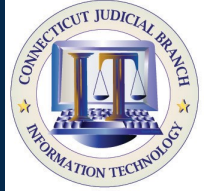




Microsoft Teams - Guests

Information Technology Division - Training Unit



How to Join a Teams Meeting

- From Outlook Calendar or email invite, Open the Meeting Event or Email
- Click **Join Microsoft Teams Meeting**

[Join Microsoft Teams Meeting](#)

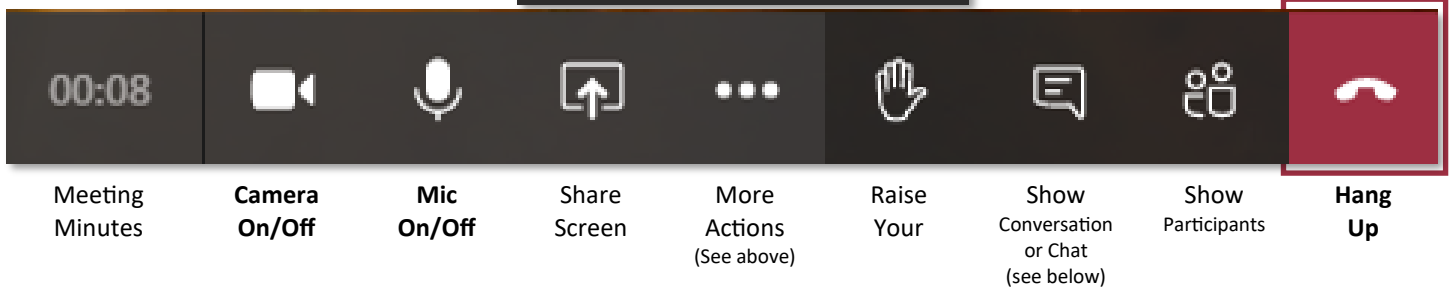
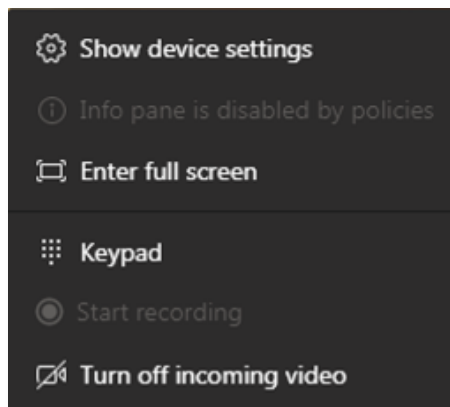
[Learn more about Teams](#) | [Meeting options](#)

How to End Teams Meeting

- From Floating Toolbar
- Click Red Button to **Hang Up**

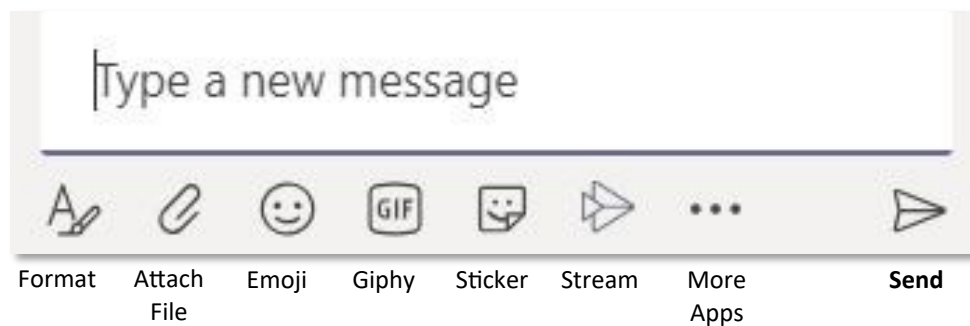
Floating Toolbar

- Place your cursor on screen to see it



Show Conversation or Chat

- Type a message
- Click **Send**



Note:

This is a perpetual Conversation or Chat and will stay even after meeting is ended or deleted.