

Quick User Guide:  
Microsoft Teams  
Meeting Invites for External Attendees

## Accepting an invitation to a Microsoft Teams Meeting

This user guide will provide information on accepting invites to meetings via Microsoft Teams for external attendees.

Meetings take place using Microsoft Teams, which acts as a video calling application. While an app for this is available, it is not essential as Teams can be used through most web-browsers.

### Joining the meeting via web browser

1. Open the email invitation that you have received and click on the “Join Microsoft Teams Meeting” link located at the bottom of the message.

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Hi Callum,

This is an invite.

Kindest regards,

Tobias

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[Join Microsoft Teams Meeting](#)

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

2. A new window on your web browser should now open. If you have the Microsoft Teams app installed on your device, a pop-up notification may appear asking if you would like to open the meeting in the app. To continue using your web browser, click on “Cancel”.

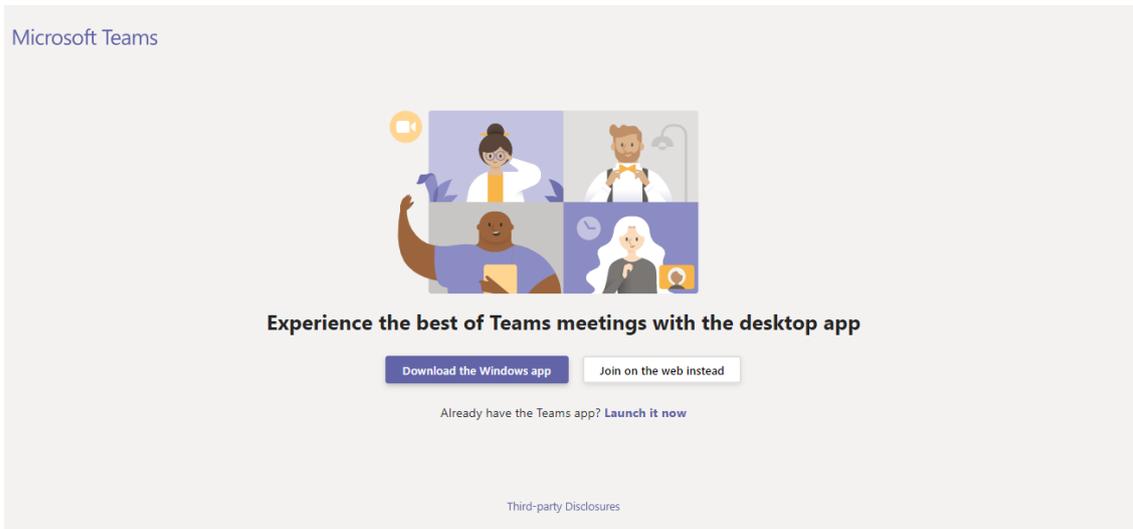
Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

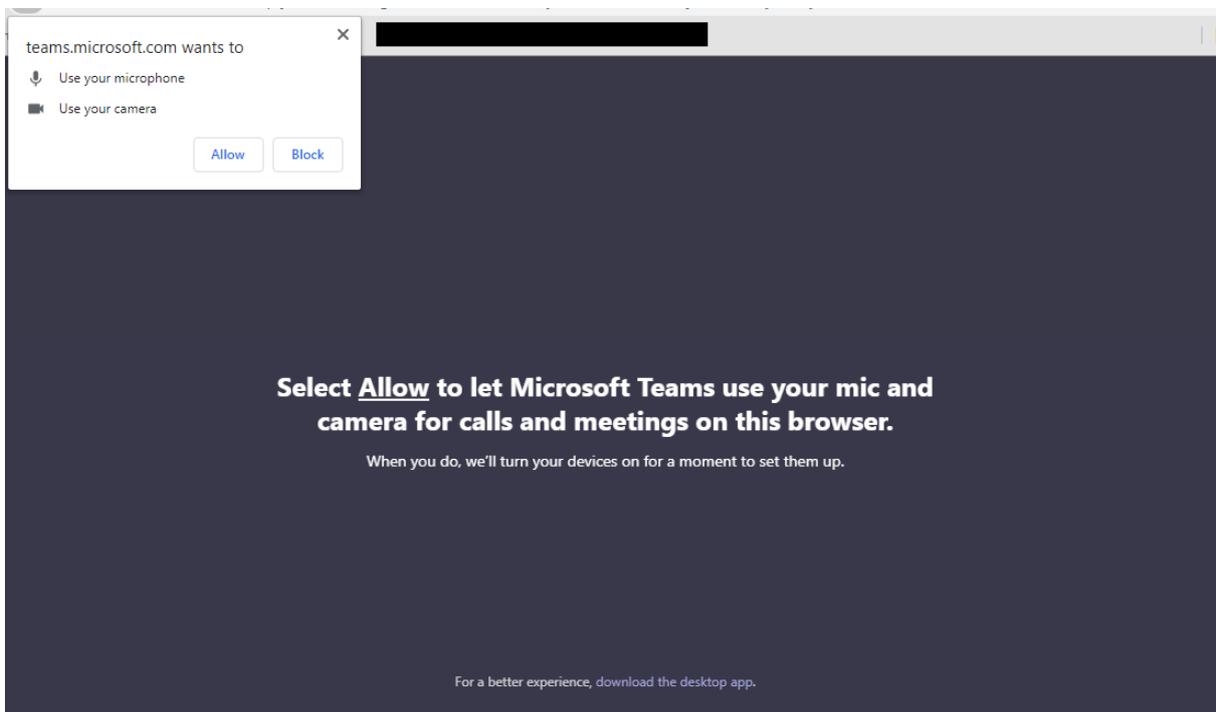
Open Microsoft Teams

Cancel

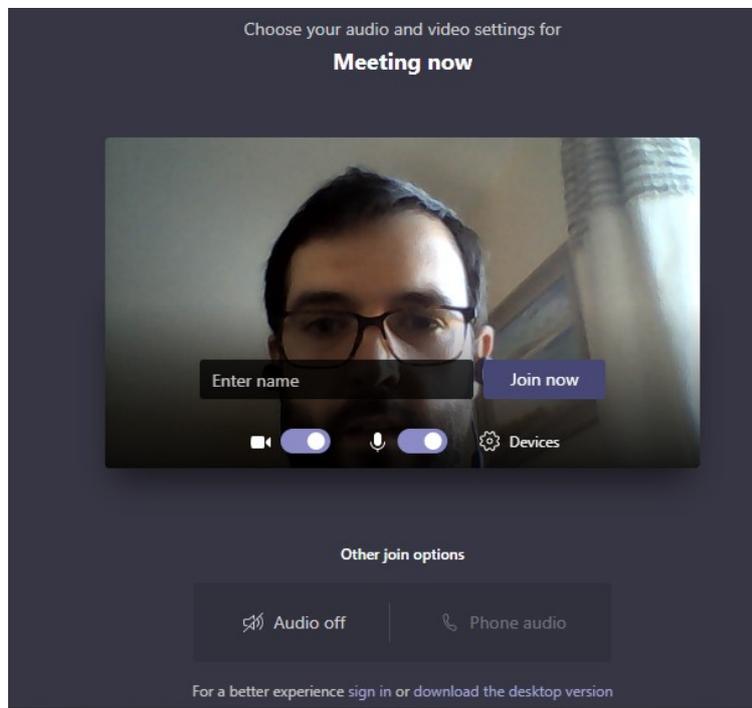
3. Your browser should now appear as below. To join the meeting through your web browser, click on “Join on the web instead”.



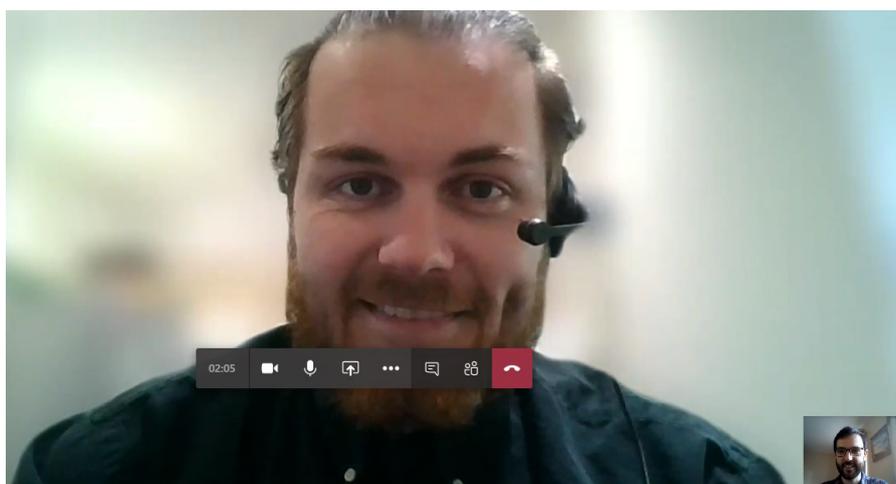
4. You will now be asked whether Teams can access your camera and microphone. Click “allow”.



5. You will now be able to see how your camera will appear to the other meeting attendees. By default, your camera and microphone will be on unless there are already people in the meeting – your microphone may change to ‘muted’. Enter your name and click on “Join now”.



6. You will now be connected to the meeting. A series of buttons are located at the bottom of the screen. The key functions of these have been summarised in the table at the bottom of this user guide.



## Joining the meeting via Smartphone

1. Once logged in to the email account which the meeting invite has been sent to, click 'Join Microsoft Teams Meeting' in the email.

Hi Callum,

This is an invite to the Test E-Surgery.

Kindest regards,

Tobias

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[Join Microsoft Teams Meeting](#)

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

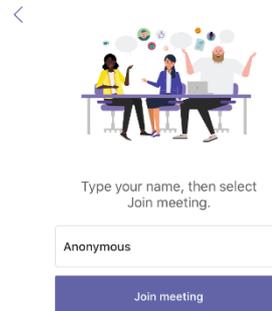
2. The Microsoft Teams meeting shall load on your internet browser (Note: it will not load on Safari through iPhones but Google Chrome is an alternative). The below screen shall ask if you wish to join the meeting as a guest or sign in. When joining as a guest, you will be asked to type your name.



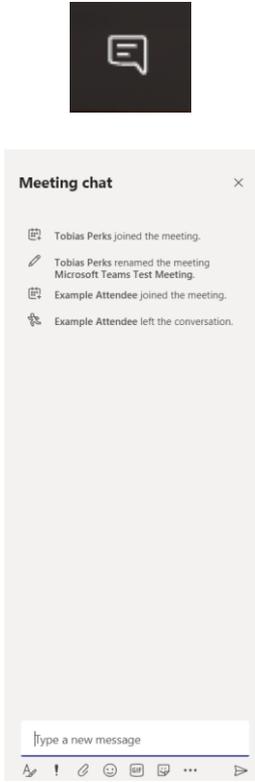
Meeting time!  
How would you like to join?

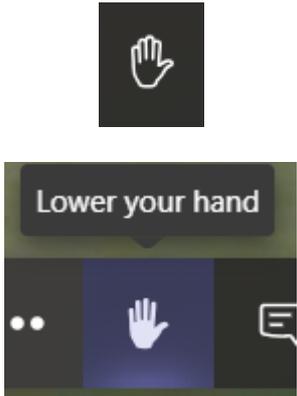
Join as a guest

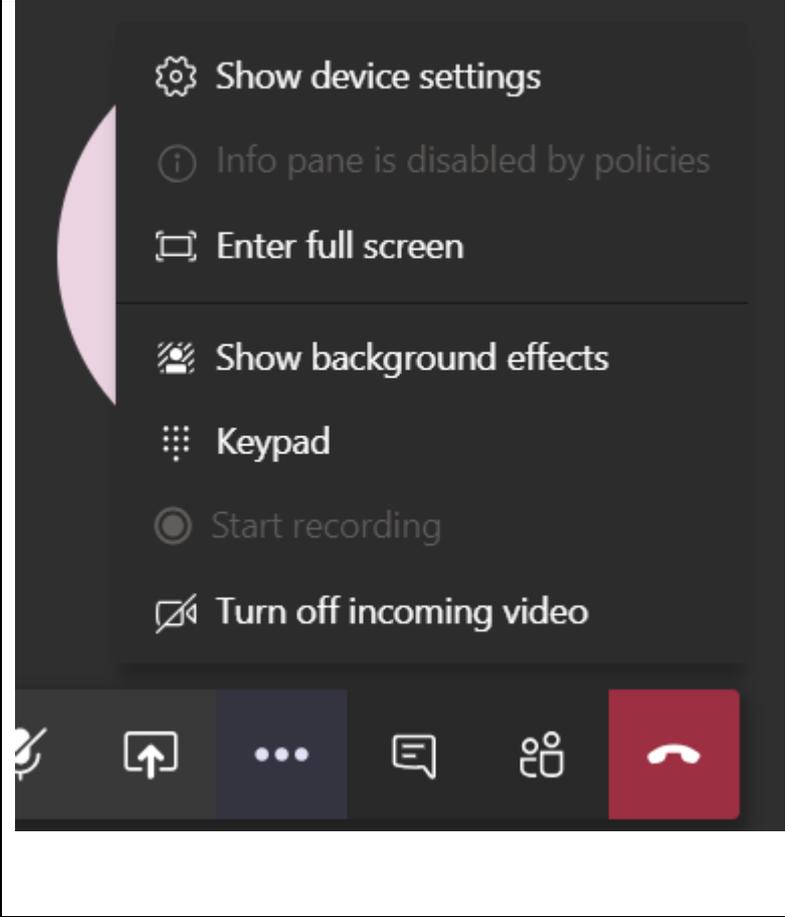
Sign in and join



3. You shall then be admitted to the meeting lobby (depending on the meeting configuration) and must await the meeting organiser admitting you into the meeting.

Key Button	Function
	<p>The video camera with a diagonal line would indicate your camera is off. To turn on your camera, press this button and you shall see the video camera without a diagonal line which would indicate your camera is on.</p>
	<p>Turn off your microphone. Press again to turn back on.</p>
	<p>Open the instant messaging window by clicking the speech bubble icon. This will then show the meeting chat on the side of the screen where you can type and send text as well as sharing documents.</p>

 <p>The image shows a hand icon on a dark background. Below it is a notification bubble with the text "Lower your hand". Underneath the notification is a control bar with a hand icon in the center, flanked by a three-dot menu icon on the left and a speech bubble icon on the right.</p>	<p>You can raise your hand in a meeting to indicate that you wish to speak, the meeting organiser shall then ask you to unmute your microphone and speak. (dependant on meeting protocol). Please ensure you have taken your hand down following speaking by clicking the same button.</p>
 <p>The image shows a white share icon (a square with an upward-pointing arrow) on a dark background.</p>	<p>If you are required or requested to share documentation, it is necessary to click to the share button to do so. Please follow the User Guide on Screen Sharing and be mindful that nothing is shared which is of a confidential or of commercially sensitive nature.</p>

 <p>The screenshot shows a dark-themed meeting control panel. At the top, there is a gear icon for 'Show device settings'. Below it is a greyed-out info icon with the text 'Info pane is disabled by policies'. Next is a monitor icon for 'Enter full screen'. A horizontal line separates the top section from the bottom section. In the bottom section, there is a background effects icon for 'Show background effects', a keypad icon for 'Keypad', a recording icon for 'Start recording', and a video off icon for 'Turn off incoming video'. At the bottom of the panel is a row of icons: a microphone, an up arrow, a three-dot ellipsis, a chat bubble, a group of people, and a red button with a white telephone handset icon.</p>	<p>For further options available on your call – you can click the Ellipsis (3 vertical dots). This will provide you with a list of options and settings as shown in the example on the left. If you wish to change what appears behind you in a video call, you can blur your background or add an alternative background, by clicking 'background effects'.</p> <p>Please note, blurring or replacing your background might not prevent sensitive information from being visible to other meeting participants.</p>
	<p>End your connection to the call or meeting.</p>