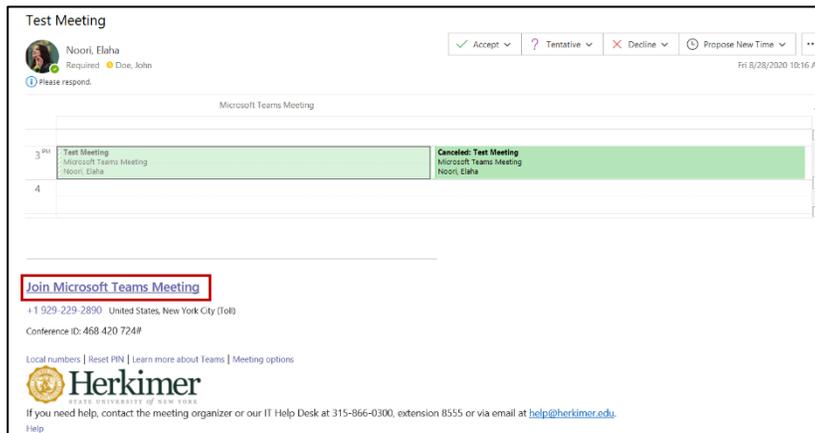


## How to Accept and Join a Microsoft Teams Meeting?

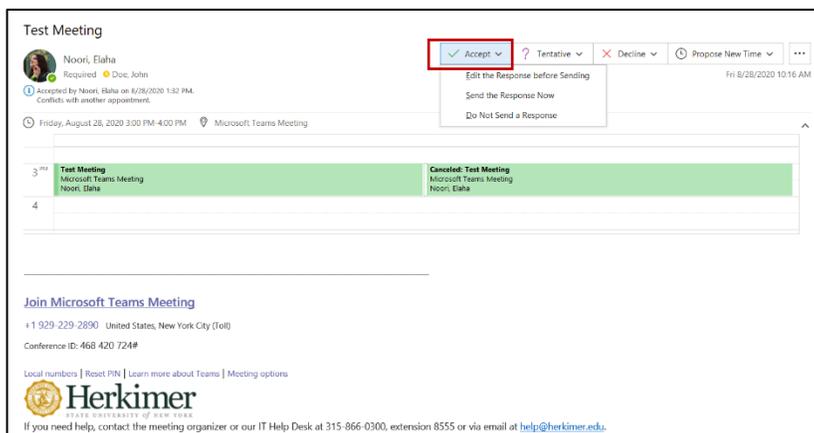
Teams meetings can be scheduled both through Microsoft Outlook and Teams app on the computer, Microsoft Outlook and Teams app on the phone and tablet. Read **How to Schedule a Meeting in Teams** on [www.herkimer.edu/remote](http://www.herkimer.edu/remote) to learn more on how to schedule Teams Meeting. It is important to join the meeting from the proper meeting link.

### Accepting a Teams Meeting Invitation by Email

1. When Teams meetings are scheduled, you will receive a meeting invitation in your email.

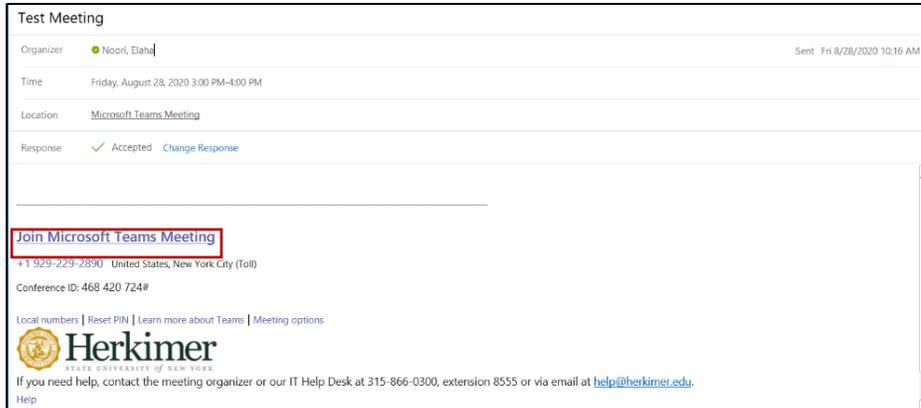


2. If you accept the meeting, it will be added to your email calendar. To accept a meeting click **Accept**, and then select **Send the Response Now**. The organizer will now receive an email indicating you have accepted the meeting.

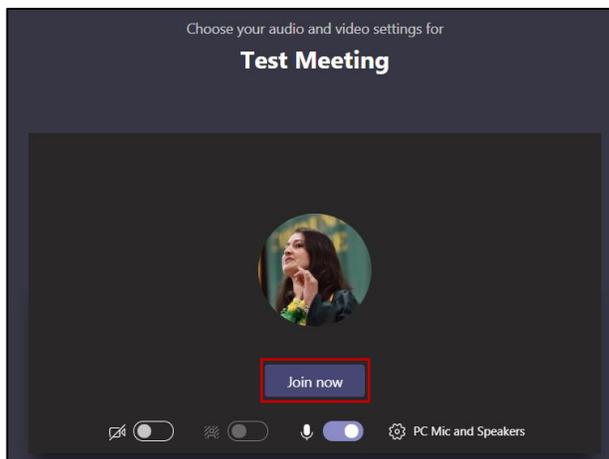
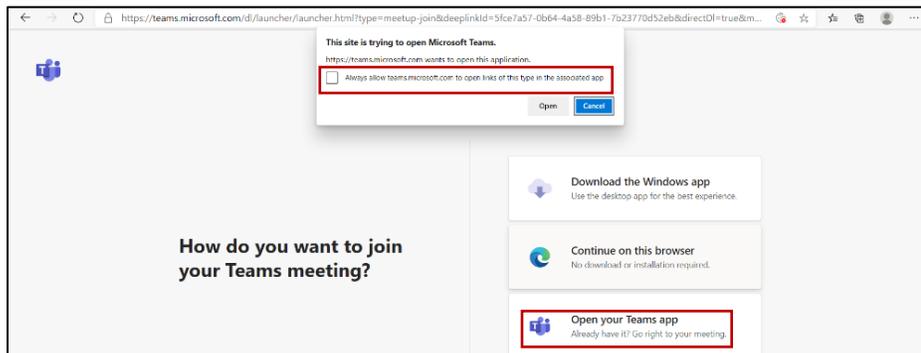


## Joining a Teams Meeting from Your Computer

1. Go to your calendar on your Outlook or Teams app, open the meeting you would like to join and click **Join Microsoft Teams Meeting**.



2. If you are prompted in your browser to open Microsoft Teams, it is recommended to **open Microsoft Teams app on your computer** for best result. Also, click **“Always allow teams.microsoft.com to open links of this type in the associated app”**. Microsoft Teams app will open, click **Join Now** from the meeting window.



## Joining a Teams Meeting from your Mobile Device

1. Install Microsoft Teams app from your phone app store, if you haven't done before.
2. From your mobile device, tap the Teams meeting invitation you received in your email or tap Outlook calendar (**requires Outlook app**) and tap **Join**. You can also open Teams app on your phone and go to **Calendar**, tap on the meeting, and tap **Join**.

