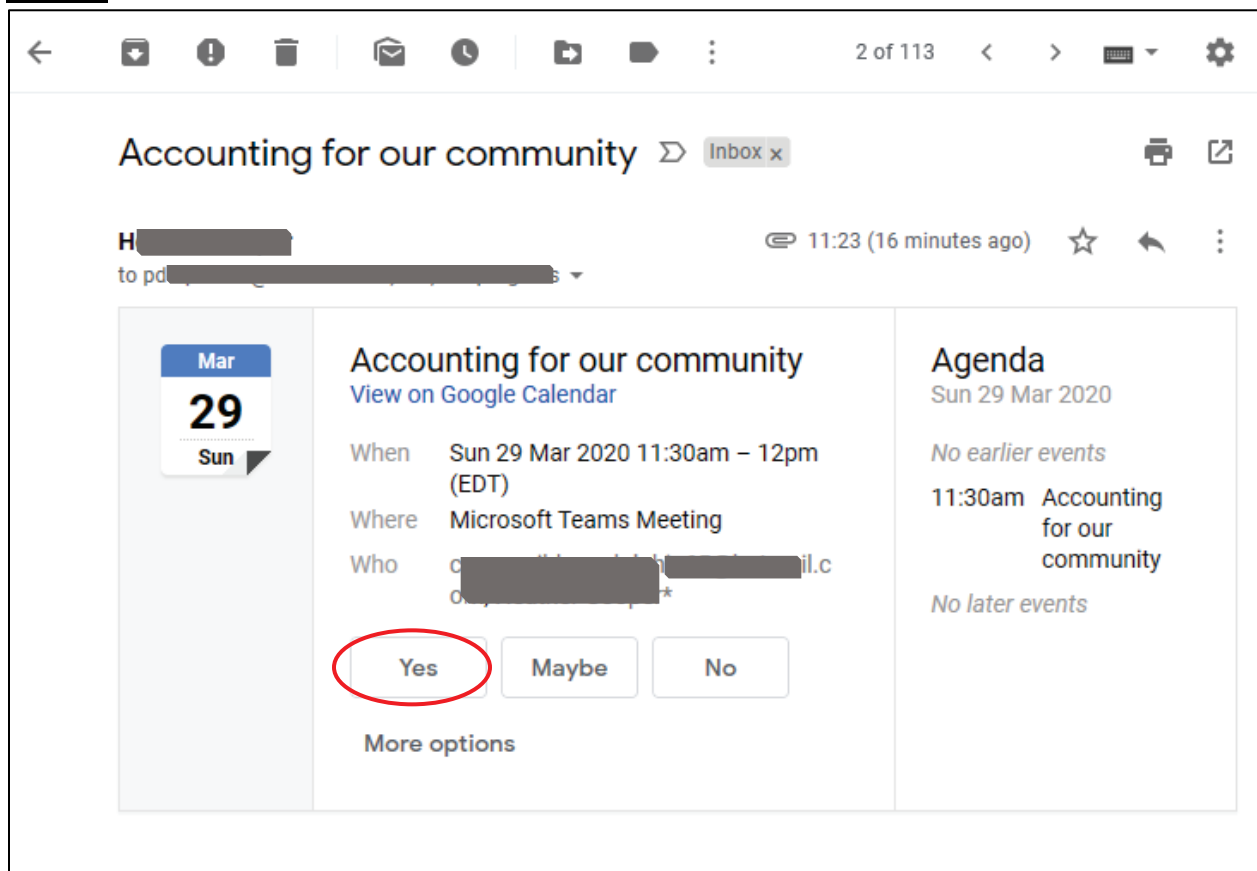


## Microsoft “Teams” Meeting – Client User Guide

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- No matter your email or system type, Teams should work for you, including Mac. Below are 3 different email provider examples of a meeting invite
- When you receive an email invitation to a Microsoft Teams meeting, click Yes or Accept to confirm you will be attending
- Scroll past the email examples for more directions

### Gmail



The screenshot shows a Gmail interface with a meeting invitation. The email title is "Accounting for our community" and it is dated "Sun 29 Mar 2020". The meeting details are as follows:

Field	Value
When	Sun 29 Mar 2020 11:30am – 12pm (EDT)
Where	Microsoft Teams Meeting
Who	Organization Name <[redacted]@il.c>

At the bottom of the invitation, there are three buttons: "Yes", "Maybe", and "No". The "Yes" button is circled in red. Below these buttons is a link for "More options". To the right of the main invitation is an "Agenda" section for "Sun 29 Mar 2020" which lists "11:30am Accounting for our community".

Reply | Delete | Junk | Block | ...

### Accounting for our community



H [redacted]@sbpartners.ca >

Sun 2020-03-29 11:23 AM

You; [redacted]s



 **Accounting for our community**

 Sun 2020-03-29 11:30 AM - 12:00 PM

 [Microsoft Teams Meeting](#)

No conflicts

 **RSVP to this event**

Email organizer

Add a message to (optional)

**Yes**    **Maybe**    **No**

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[Join Microsoft Teams Meeting](#)

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

Sympatico\Bell

## Accounting for our community



H [REDACTED]

11:23 AM



To p [REDACTED]  
t [REDACTED]



This email contains an appointment. [Show appointment details](#)

**Accounting for our community**, Sun, 3/29/2020 11:30 AM – 12:00 PM

Accept

Tentative

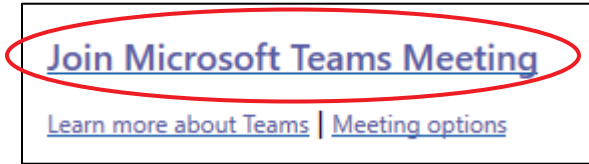
Decline

▶ 1 attachment [Add to calendar](#) [Open in browser](#) [Download](#)

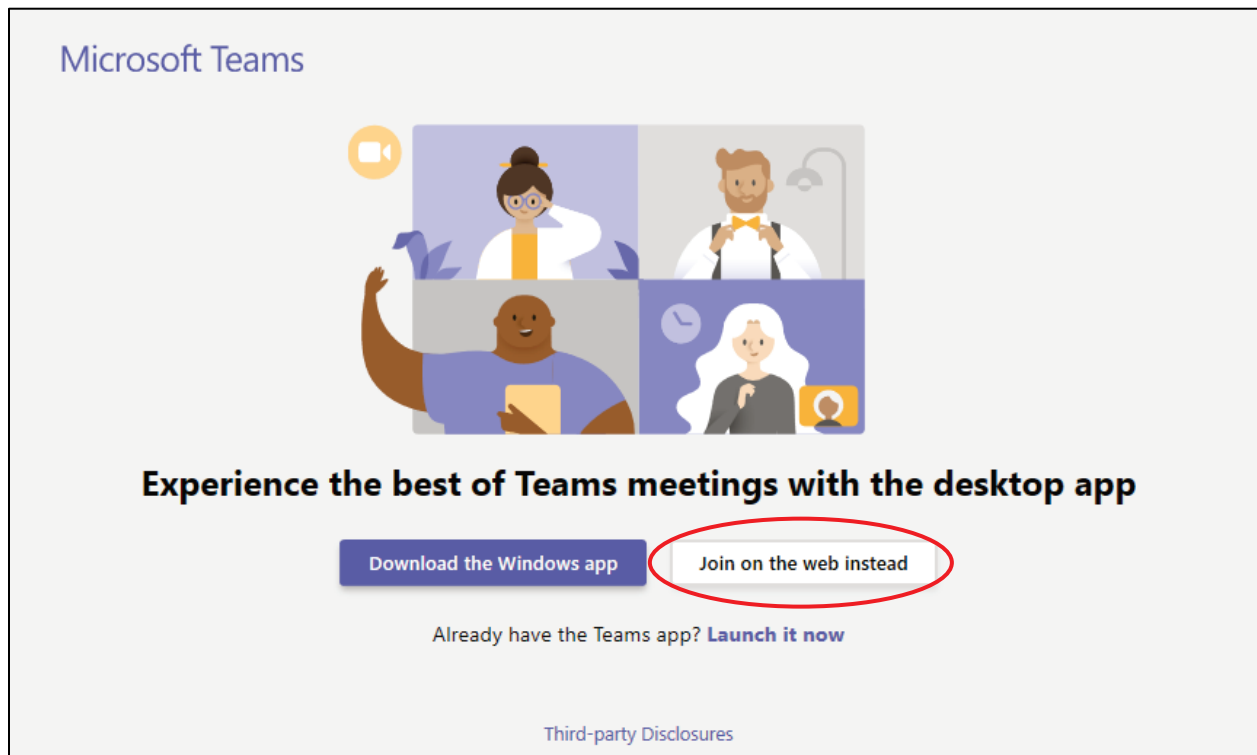
[Join Microsoft Teams Meeting](#)

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

- Once you have accepted the meeting invitation, depending on your system, it may go into your calendar
- To join the meeting, you can open the meeting invite either from the original email or from its calendar entry
- Click on “Join Microsoft Teams Meeting”



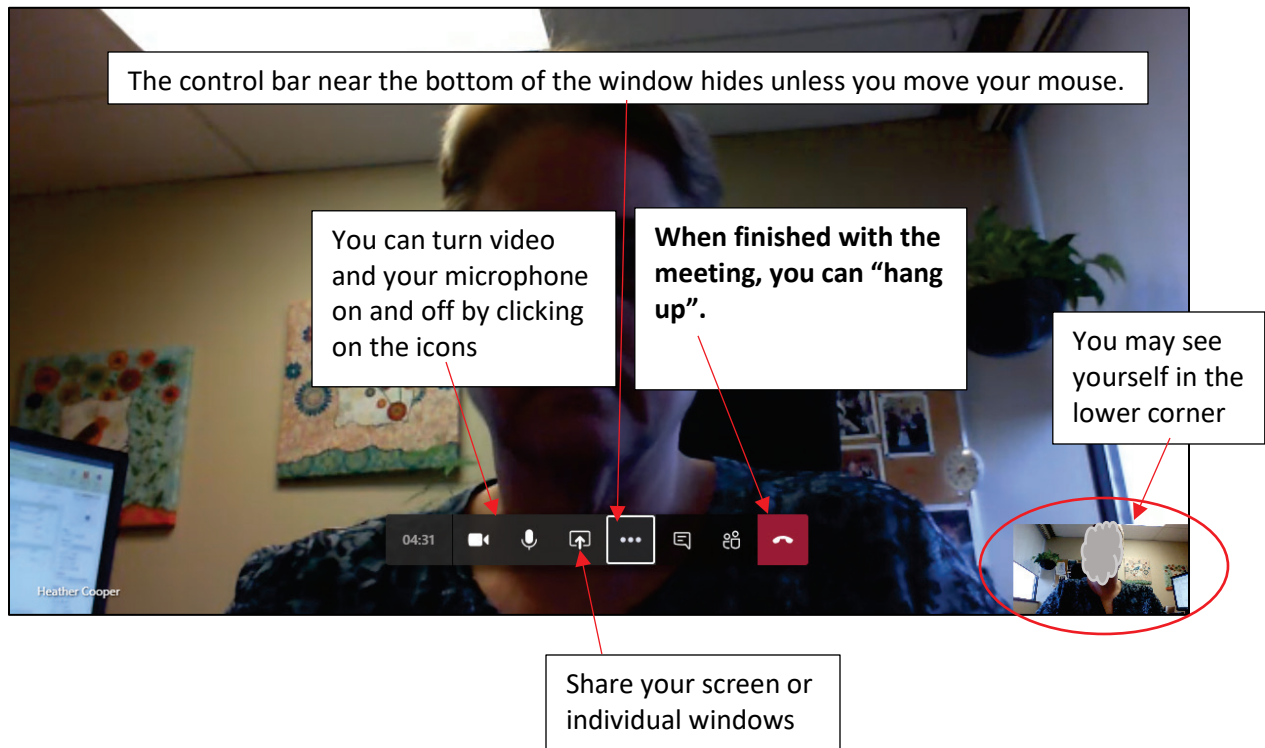
- A window similar to this one will open in your internet browser



- If you don't have the Teams App and do not wish to install it, click “Join on the web instead”
- If you have a Microsoft account for the email address at which you received the meeting invitation, you will then enter your logon information
- Otherwise, there will be a space for you to enter your name

## Meeting Controls

- If you do not wish to be seen, video can be turned off



- For a different type of privacy, there will be a choice on the toolbar, possibly within the ellipsis (3 dots), to Blur your background