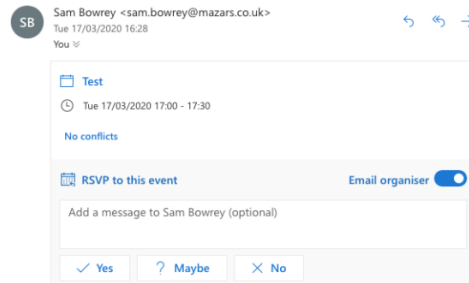
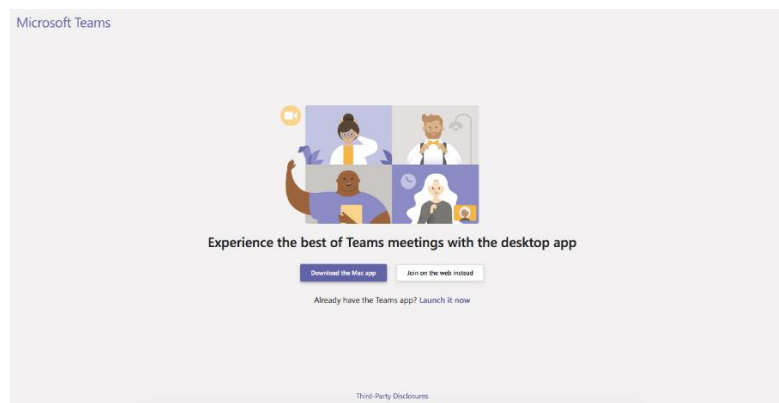


Joining a Microsoft Teams Meeting on Mac / Desktop PC / Laptop

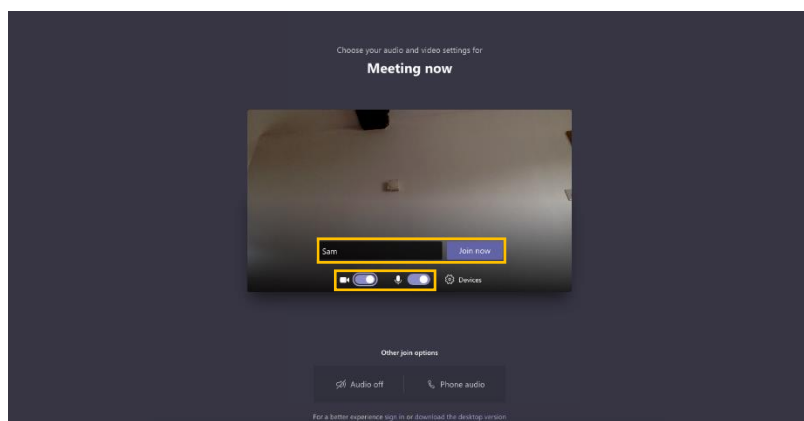
1. Log into your emails **on your laptop**, either via an application or through the internet
2. Refer to the email you will have received from Mazars confirming your meeting
3. In this email you will need to click the purple link stating “**Join Microsoft Teams Meeting**”



4. The link should automatically launch the Microsoft Teams website, where you will be prompted to join the meeting either by downloading the application or joining via the web. To save yourself time, we would advise joining via **the web**

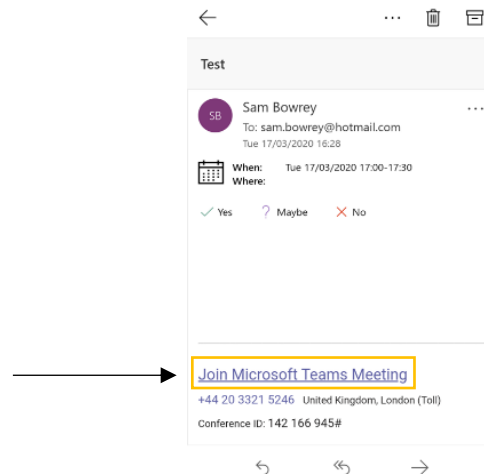


5. You will then be prompted to fill out your name and choose whether you would like to join the meeting with microphone and video, please ensure both these are on as demonstrated below. Click “**Join now**” and you will be connected to the meeting

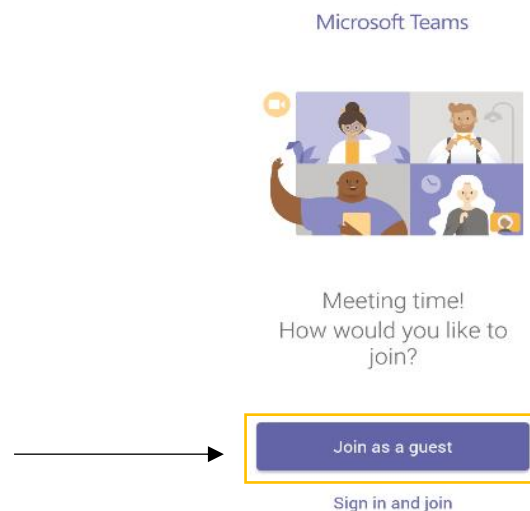


Joining a Microsoft Teams Meeting on Apple iPhone / iPad

1. Search **Microsoft teams** on the Google Play Store
2. Download the Microsoft teams App – You will be asked to provide details in order to login, please **do not** try and sign and do not fill out any details, simply close the app
3. Log into your emails **on your phone**, either via an application or through the internet
4. Refer to the email you will have received from your Mazars confirming your meeting
5. In this email you will need to click the purple link stating “**Join Microsoft Teams Meeting**”



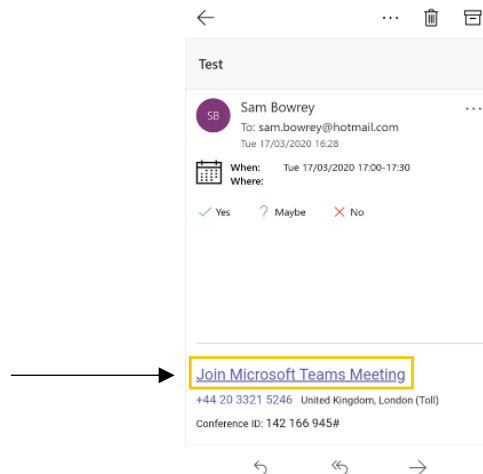
6. The link should automatically launch the Microsoft Teams Application you downloaded earlier – If not, a pop-up should appear prompting you to select Microsoft Teams
7. Before joining the meeting the app will ask whether you would like to sign in or join the meeting as a guest, please select “**Join as Guest**”



8. Once you have selected “**Join as Guest**”, you will prompted to fill out your name, on completing this you should now automatically be in the Microsoft Teams meeting
9. Please make sure your microphone and camera are switched on

Joining a Microsoft Teams Meeting on Android Devices

1. Search **Microsoft teams** on the App Store
2. Download the Microsoft teams App – You will be asked to provide details in order to login, please **do not** try and sign and do not fill out any details, simply close the app
3. Log into your emails **on your phone**, either via an application or through the internet
4. Refer to the email you will have received from your Mazars confirming your meeting
5. In this email you will need to click the purple link stating “**Join Microsoft Teams Meeting**”



6. A pop-up should appear asking how you would like to open the meeting, please select via the **Microsoft Teams App** “Just Once” or “Always”



JUST ONCE



Google Play Store

ALWAYS

7. Before joining the meeting the app will ask whether you would like to sign in or join the meeting as a guest, please select “**Join as Guest**”

Microsoft Teams



Meeting time!
How would you like to
join?



8. Once you have selected "**Join as Guest**", you will be prompted to fill out your name, on completing this you should now automatically be in the Microsoft Teams meeting
9. Please make sure your microphone and camera are switched on