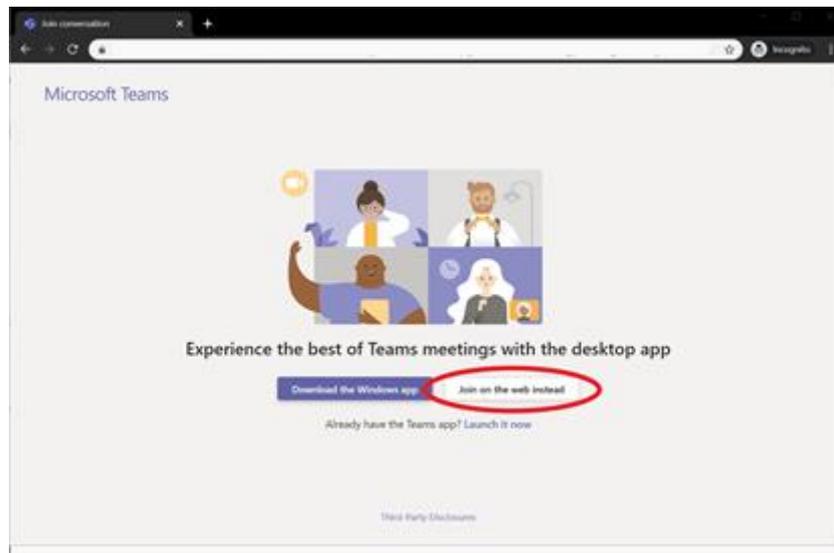


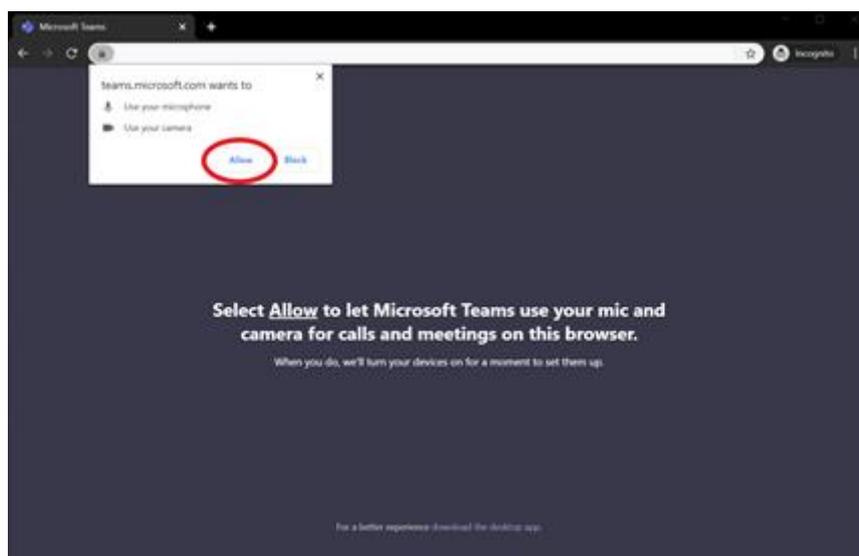
# Microsoft Teams Meeting - External User Access Guide

You can join a QUB meeting on Microsoft Teams from the link provided. If you click on the link (in the meeting email invitation or on a university web page), it will open the default browser on your computer. If you have the Microsoft Teams application installed, you may use the "Launch it now" button and you will go straight to the meeting (or meeting lobby depending on the meeting settings). Otherwise, click the **"Join on the web instead"**.

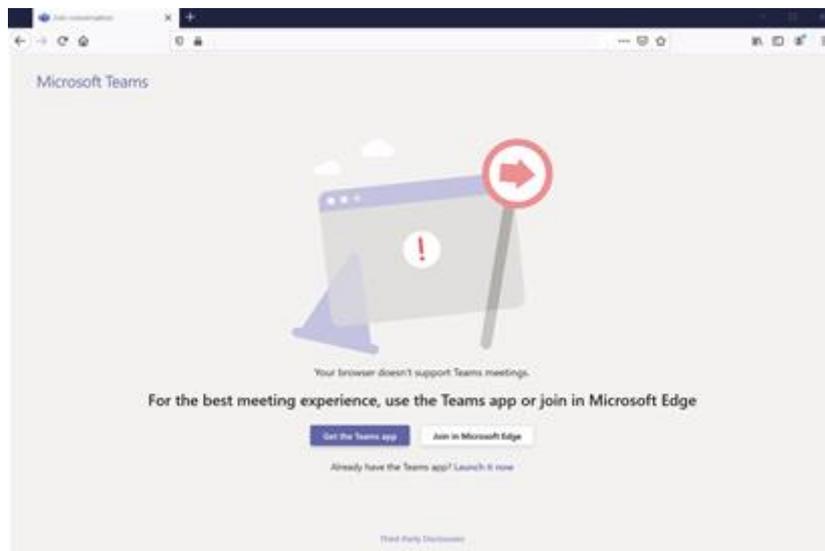


**NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the best experience. Additionally, users may "Download the Windows app" or Mac app.**

3. After clicking the Join on the web instead button, a new tab will appear (if you have not used Microsoft Teams on your device before) with some basic connection instructions. Click the **"Allow"** button to let Teams access your microphone and camera.



**NOTE:** If you are trying to join the meeting from an unsupported browser, you will see the following screen. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the Windows app" or Mac app.



4. After allowing Microsoft Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone and/or camera. Selecting the Join now button will automatically send you into the meeting.

You can find more information on the [Microsoft Support Pages](#) about the various aspects of being a participant at a Microsoft Teams Meeting including managing your video and audio settings.