

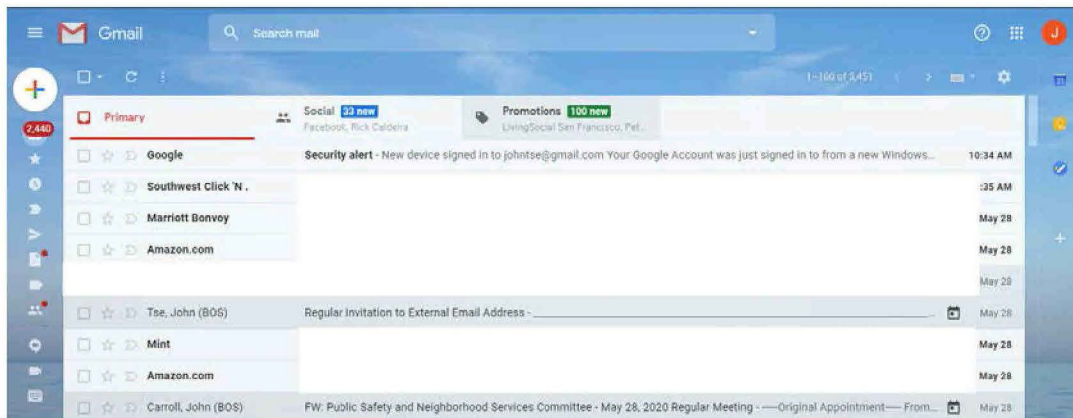
Join a Teams Meeting with an External Email Account

(This is for users who have external accounts (ex: gmail, yahoo) who wishes Join Team Meeting)

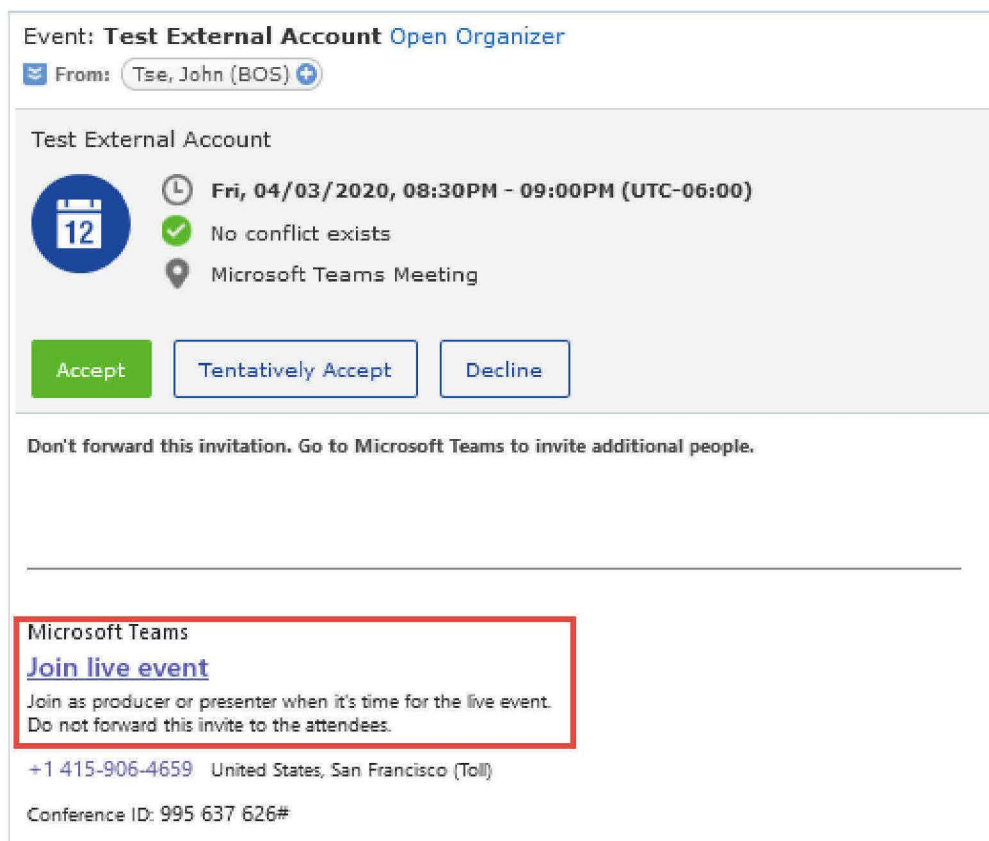
NOTE: For best experience download and install Microsoft Teams at <https://teams.microsoft.com/downloads>

Participants can Join using Desktops, or mobile devices (iphone, ipad, etc)

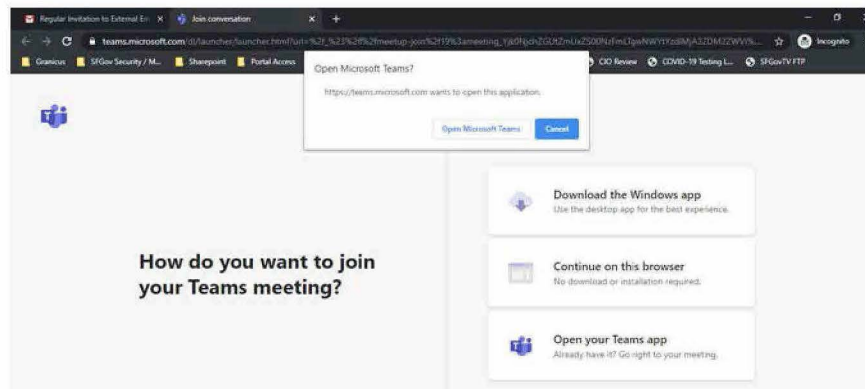
01) Look for a Teams invitation in your email and Accept the Invitation



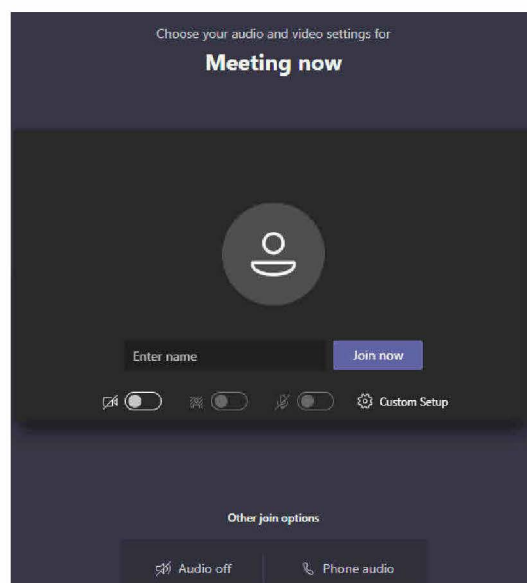
02) Click on the Join link (or call into the Conference number with the Access Code)



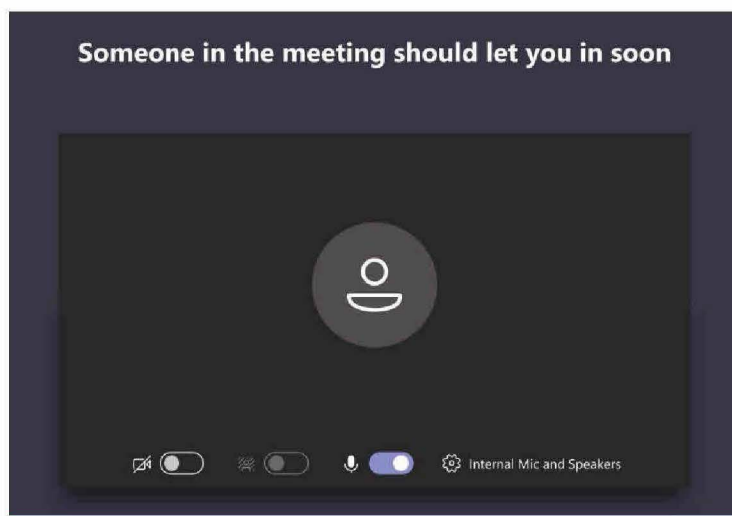
03) Launch the Teams Client



04) Enter your Name and Click on the Join Now



05) You will be placed in the Lobby. Please wait to be admitted.



Please reference Department manual for addition instructions and best practices