

Downloading the Microsoft Teams App

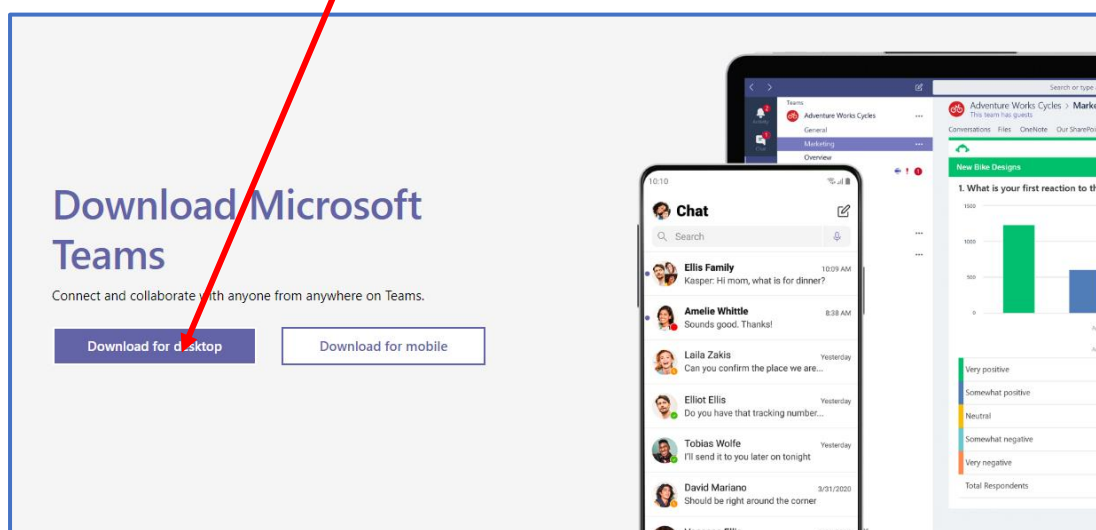
Step 1: Open the App store or PlayStore on your phone or computer and search for **Microsoft Teams**

Step 2: Click **'GET'** to download the app on your phone:



It may ask you to use touch ID or enter your password to install.

Click **download** for desktop to download to your computer:



Once it is installed, just close the app down until you receive an email from us with the link to join. (See below)

We will send you an email **the day before the event**.

Step 3: When you receive it, click on the link in the email to [Join Microsoft Teams Meeting](#)

Clicking this link should open the Teams app you downloaded.

Step 4: Click on **'Join as a guest'**.

Step 5: **Enter your name.** If you don't want anyone to know your name in the meeting, you can enter a different name – a first name is enough – or you can enter initials.

Whatever you enter will be seen by everyone else when you speak in the meeting.

Step 6: Click **'Join meeting'**

You will then see a dark screen saying someone in the meeting should let you in soon.

