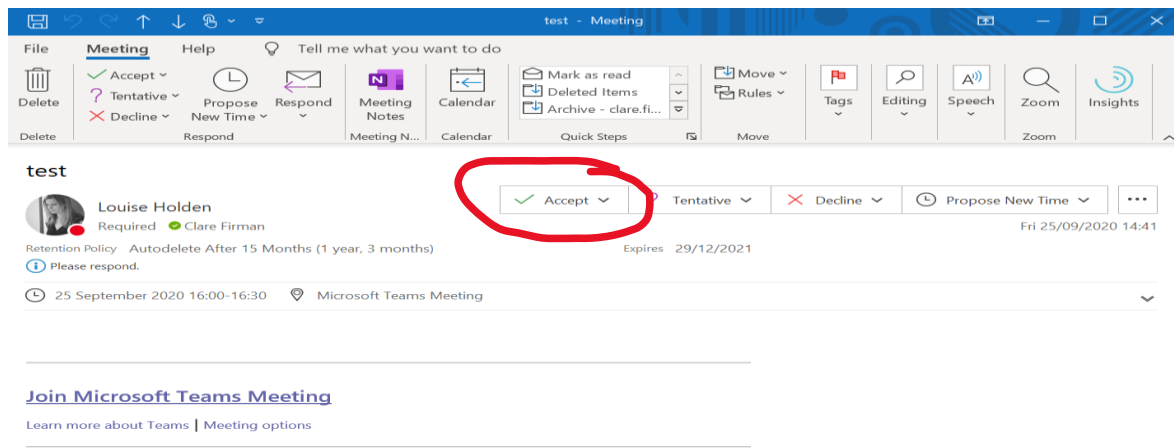


## Joining a Microsoft Teams event

Open the event attachment sent to you by the Learning & Development admin team and **Accept** the event so that it goes into your Outlook calendar.

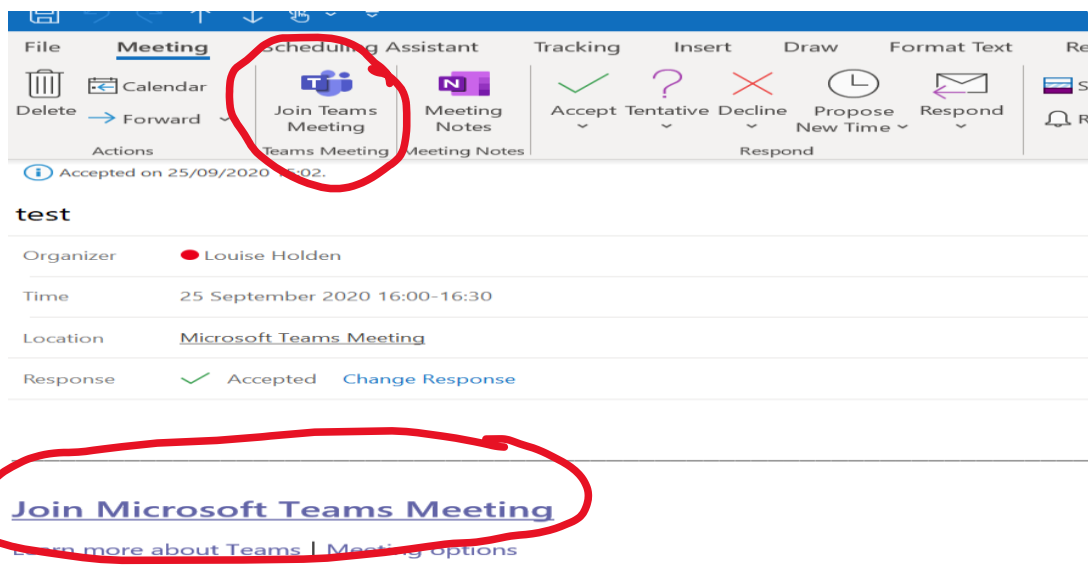


At least 15 minutes before the start of the event go to your calendar and open the event by

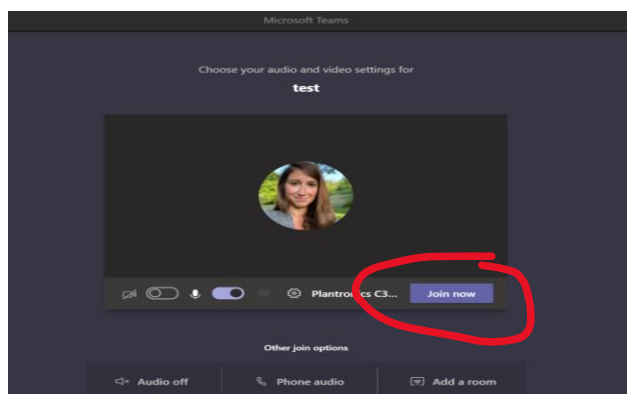


double clicking it

Click on the **Join Microsoft Teams Meeting** link, or the **Join Teams Meeting** icon on the Ribbon.



This will open the Microsoft Teams application. Click **Join Now**.



You will then be in the meeting.