

Joining a Teams Meeting

How to join your 1 to 1 tutoring session on a Windows device

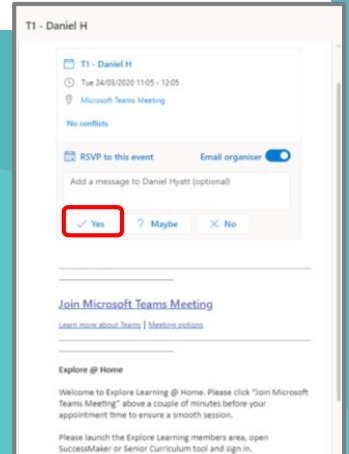
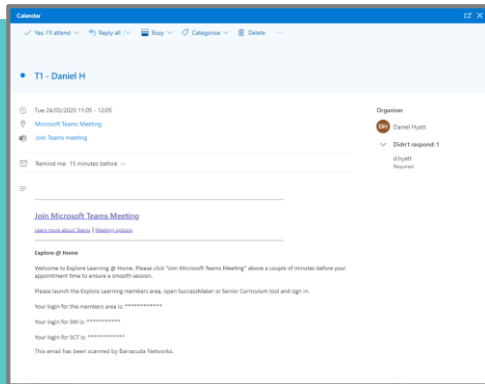
Steps

1

You will have been sent an email by your centre team with an invite for a Teams meeting, accept this meeting so it saves to your calendar

2

Open your calendar, double click on your meeting to open up the details – this has all your log in details for the Members Area and SuccessMaker

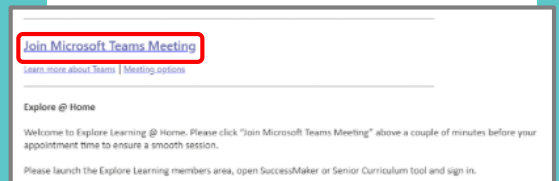


3

Choose to 'Join Microsoft Teams Meeting'

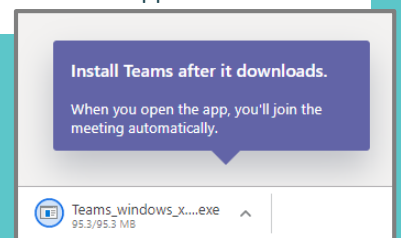
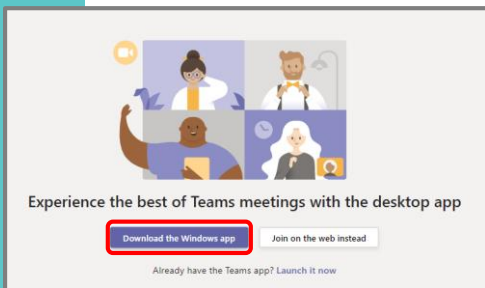
4

Choose to 'Download the Windows app'



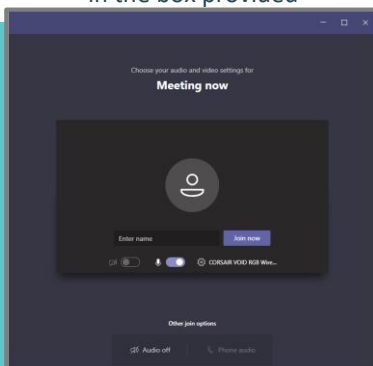
5

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



6

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



7

Wait for your tutor to join and start your session!