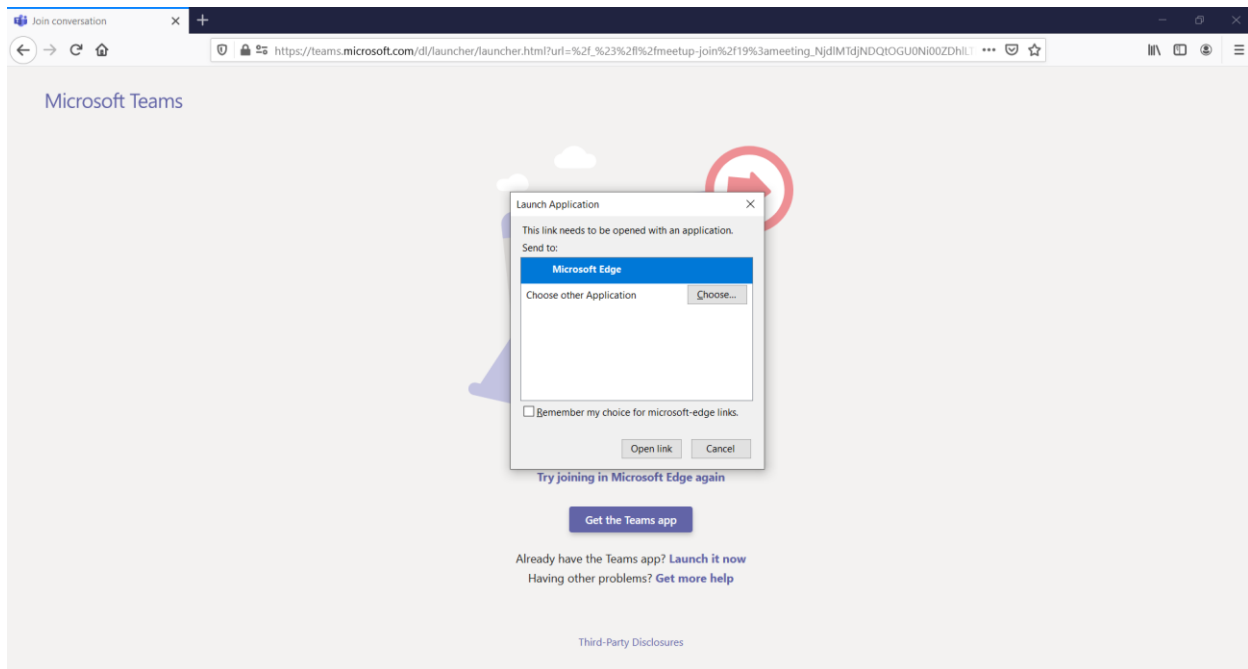


2. The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the **"Join on the web instead"**, and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

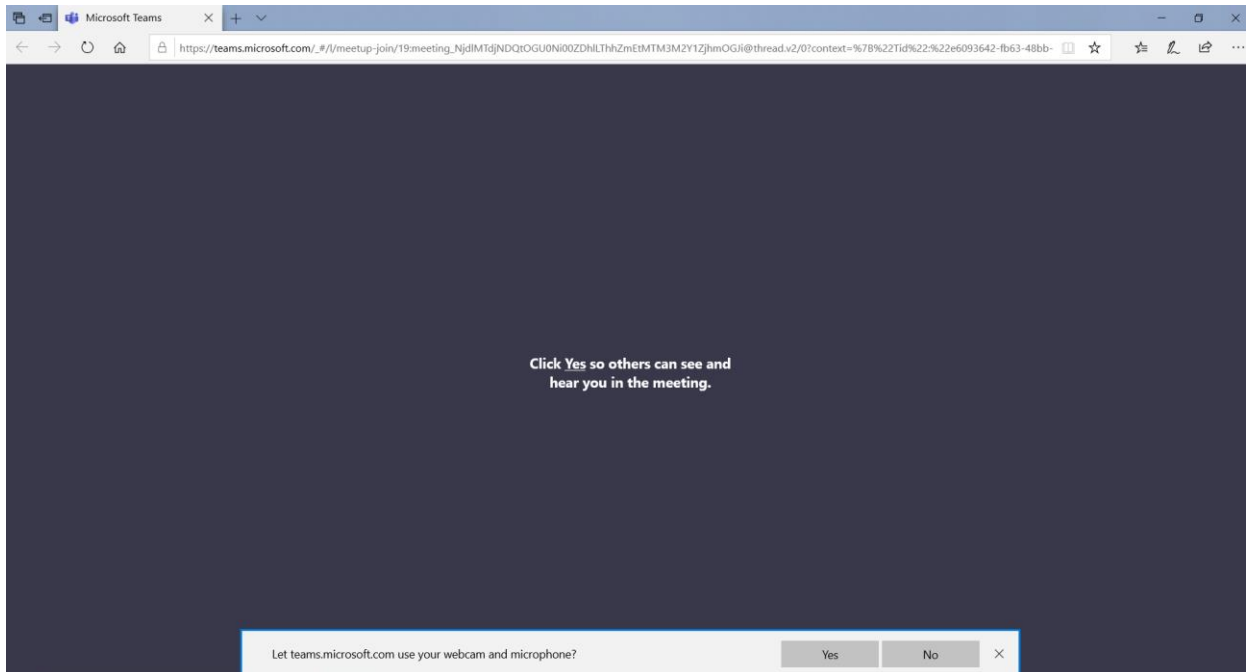
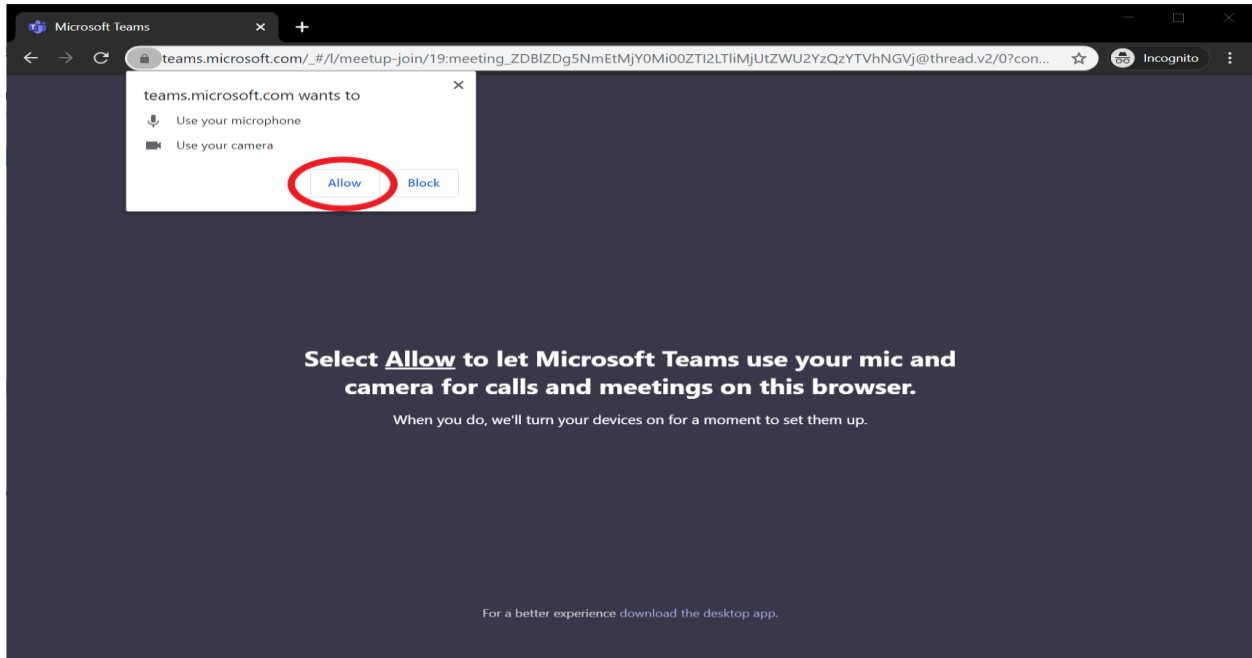


NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



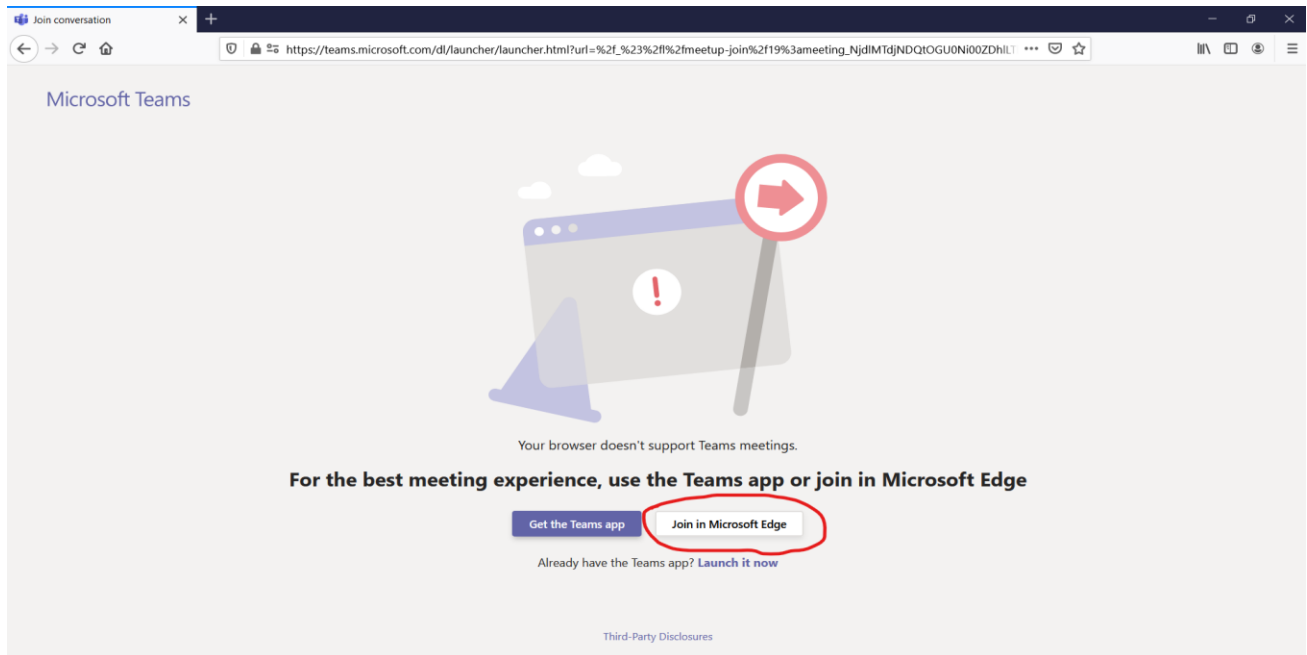
3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "**Allow**" button to let Teams access your microphone and camera.



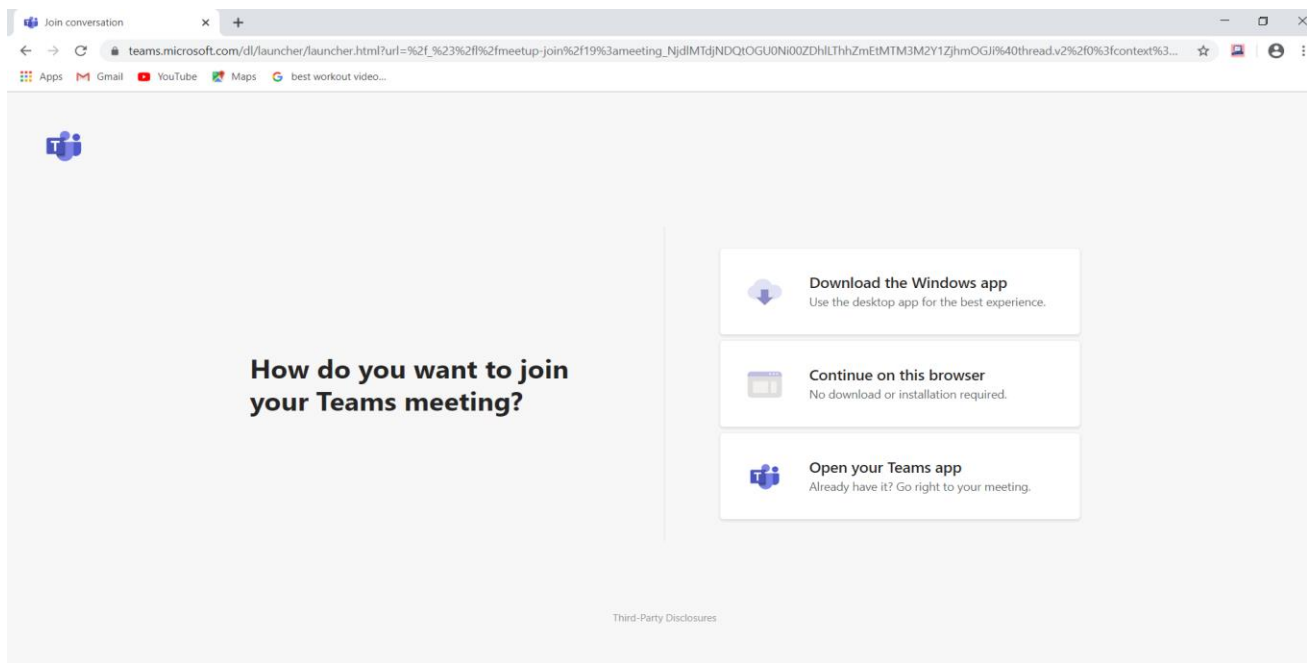
NOTE: If you are trying to join the meeting from an unsupported browser, you will see the following screen.

Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

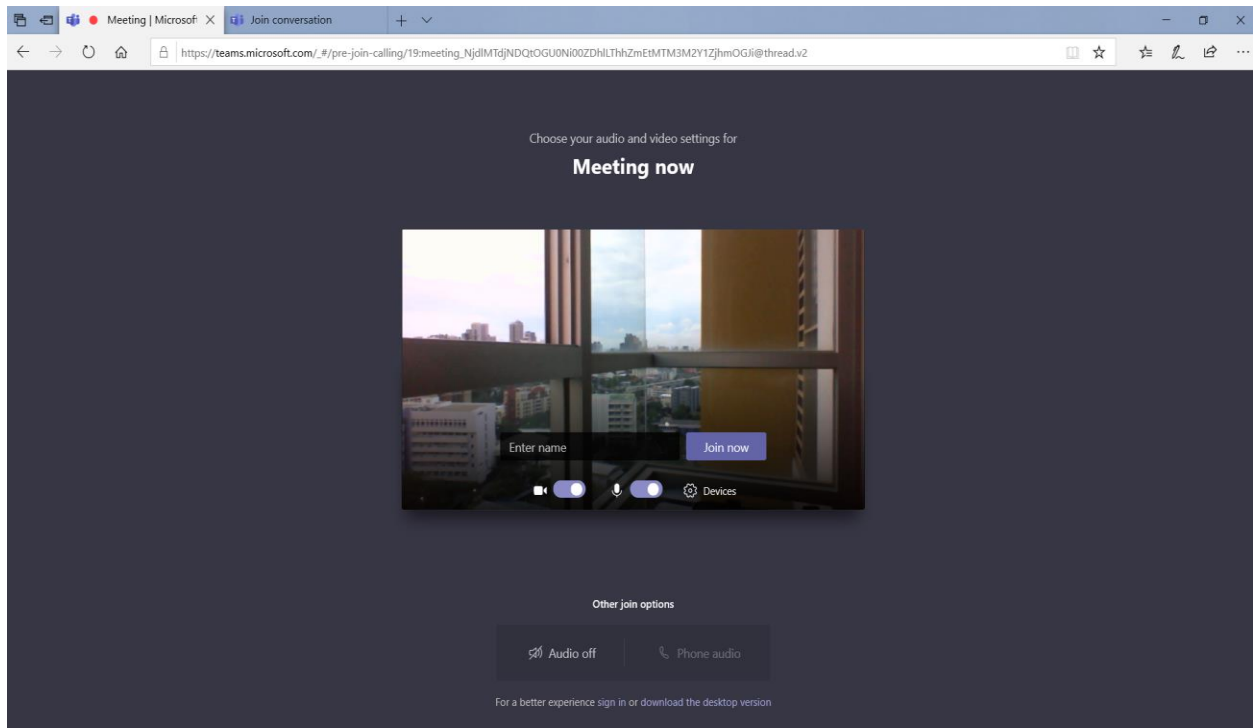
See display below when using Firefox browser



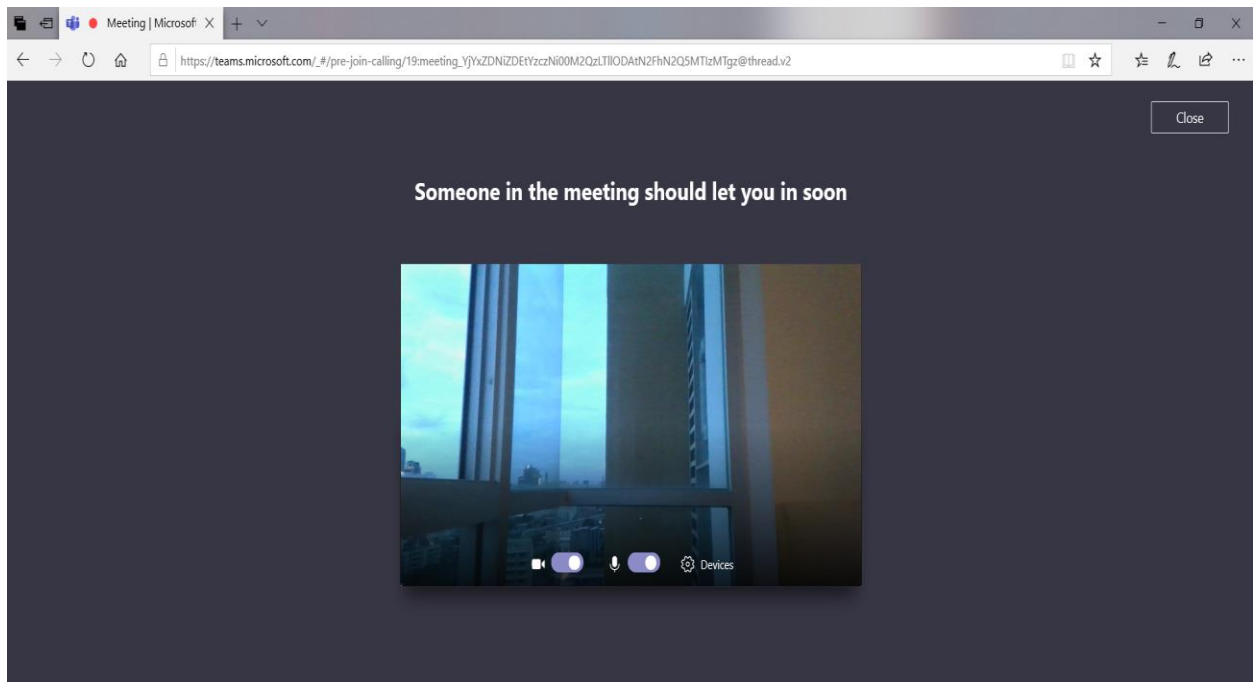
Below is displayed when using Chrome browser.



4. After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit **"Join now"** If you do not see your camera, or it is the wrong camera, please select the **"Devices"** button to choose the correct microphone or camera.



Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.

