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.

Interview -	Test Inboxx	
Níamh Boldt≺Nia tome ≁	mh.Baldt@mu.ie≻	
Apr	Interview - Test View on Google Calendar	Agenda Thu 9 Apr 2020
Thu 🔽	When Thu 9 Apr 2020 11:30am - 12pm (IST)	No earlier events
	Who Niamh Boldt*	11:30am Interview - Test
		No later events
Dear candidate, Your interview is so Best regards,	heduled to take place online at 11:30 on 9th April 2020. Please review attached guide	for assistance in joining the online meeting.
Maynooth Universi	ty	
Join Microsof	t Teams Meeting	

 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.

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Choose your audio and video settings for Meeting now		
Enter name Join now Image: Constraint of the second sec		
Other join aptions		
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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.

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Someone in	the meeting sho	ıld let you in soon		Close	
174 () ※ (Jo Jo	€3 Logitech Wireless Headset			

Navigation during the online meeting

