

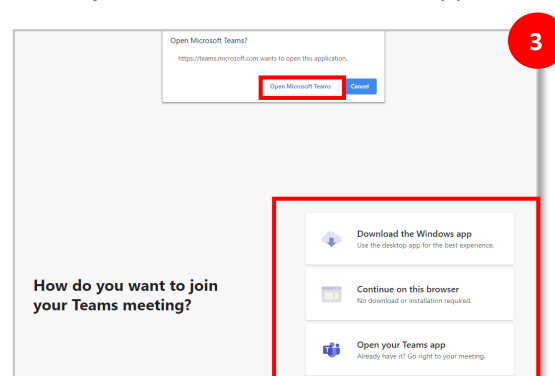
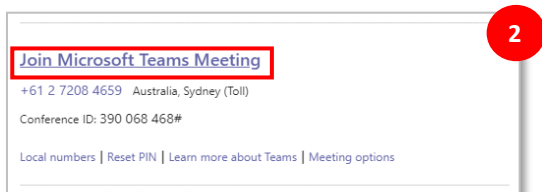


How to join a Microsoft Teams Meeting

Students can now be invited as [guests](#) to the Curtin's staff Microsoft Teams [tenant](#). This provides basic access to the application, where they can **communicate with staff members that have invited them to a team**.

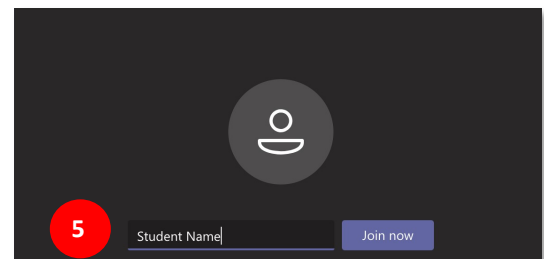
If you (as a student) are invited to a Microsoft Teams Meeting...

1. Open up your **Curtin Student Email** and find the meeting email invitation sent by Microsoft Teams.
2. **Click on the Join Microsoft Teams Meeting** link.
3. **Download the application** and follow the prompts, or **open Microsoft Teams** if the application is already installed on your device.



PLEASE NOTE: We recommend using the Microsoft Teams application to join an online meeting. If you are unable to download the desktop client then press **continue on this browser** to use it on the web browser.

4. Once the application has been downloaded, a Microsoft Teams Meeting window will appear on your screen.
5. **Enter your name** into the field and check that your settings are correct (e.g. speaker, microphone and camera).
6. Before joining the meeting check that your [camera and microphone are not muted](#).
7. When you are ready select **Join now** to enter the Microsoft Teams Meeting.



PLEASE NOTE: You will be automatically added to the meeting lobby, before joining the call. You will need to wait for the owner of the meeting to accept you from the lobby.

Once you have been accepted from the lobby, you will be automatically connected to the call.

