
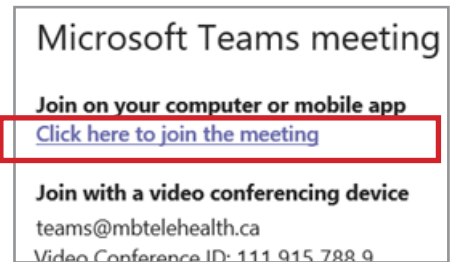


Our website includes various other Teams Quick Reference Guides such as Create a Meeting, Host a Meeting, Chats and Video calls as well as how to use Teams for Virtual Visits.

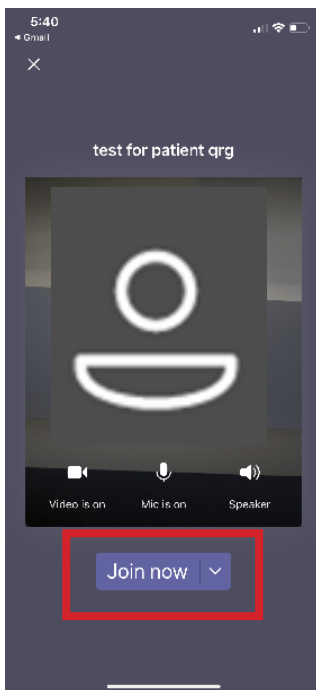
[Click here](#) to view our training material.

- 1 Download the Microsoft Teams app  from the app store.
- 2 Open your calendar, tap on the appropriate meeting to select it and then click the **Click here to join the meeting** link in the body of the invite.

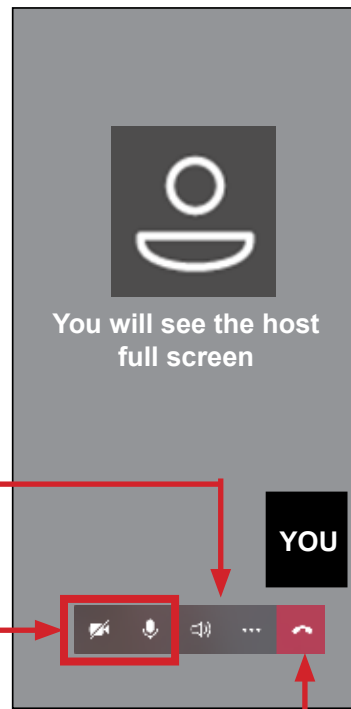
 The images and wording may be slightly different when using an Android device.



- 3 Tap **Join now** (you may have to wait for the host to start the meeting).



- 4 Once connected, you will see the host on the screen and they will see you full screen on their end.



Tap your screen to show toolbar

Ensure your camera and microphone are on.

End Call

- 5 Tap the red phone receiver to end the call.
(Tap your screen to make the toolbar re-appear).



BE PRIVACY-WISE Always use Teams by MBT in an appropriate and confidential location.