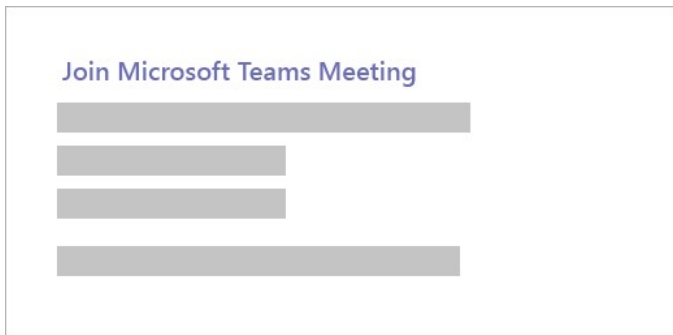


## Steps to Join a Teams meeting from Desktop/ Laptop for online Counseling

You can join a Teams meeting from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

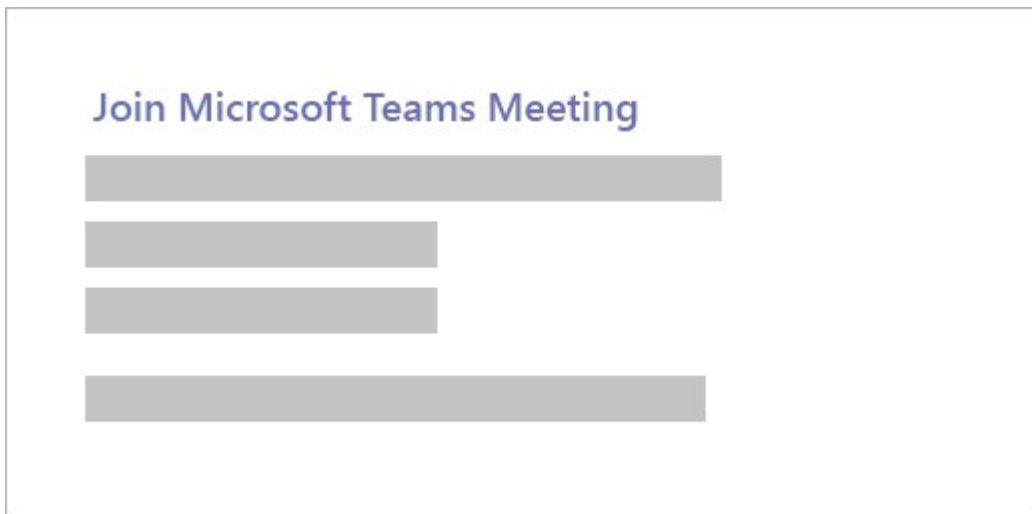
1. Click on provided **Microsoft Teams Meeting Link**.



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

## Steps to Join a Teams meeting from Mobile for online Counseling

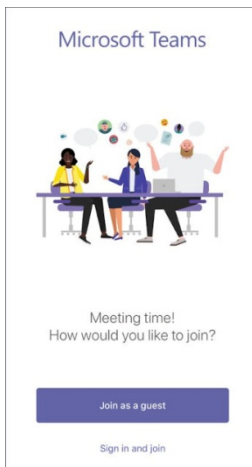
1. Click **on provided Microsoft Teams Meeting Link.**



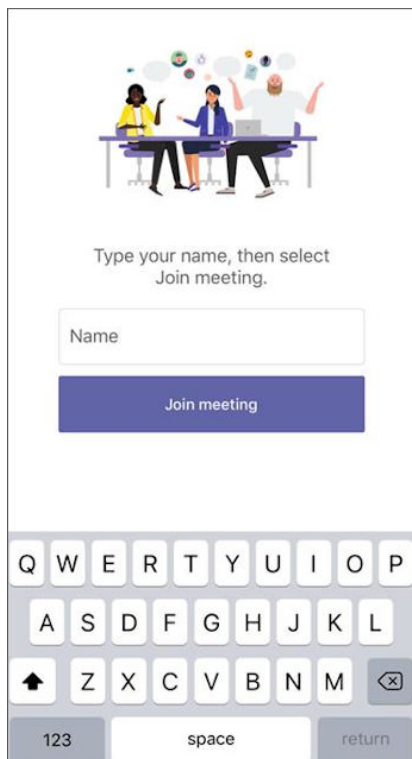
2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download and open the app.  
If you have an Android device, open the app right from the app store page.  
If you have an iOS device, tap the meeting link again to open the app.

Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

4. Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



5. Type your name and tap **Join meeting**.



6. Depending on how the meeting was set up, you may be able to enter the meeting now.

Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.