



External Contacts Joining & Calling Guide



Microsoft Teams



When you receive an invite to a Teams meeting you should see the following information at the bottom of the meeting request, press 'Meeting options' to connect to Teams

Join Microsoft Teams Meeting

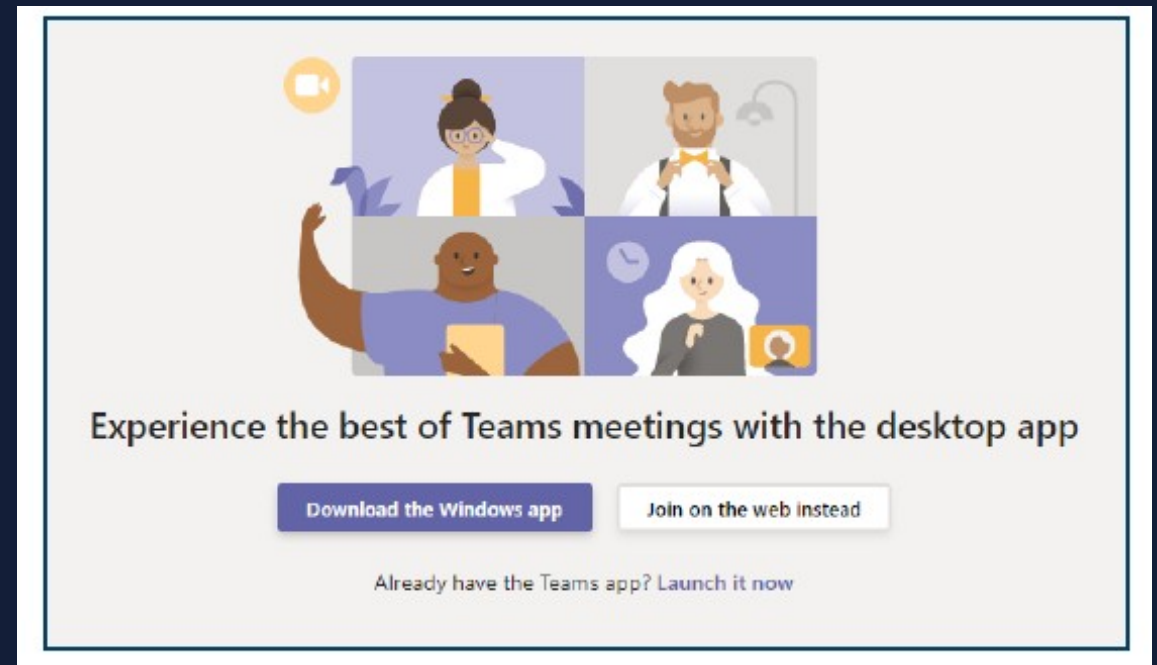
[Learn more about Teams](#) | [Meeting options](#)





If Teams is not already installed the following screen will open in a web browser

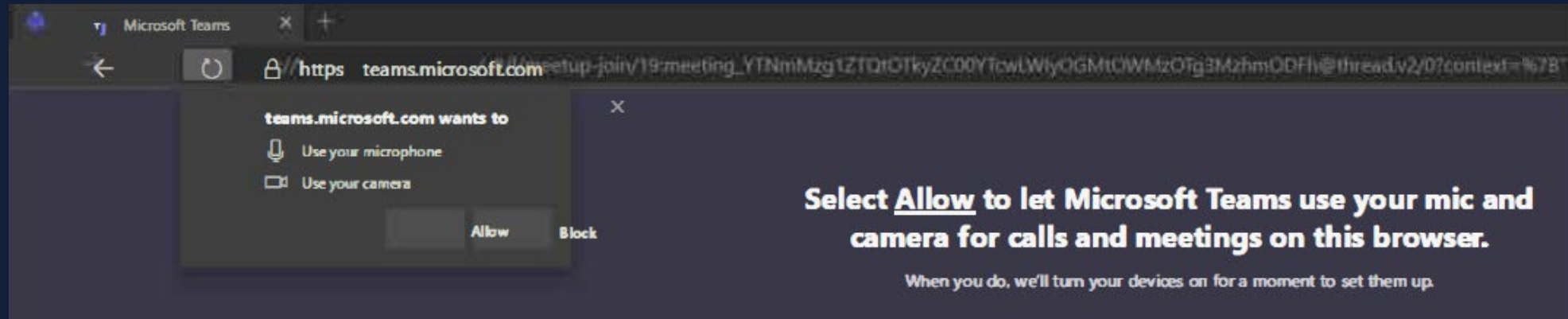
Please use Chrome or Edge, as unfortunately Internet Explorer and Firefox cannot support it





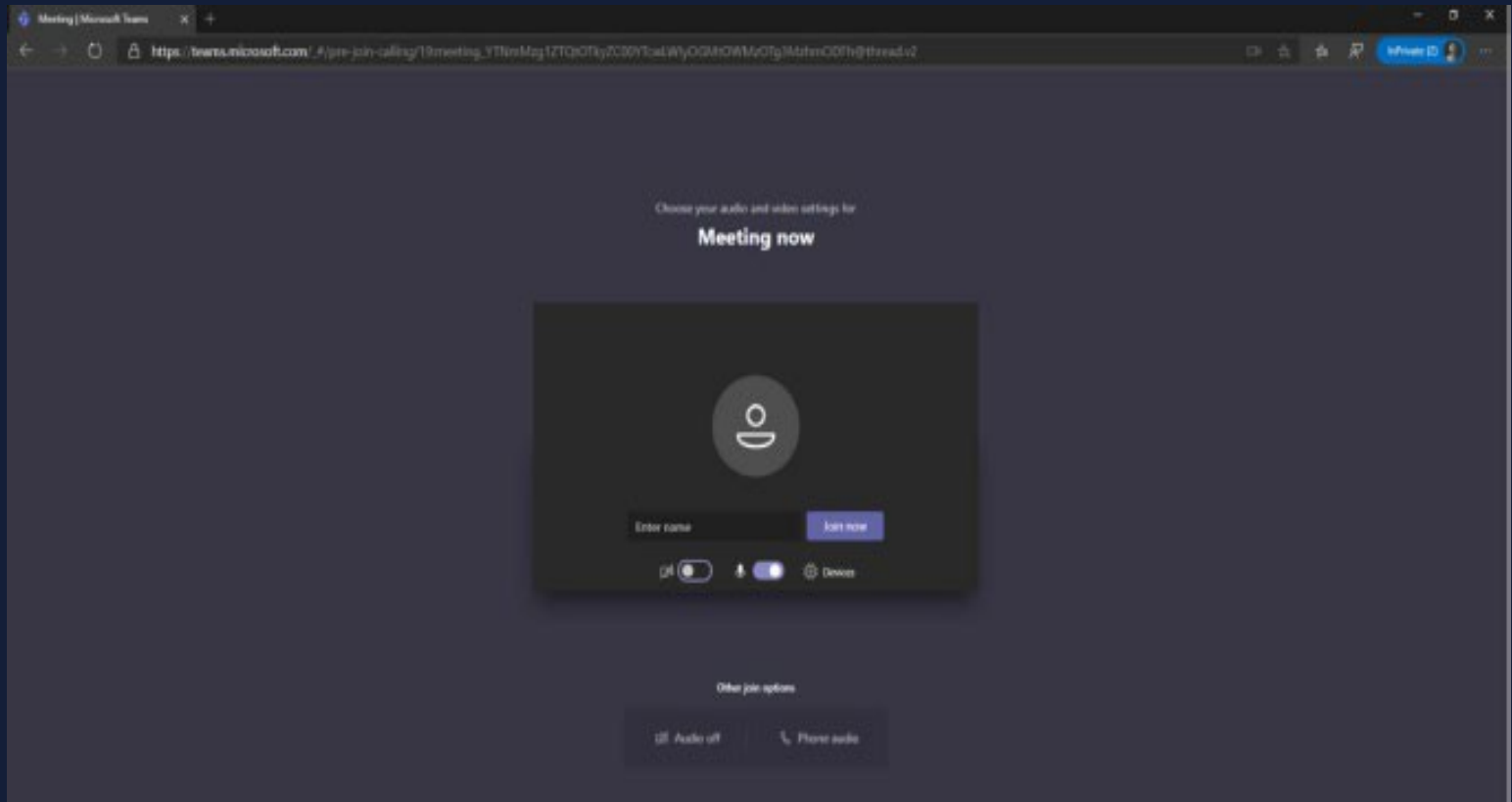
To proceed please either download the Teams App or click 'Join the web instead'

It will then open a webpage asking for permission to access the microphone and camera, please click 'Allow'



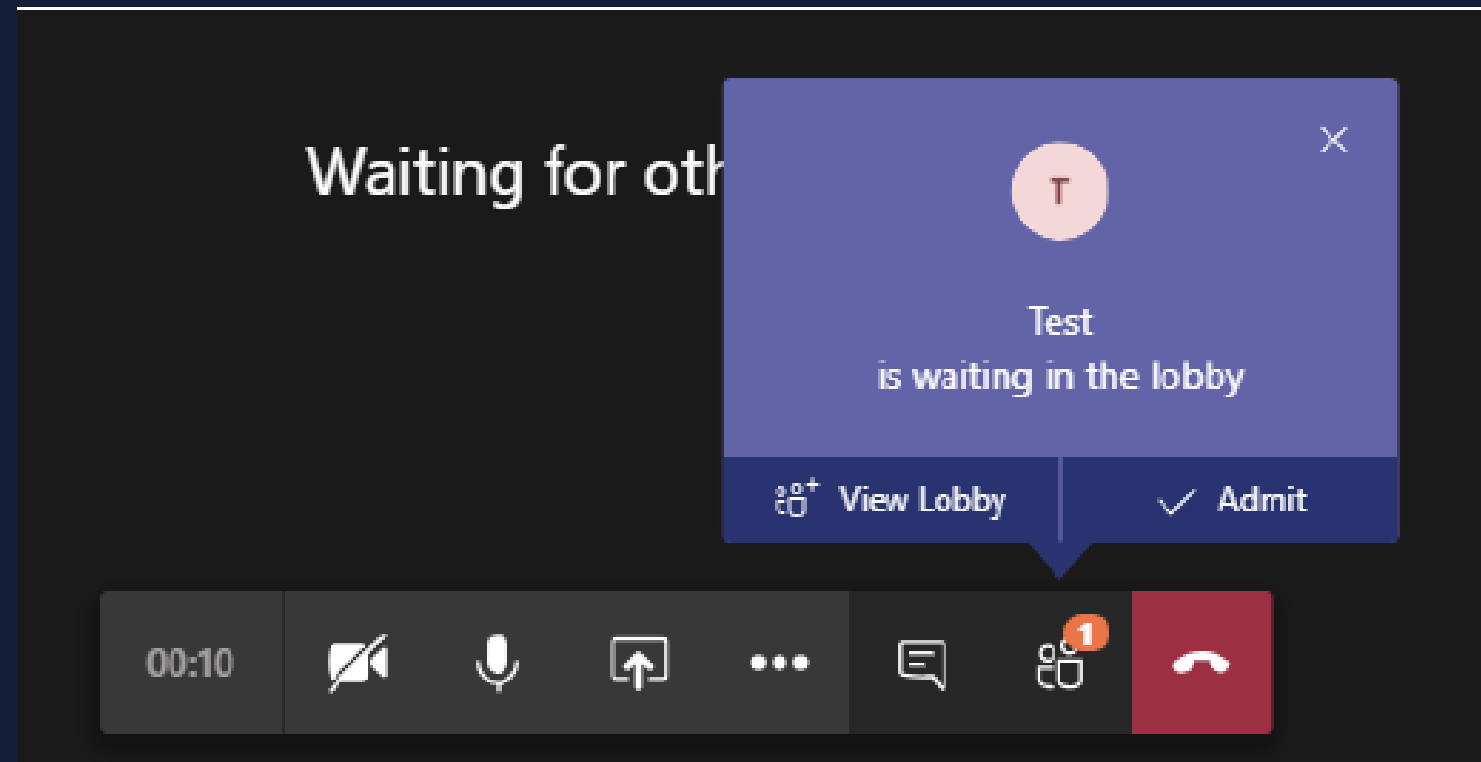


After a few seconds, the meeting welcome screen will appear allowing you to enter your name and if you would like to enable the camera and microphone





You will then be held in the meeting room until your Reward contact joins the meeting





If you have any questions or would like further help,
please get in touch with your Reward contact directly

