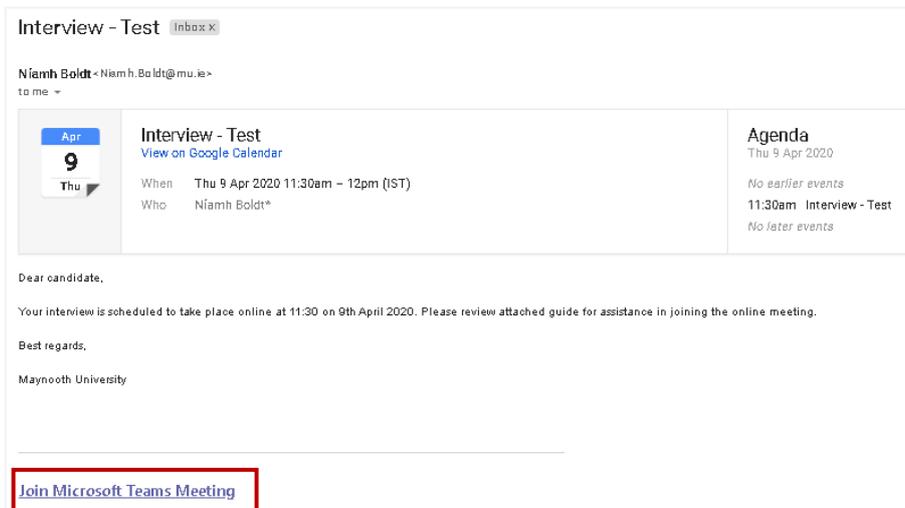


# Microsoft Teams: How to join an Online Meeting – for Guests

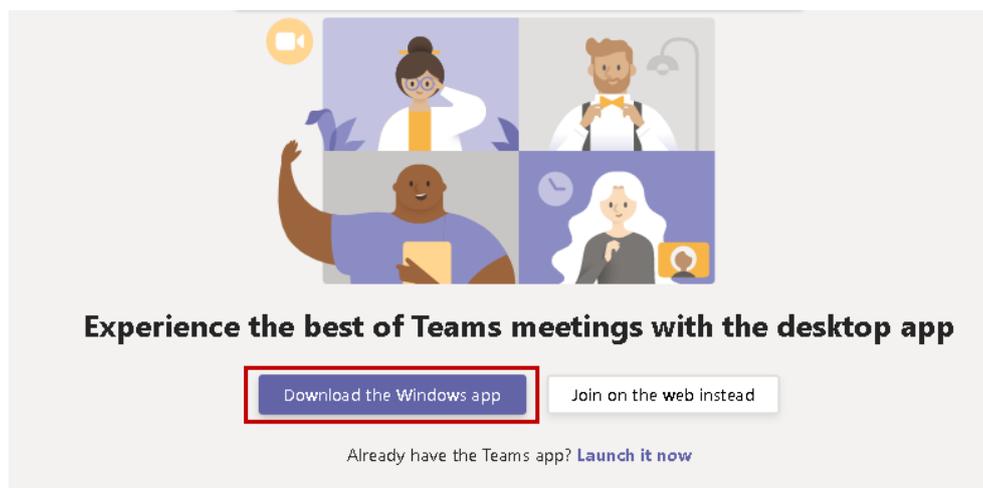
This guide provides an overview on how a guest can join a MU online audio or video call via Microsoft Teams. A guest is anyone outside of Maynooth University with an email address. Note: you do not need to add a guest to a team in order to invite them to join an online meeting.

## How to join an online meeting:

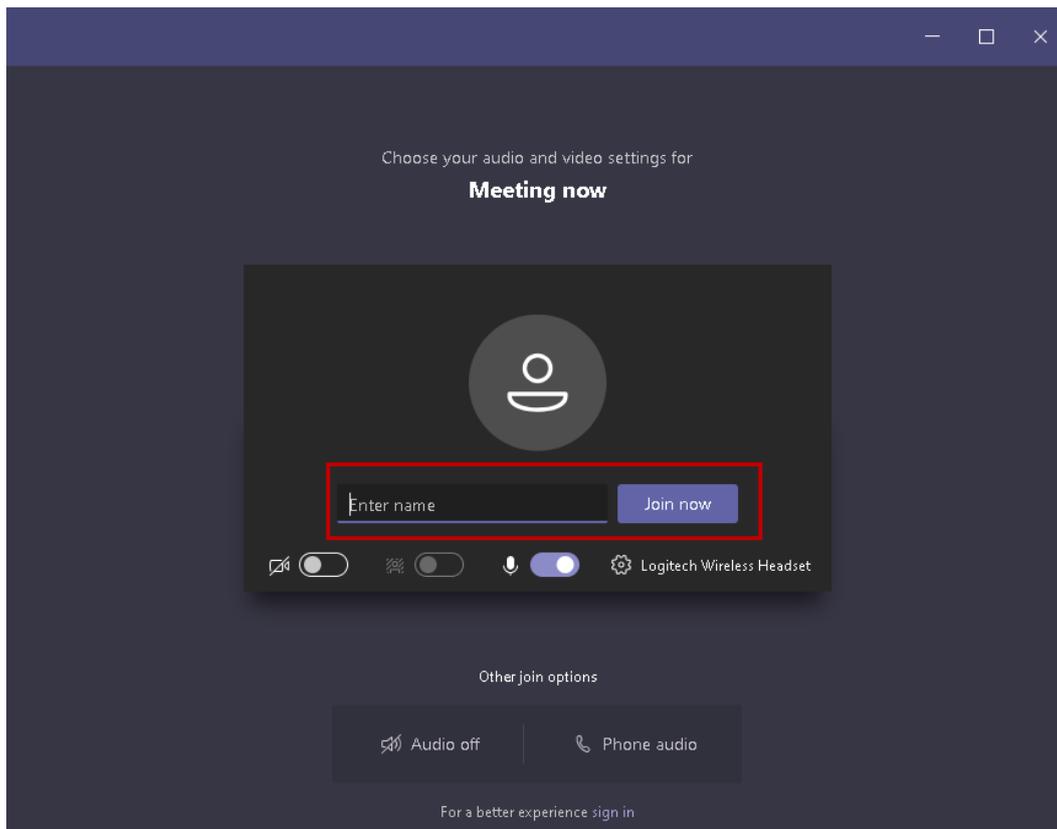
1. Anyone who is invited to an online meeting will receive an email like the one shown below. To join the meeting at the scheduled date and time, the invited attendee must select the link to *'Join Microsoft Teams Meeting'*, shown at the bottom of the email.



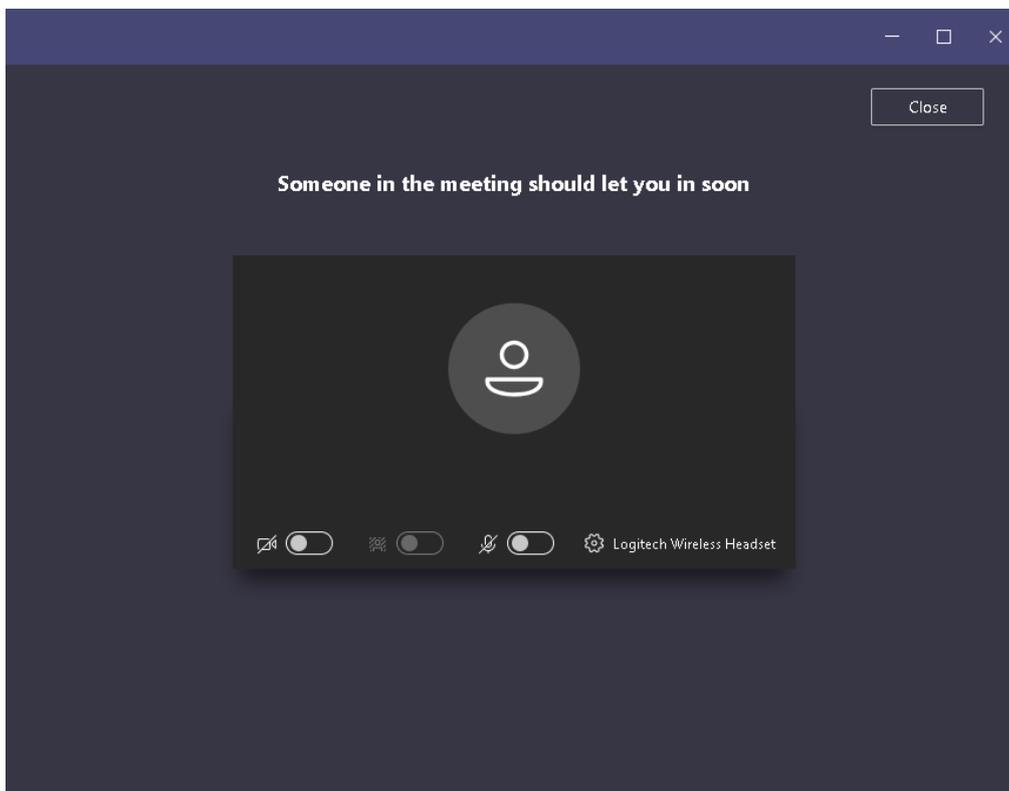
2. This will launch a browser window, as shown below. The invited attendee can choose to join the online meeting via the browser or Teams app. **It is advisable to join via the Teams app for full microphone and video functionality.** Once you are using the device you wish to use during the online meeting, select the link to download the app.



3. The invited attendee will be prompted to enter their name and select *Join now* to join the meeting.



4. On selecting *Join now*, they will be presented with the screen below. Once they are permitted access to the meeting, by the meeting organiser, they will have successfully joined the online meeting.



## Navigation during the online meeting

