

You've Been Invited to a Microsoft Teams Meeting

To join the meeting, you'll need a Microsoft Teams account. If Teams isn't installed on your device, follow the steps below. (Microsoft Teams is free to download and use).

Before the Meeting

Step 1: Download Microsoft Teams

Download the app from:

The Microsoft Teams website

or

Your device's app store:

- Apple App Store
- Google Play Store

Step 2: Create Your Account

1. Open the Microsoft Teams app.
2. Select **Sign Up** or **Create Account**.
3. Use your personal email address to register.
4. Follow the on-screen instructions to complete the setup.

Joining a Meeting

On the day of the meeting:

1. Sign in to your Microsoft Teams account.
2. Open your meeting invitation.
3. Select **Join Meeting**.

You may see a message saying:

"Someone will admit you shortly."

The meeting organiser will let you into the meeting as soon as possible.

Need Help?

Please ensure:

- Microsoft Teams is installed before the meeting.
- Your account has been created and tested.
- You know your login details.

Setting up Teams before the meeting will help you join quickly and avoid any delays.

Thank you for your cooperation. We look forward to meeting with you.

OFFICIAL