

Lesson 17 – Three ways to join a meeting

Supporting Video: <https://www.youtube.com/watch?v=raTdV4tPxSM&t=3s>

Option 1: Join a meeting from an Outlook calendar item:

If you accepted a meeting invitation, the event would appear in your calendar.

If neither Microsoft Office nor Microsoft Teams are installed on this device, visit <http://outlook.office.com> and click the calendar button (bottom) to open your calendar.

Using Microsoft Outlook or Microsoft Teams	Using the Teams MOBILE App
A. Open Microsoft Outlook or Microsoft Teams.	A. Open the Microsoft Teams mobile app.
B. Tap the calendar icon on the left.	B. Click the calendar icon (Bottom)
C. Double click the meeting in your calendar.	C. Tap the Join button next to the event.
D. Click the Click here to join the meeting link.	

Option 2: Join a meeting from an email:

- A. Open Outlook and double click on the email.
- B. Click the **Click here to join the meeting** link.

Note: If Microsoft Office isn't installed, visit <http://outlook.office.com> to open the email.

Option 3: Join a meeting request (video call) via Microsoft Teams chat

Microsoft Teams on your PC	Using the Teams MOBILE App
Click the Video icon on the meeting alert.	Slide to answer the video request. (iPhone)

Leave a meeting

On a PC: Click the red **Leave** button in the upper right corner of the meeting.

In the app: Tap the red **handset icon** in the lower right corner of the meeting.