

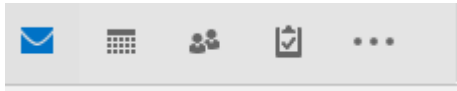
Teams Meeting



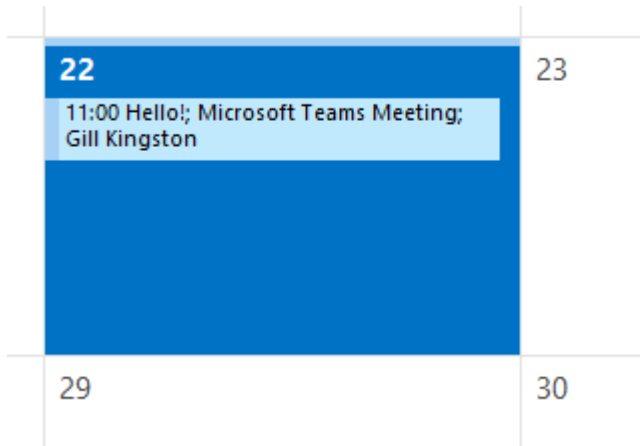
Harrogate
High School

A how to guide on how to a Teams meeting:

First I will explain how to use outlook to accept the meeting request. Go to the bottom left of Outlook and click on the Calendar Icon:



You will then see the Invite for the meeting on the date as shown below:



Double click the meeting request and you will have a popup with the invite details:

Accepted on 22/05/2020 10:11.

Organizer Gill Kingston

Subject Hello!

Location Microsoft Teams Meeting

Start time Fri 22/05/2020 11:00 All day event

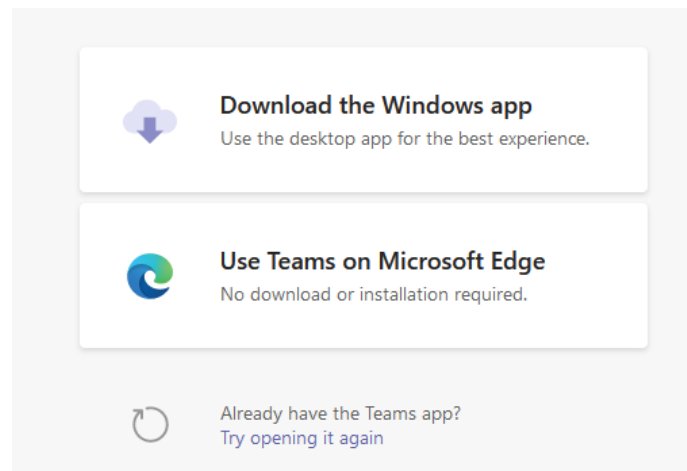
End time Fri 22/05/2020 11:30

[Join Microsoft Teams Meeting](#)

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

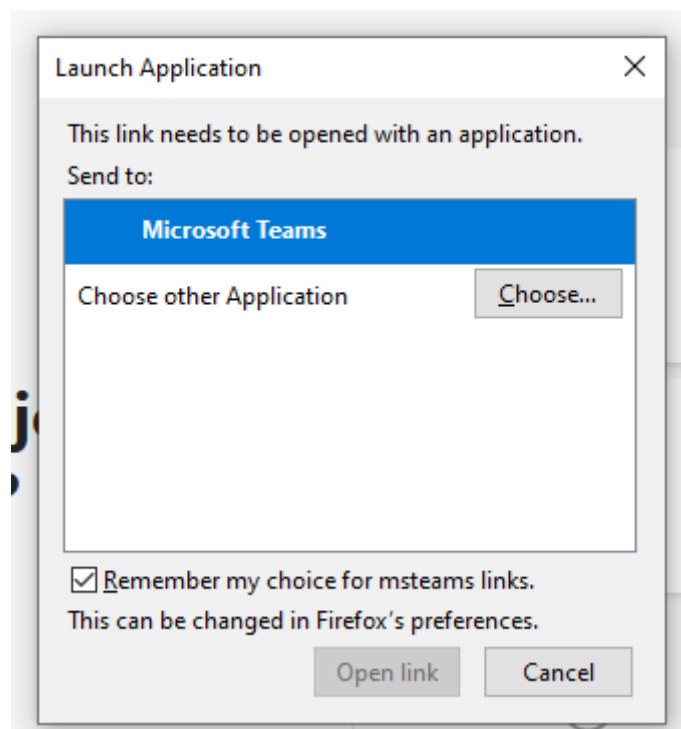
At Harrogate High School we work flexibly. Whilst it suits me to email now, I do not expect a response or action outside of your own working hours.

Click **'Join Microsoft Teams Meeting'**, this will open your web browser. If you **DO NOT** have teams it will request that you either **'Download the windows app'** or **'use Teams on Microsoft Edge'**:



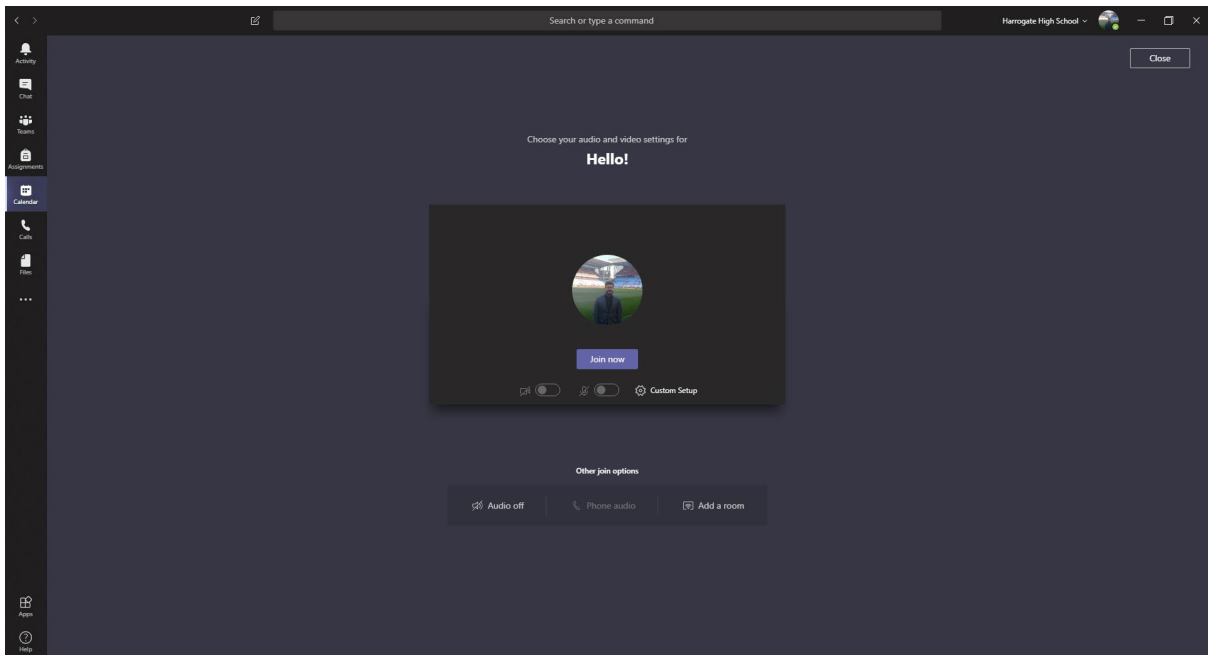
I would recommend downloading Teams as it will be useful in future meetings, but if your happy to use the web browser please click **'Use Teams on Microsoft Edge'** it will then open up edge and load teams for you, then follow the next steps.

IF YOU HAVE TEAMS INSTALLED:- You will have a popup appear:



First click "Remember my choice for msteams links." as shown above, then **DOUBLE CLICK** Microsoft teams and this will open up the app. If you ticked the box as suggested, any meeting going forward will just open straight into the Teams app.

BOTH WEB AND TEAMS. Once teams has opened it will ask you to 'Join' the meeting:



You will be able to identify when you have joined the meeting as it will look like the following:

(IF YOU ARE ON A DESKTOP PLEASE MAKE SURE THAT YOU HAVE PLUGGED IN A HEADSET WITH A MICROPHONE IF YOU WISH TO COMMUNICATE, IF NOT PLEASE MAKE SURE YOU CAN HEAR OTHERS)

