



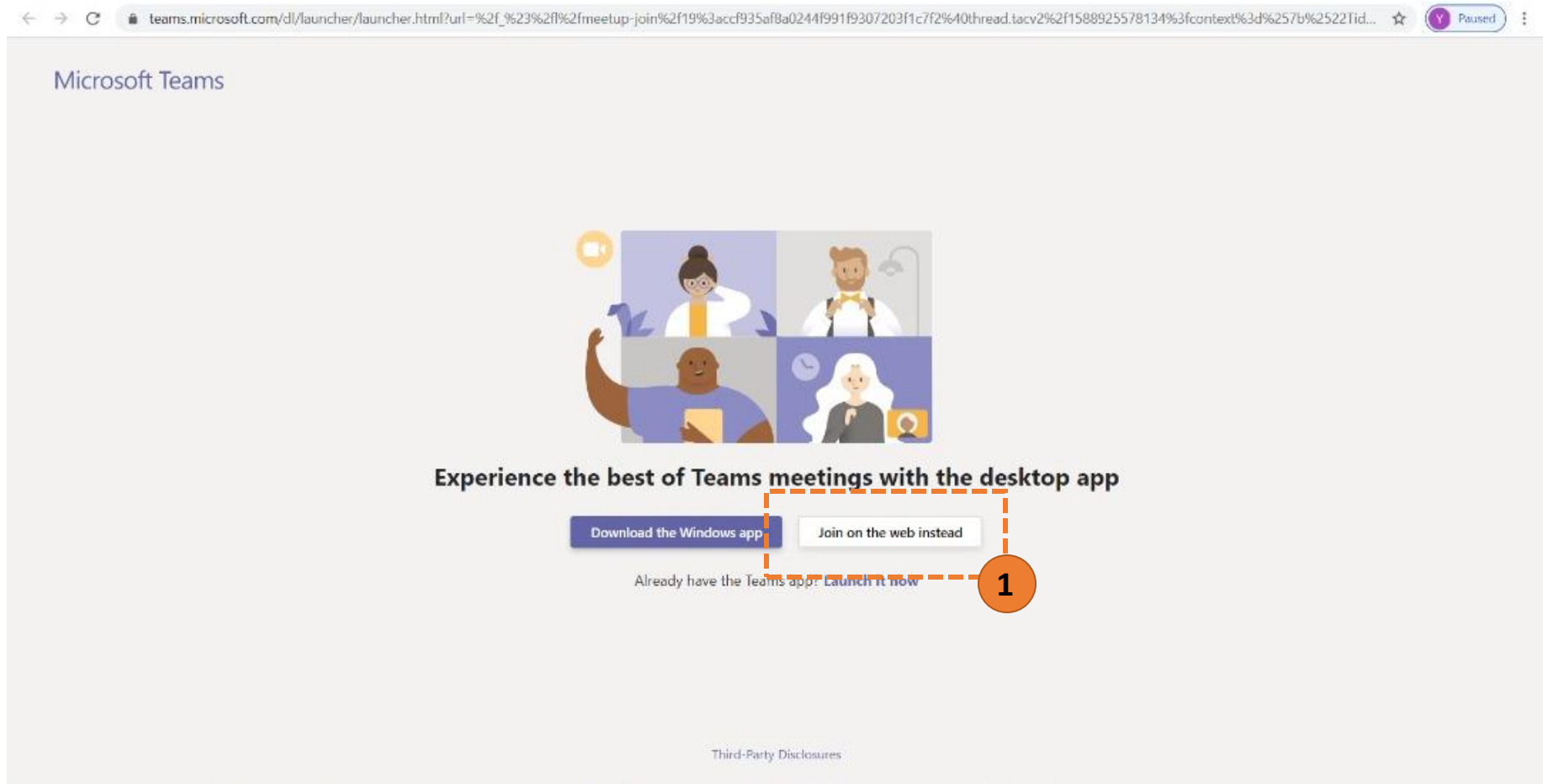
Teams Meeting Guidelines

■ How to join Teams Meeting as a Guest participant

- Web Version
- Mobile Version

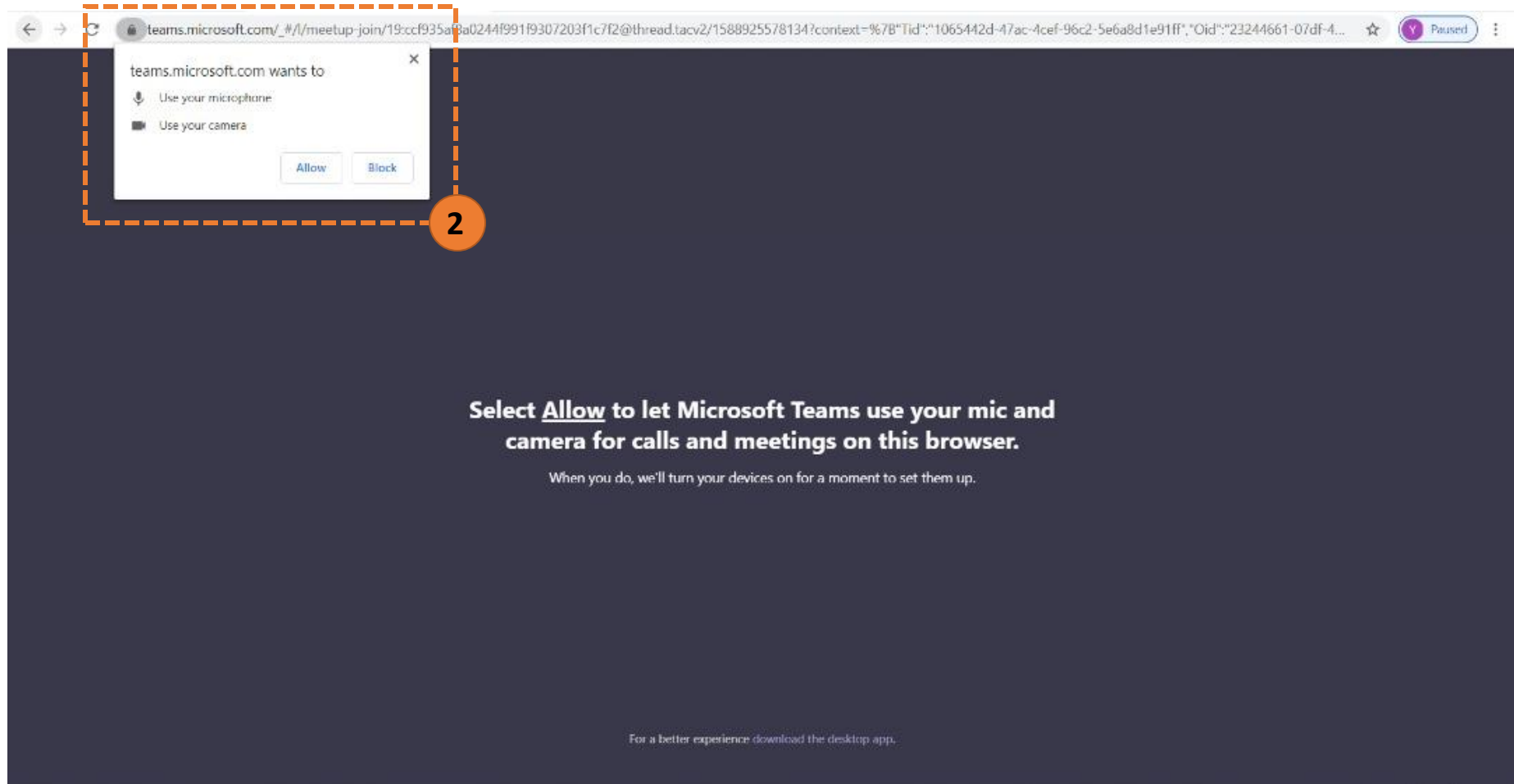
1) How to join meeting as Guest – Web version

- If Guest do not have Microsoft Teams apps pre-installed, they can also opt to join the meeting as Guest through the web.
- It only requires a few simple steps.
- 1) Click on the button to select “Join on the web instead”



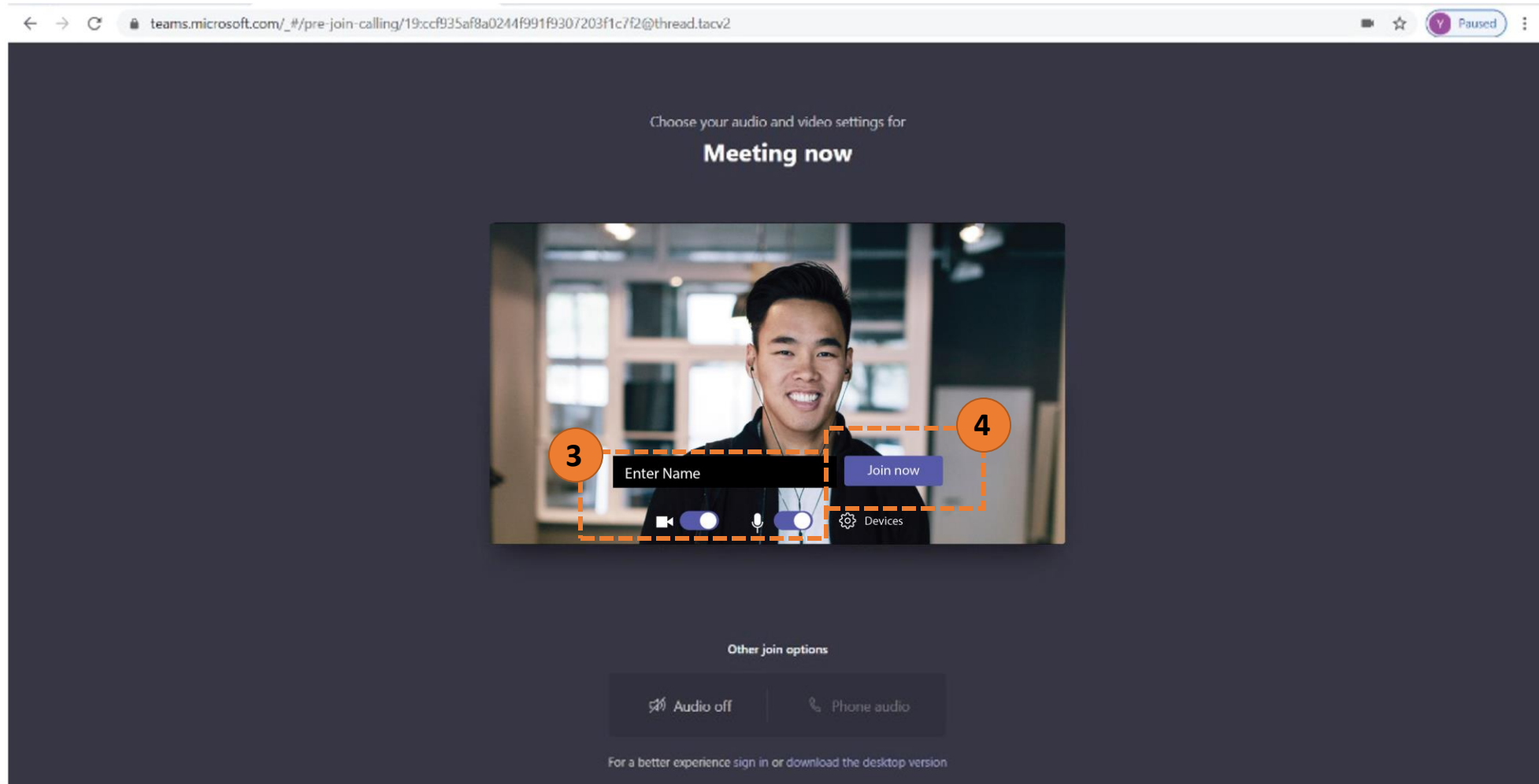
1) How to join meeting as Guest – Web version

- 2) A window will pop up to prompt that Microsoft Teams wants to use the Mic and Camera, Press “Allow”



1) How to join meeting as Guest – Web version

- 3) Enter name, choose your audio and video settings.
- 4) After all setting done, click on “Join Now” button to join the meeting.



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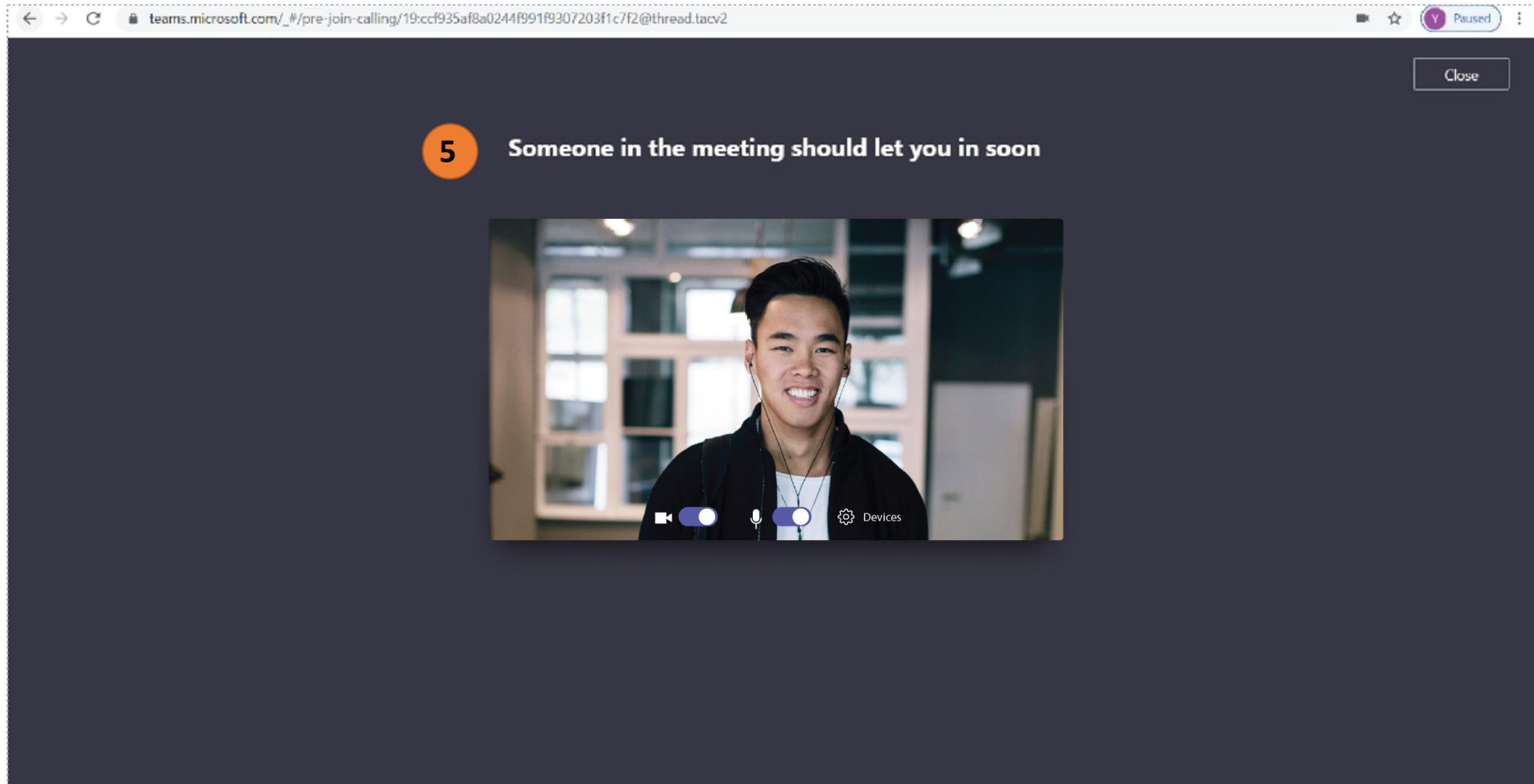
NIRO GRANITE
THE SWISS QUALITY TILE

ZIRCONIO
— the Quintessential —

GRIN
Ballroom Architecture

1) How to join meeting as Guest – Web version

- 5) You will need to wait for a short while, the meeting organizer will approve and let you in to the meeting very soon.



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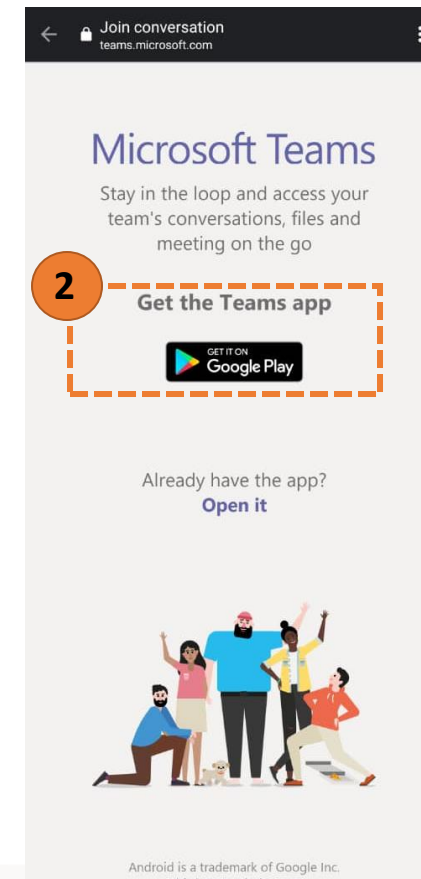
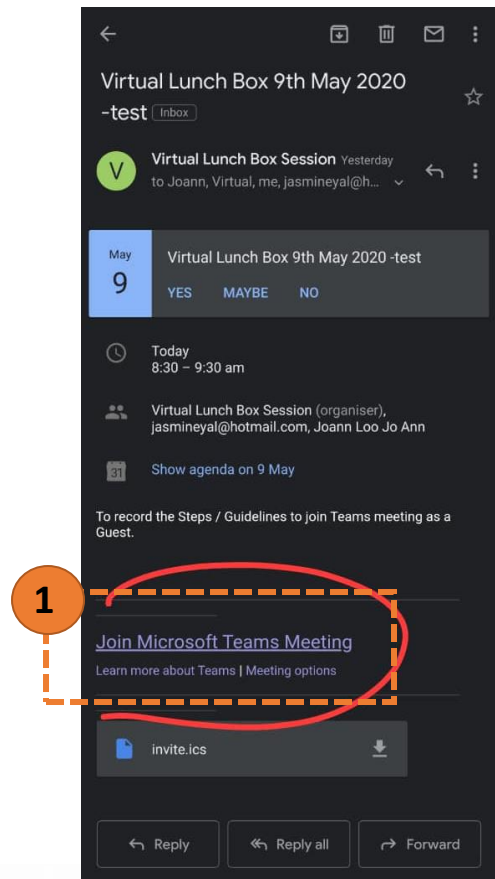


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1) How to join meeting as Guest – Mobile version

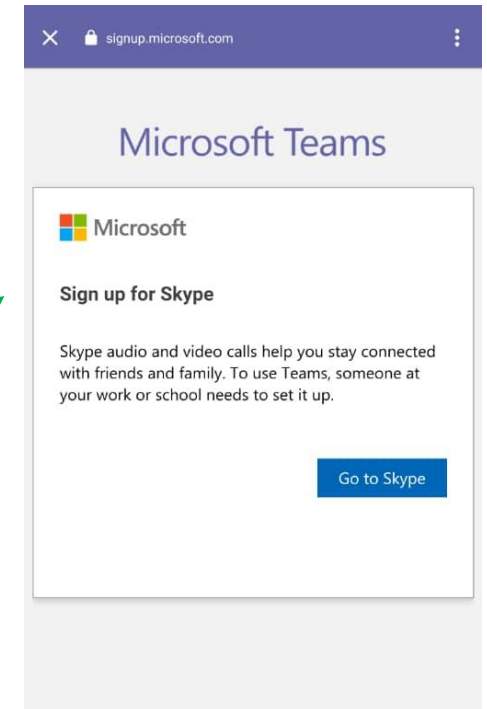
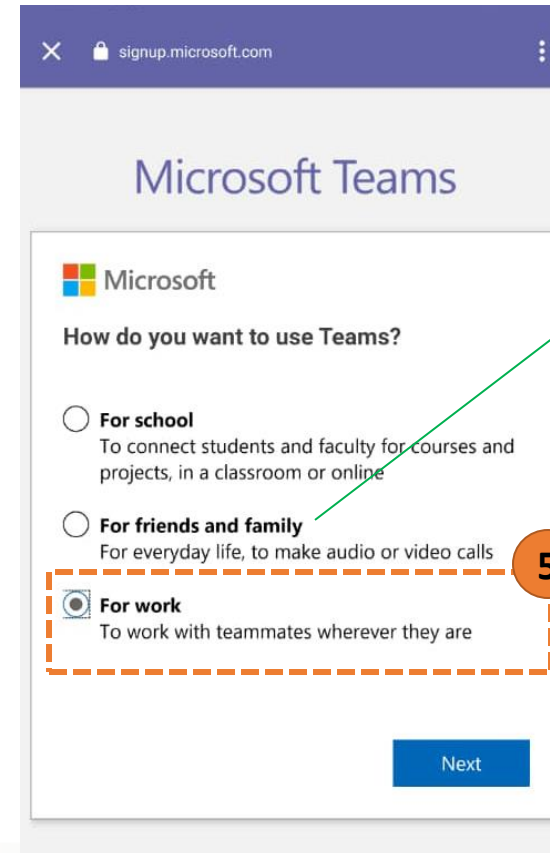
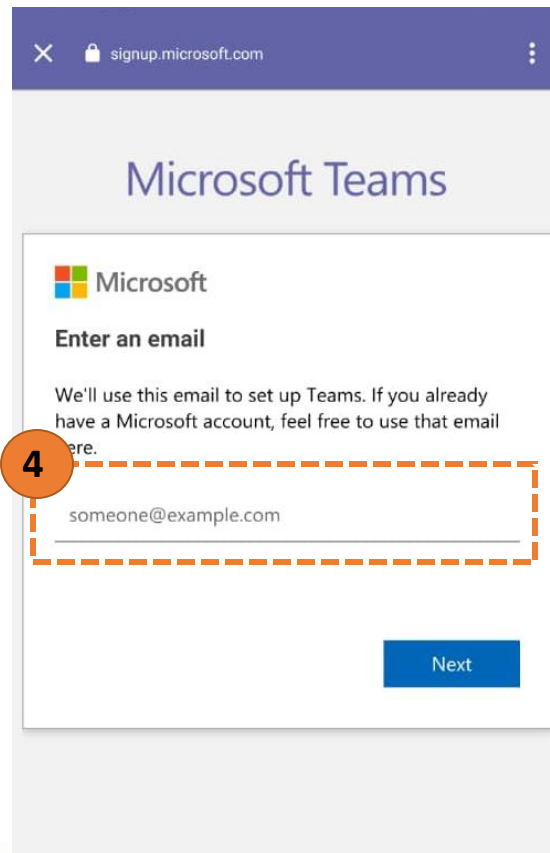
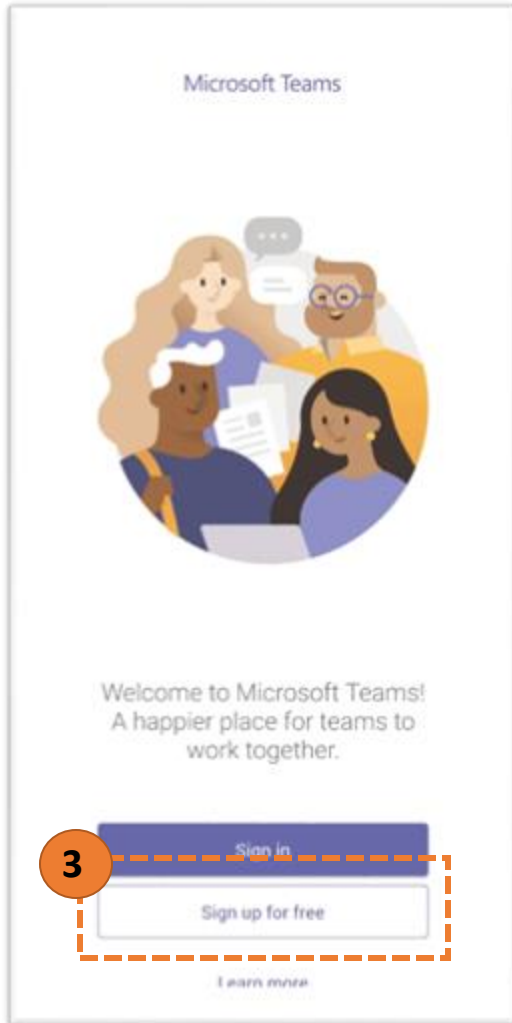
- To join the meeting from using a mobile, there are few more steps to do. And it will also requires downloading of the apps to your mobile.
- 1) Firstly, click on the “Join Microsoft Teams Meeting” from your email.
- 2) Then you will be lead to “Get the Teams app” to download the apps to your mobile.



1) How to join meeting as Guest – Mobile version

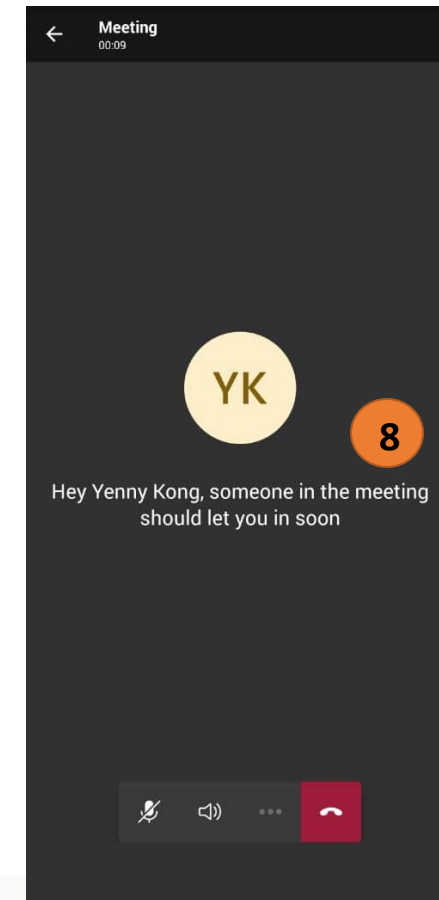
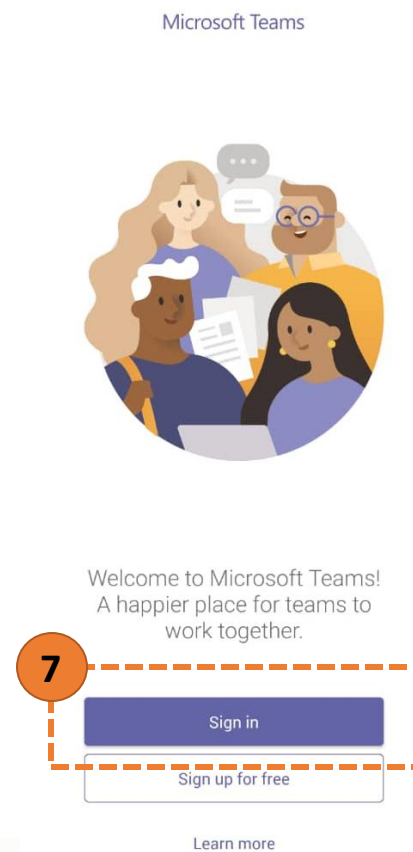
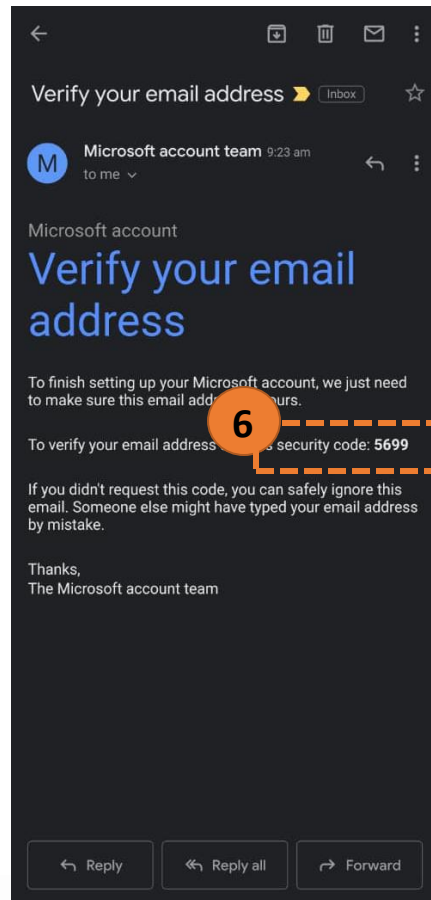
- 3) After downloading of the apps. Proceed to sign up Microsoft Teams if you do not have an account yet.
- 4) Enter your email
- 5) Pick “For Work” as the option to use Teams in this meeting.

* If you click 'For friend and family, will advise you to download and use Skype



1) How to join meeting as Guest – Mobile version

- 6) Check your personal email for Verifying security code, this is the last steps to complete the set up of Microsoft Teams in your mobile.
- 7) Sign in with you new set up information to log in and start using the Microsoft Teams.
- 8) You are done and ready to join the meeting~! The meeting organizer shall approve and let you into the meeting very soon.



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Thank You



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