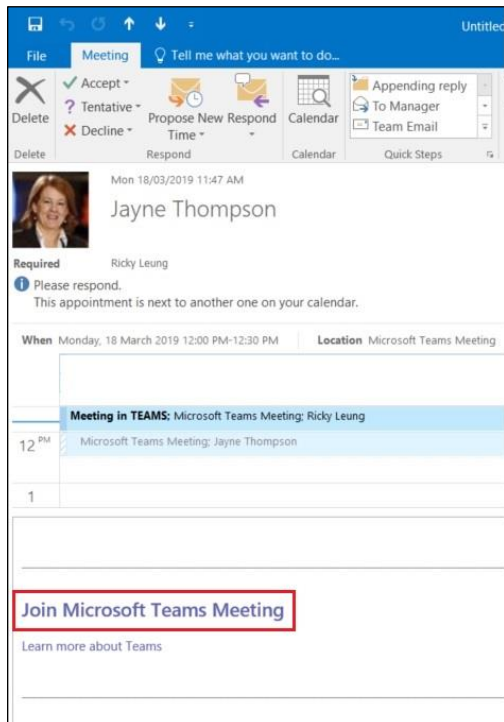


# User Guide - How to join a meeting in Teams via the Teams app (Windows 10 device)



Teams is installed on your device.

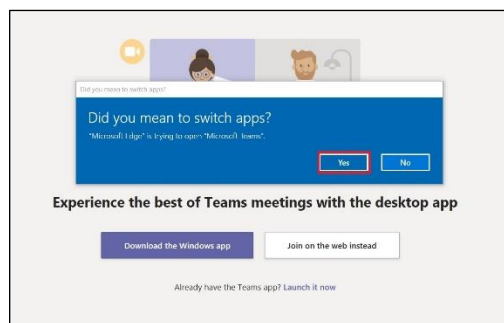
If not, refer to **User Guide - How to install Microsoft Teams**



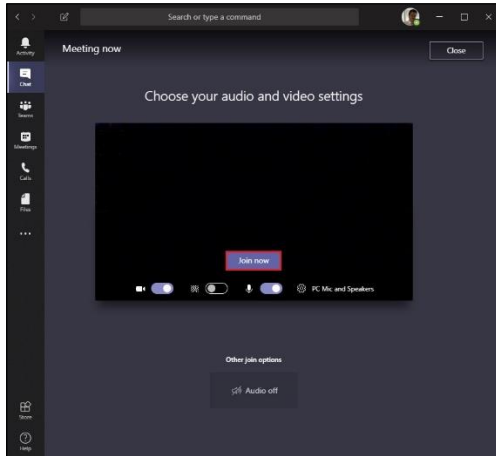
You have received an invitation to join a meeting in Teams

Click ***Join Microsoft Teams Meeting***

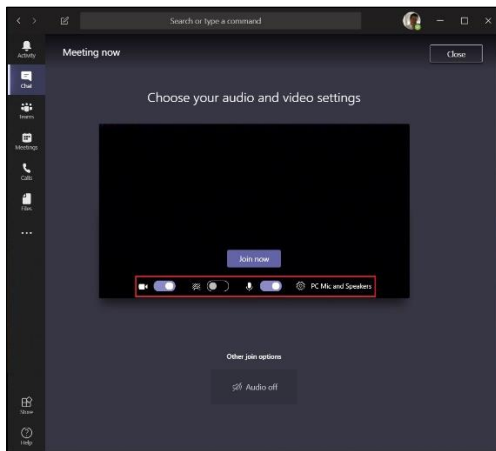
**Any Internal and/or external recipients can access this meeting.**









For Windows device, click on **Yes**.  
Microsoft Teams will be open.



Click **Join now**



You can alter the below settings:

-  - video is enabled
-  - video is disabled
-  - background is blurred
-  - background is not blurred
-  - microphone is enable
-  - microphone is disabled



Click on the **Hang up** icon to finish.