
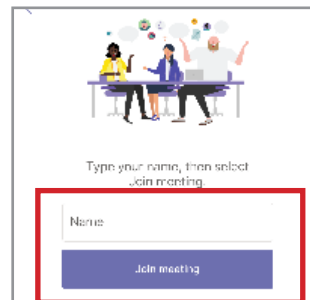
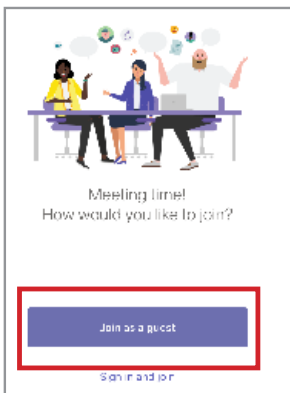
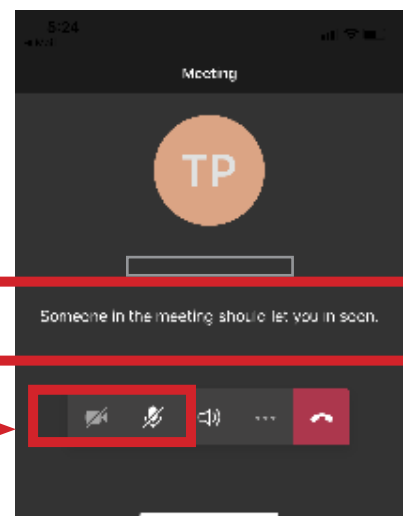


Our website includes various other Teams Quick Reference Guides such as Create a Meeting, Host a Meeting, Chats and Video calls as well as how to use Teams for Virtual Visits. [Click here](#) to view our training material.

- 1 Download the Microsoft Teams app  from the app store.
- 2 Tap the **Click here to join the meeting** link in the calendar invite or email you received for the meeting. (If you do not see it, check your Junk folder.)
- 3 Tap **Join as a guest**.
- 4 Enter your first and last name and tap **Join meeting**.

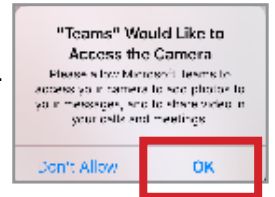


- 5 If you connect before the host you will see this message and the host will admit you when they are ready to start the meeting.



You may not be able to turn on your camera or unmute your microphone until the host connects to you.

6 Tap **OK** or **Allow** to any messages prompting you to use your camera or microphone.



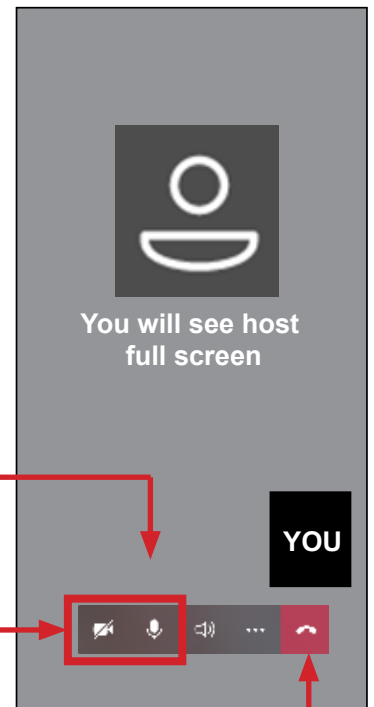
7 When the host connects, you will see them on your screen.

8 Tap **Camera** to turn it on so they can see you and ensure your microphone is on.

9 Press the red phone receiver to end your call.

Tap your screen to show toolbar

Camera and microphone



End Call



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

## Troubleshooting

### Minimum System Requirements

- IOS or Android device (smart phone or tablet)
- smartphone/tablet mic and speaker

**Dropped call** If you receive a message that your call was disconnected, click the purple **Rejoin** button.