

Joining your free trial

How to join your 1 to 1 session using Microsoft Teams on your device.

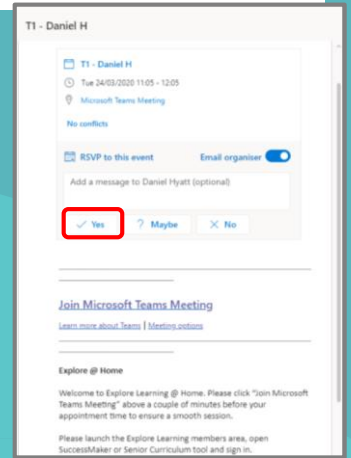
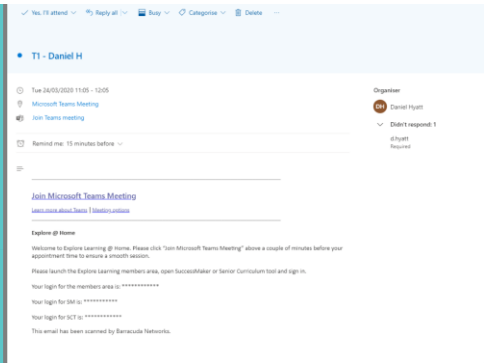
Steps

1

You will have received a confirmation email and a calendar invite email from us. Please accept the calendar invite in order to save the trial in your calendar.

2

Open your calendar, double click on your meeting to open up the details. Click on the link 'Join Microsoft Teams Meeting'.

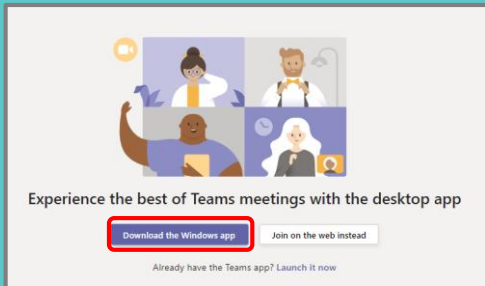


3

You will then be taken to a webpage: If you already have the **Teams app** you will get an option box to open Microsoft Teams. Select this and go straight to point number 6. If you haven't downloaded Teams, go to point 4.

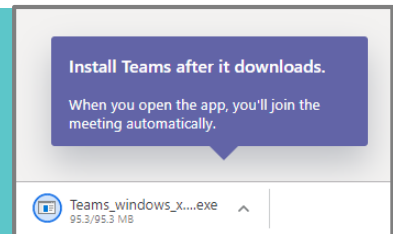
Choose to 'Download the Windows app'

4



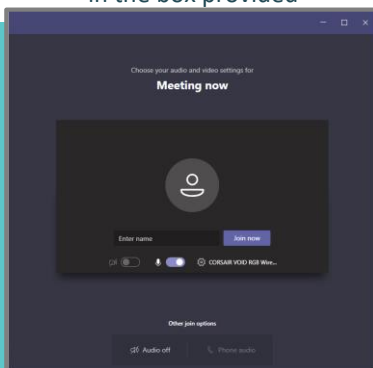
5

Once it's downloaded, click to open up the app



Select 'Join as a guest' and type your name in the box provided

6



7

Your tutor will be along soon to start your scheduled online trial!