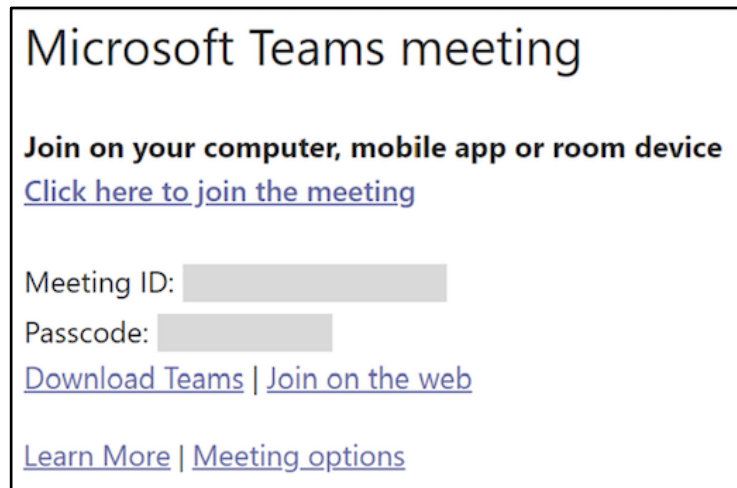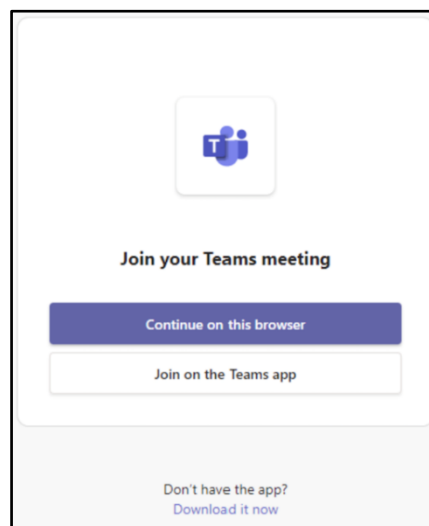**Amazing dogs. Transforming lives.**

Instructions for joining a Teams Meeting

Using a laptop or Desktop Computer

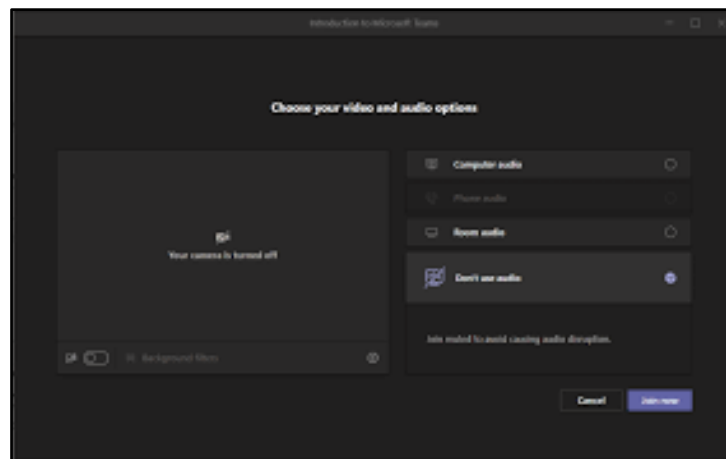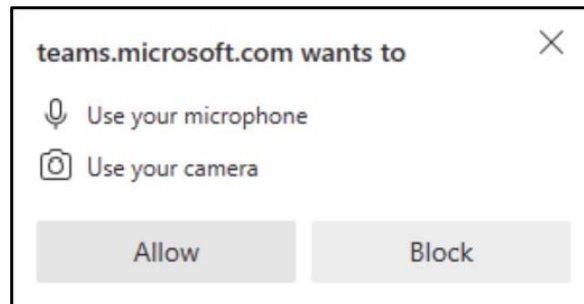1. Go to the meeting invite and select **Click here to join the meeting**.

2. That will open a web page, where you'll see two choices: **Continue on this browser** and **Join on the Teams app**. You don't need to install the Teams app to join the meeting.

3. If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. Select **Allow**, you can always turn off your mic and/or video once you join the meeting.
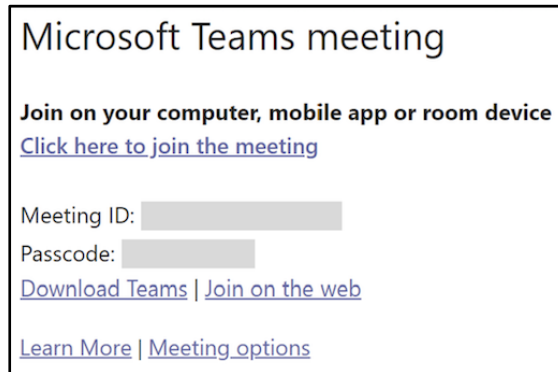

4. You may see the above screen. When you're ready, select **Join now**.

> **Tip:** Join the meeting up to 15 minutes before the meeting start time to test your setup, troubleshoot, or see how Teams works. Meeting organizers and participants won't be notified that you've joined the meeting until 15 minutes before the scheduled start time.

5. If you enter the meeting lobby, please wait for an organiser in the meeting to admit you.
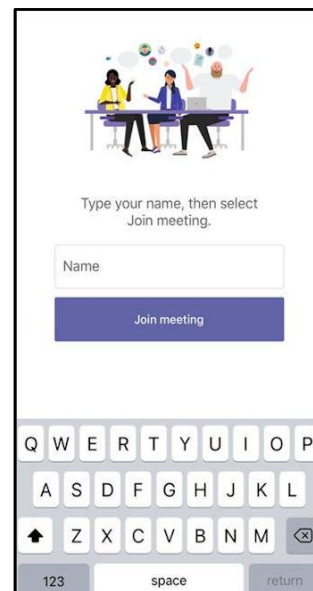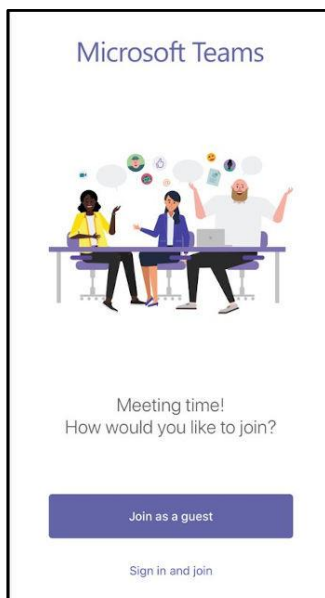
Using a Mobile Device

1. In the meeting invite, select **Click here to join the meeting**.

2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.

3. Download and open the app.
   If you have an Android device, open the app right from the app store page.
   If you have an iOS device, tap the meeting link again to open the app.

   Teams will ask if it is okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.

5. Type your name and tap **Join meeting**. If you enter the meeting lobby, please wait for an organiser in the meeting to admit you.