How to Join a Teams Meeting through the Teams Client
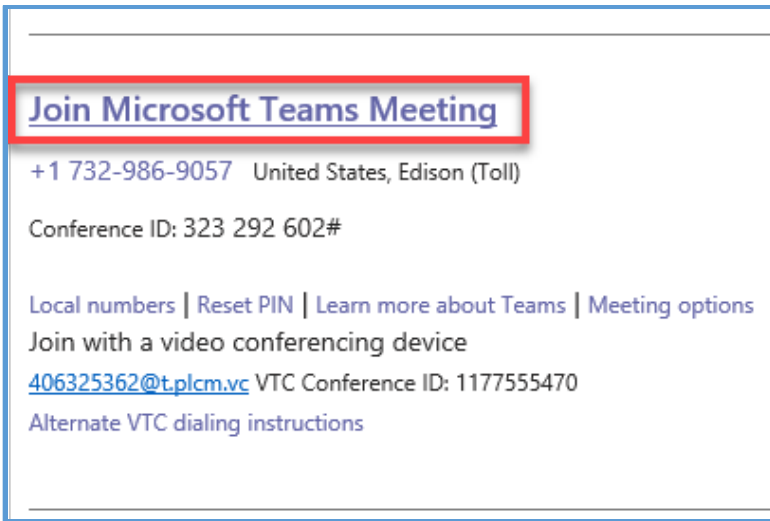
Open this Document on Creating a Teams Meeting in Outlook if you need to create a meeting

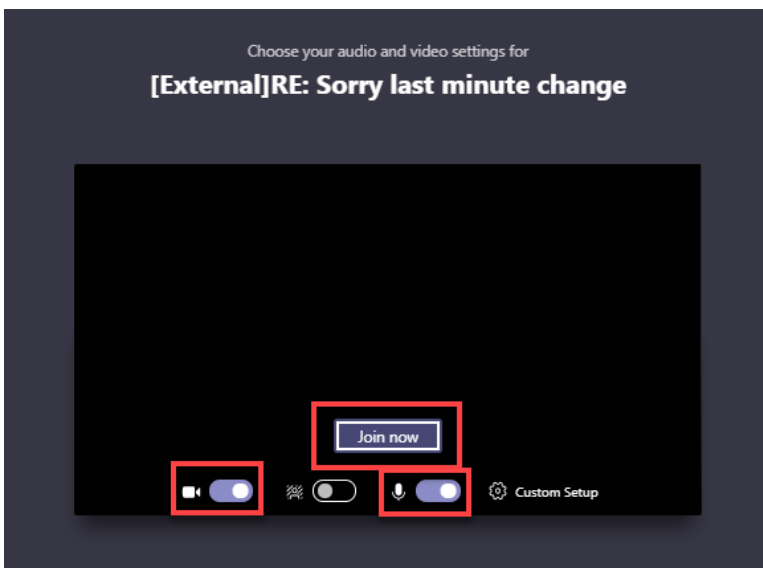To join a Teams meeting you can select the invitation link in the invitation email or join from the calendar in outlook

Join Microsoft Teams Meeting

+1 732-986-9057   United States, Edison (Toll)

Conference ID: 323 292 602#

Local numbers | Reset PIN | Learn more about Teams | Meeting options
Join with a video conferencing device
406325362@t.plcm.vc VTC Conference ID: 1177555470
Alternate VTC dialing instructions

Teams client will open and display the meeting you are joining

Select the Join now button
Ensure that the Camera and Microphone are turned on as displayed below

Choose your audio and video settings for
[External]RE: Sorry last minute change

Join now

Custom Setup

Enjoy your meeting!