

Microsoft Teams guide

Your Menopause Wellbeing appointment will be held online using Microsoft Teams. This guide will help you access your appointment.

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How to get started with Microsoft Teams

The following video will show you how to get started with Microsoft Teams:

<https://youtu.be/mNavBEzI1Mw>

There are three ways to access Microsoft Teams:

1. On your phone
2. On your computer, by accessing Teams in your web browser.
3. On your computer, by downloading the Teams application (recommended)

Getting Microsoft Teams ready

You don't need a Microsoft account to access your appointment, but it can be helpful.

You can sign up for a Microsoft account here: <https://signup.live.com/signup>

You can use any email address to sign up with a Microsoft account i.e. gmail, outlook, xtra, etc. We recommend using the same email that you used to book your Menopause Wellbeing appointment.

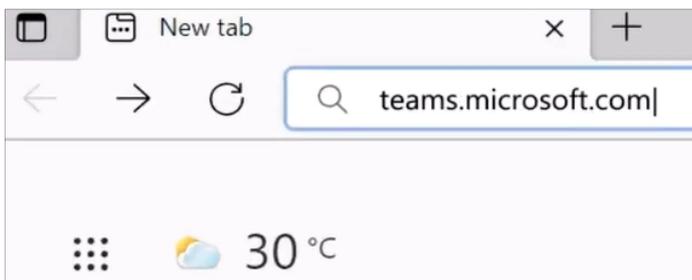
Accessing Teams on your phone

1. You can either access the meeting through the Teams application on your phone, or through the web browser on your phone.
2. Click the Join the meeting now link in your email.
3. If you have the Teams application installed on your phone, the email will open there automatically.
4. If you have a Teams account, you can sign in to access the meeting. Otherwise, you can select Join as a guest and enter your details there.

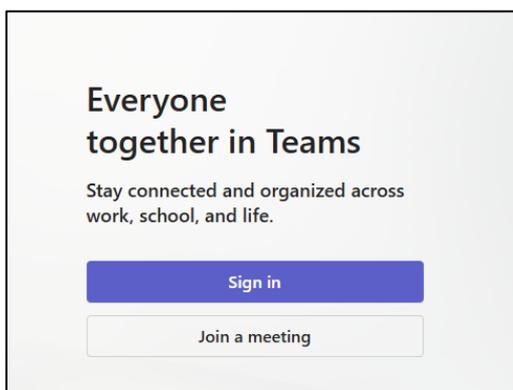
More information about joining from your phone: <https://support.microsoft.com/en-us/office/join-a-meeting-in-microsoft-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9#id0ebbf=mobile>.

Accessing Teams on your computer, through your web browser

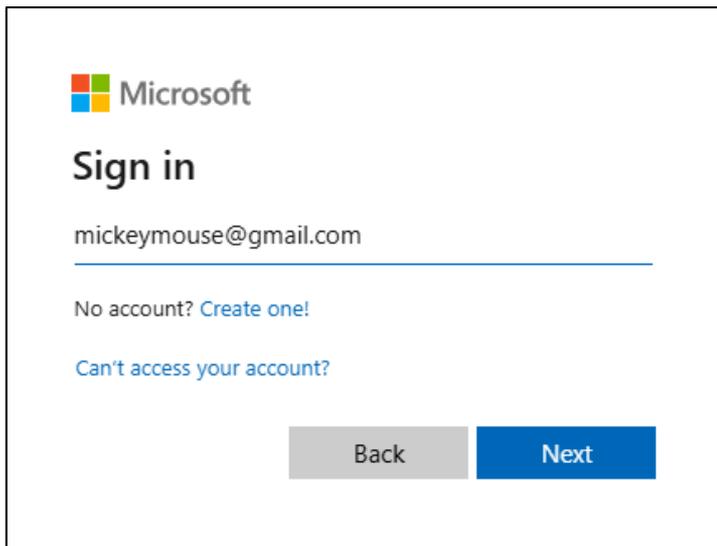
1. Open your browser (Google chrome recommended). Ensure your browser is updated.
2. Go to teams.microsoft.com



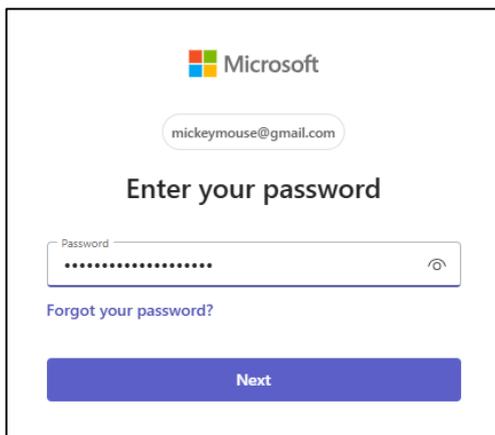
3. If you have a Microsoft account, you can login to Teams. Click Sign In.



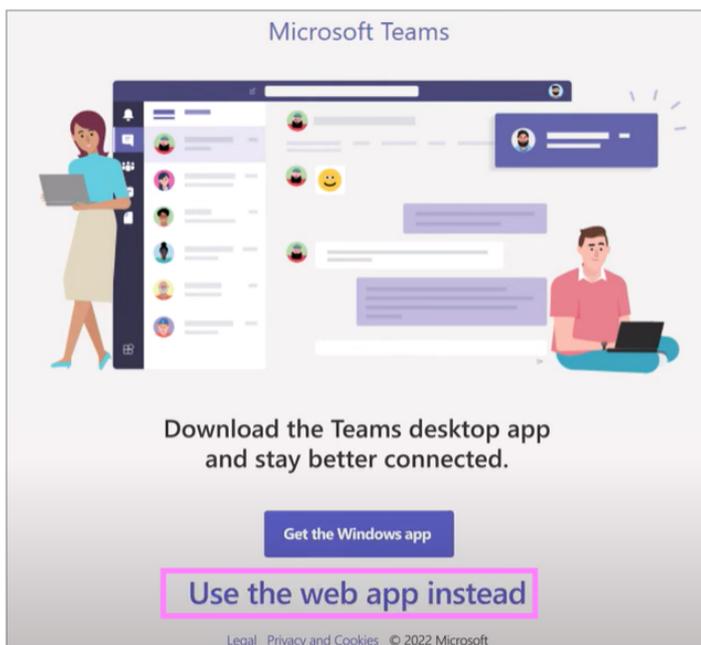
4. Enter your email address



5. Enter your password



6. Click "Use the web app instead", if you want to keep using your web browser.



Accessing Teams on your computer, through the desktop application

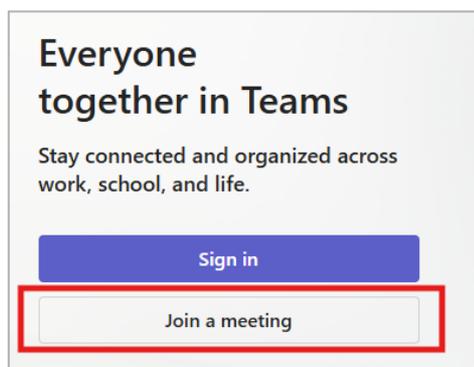
1. Download the Teams application from the Microsoft website:
<https://www.microsoft.com/en-nz/microsoft-teams/download-app>.

How to join a Microsoft Teams meeting

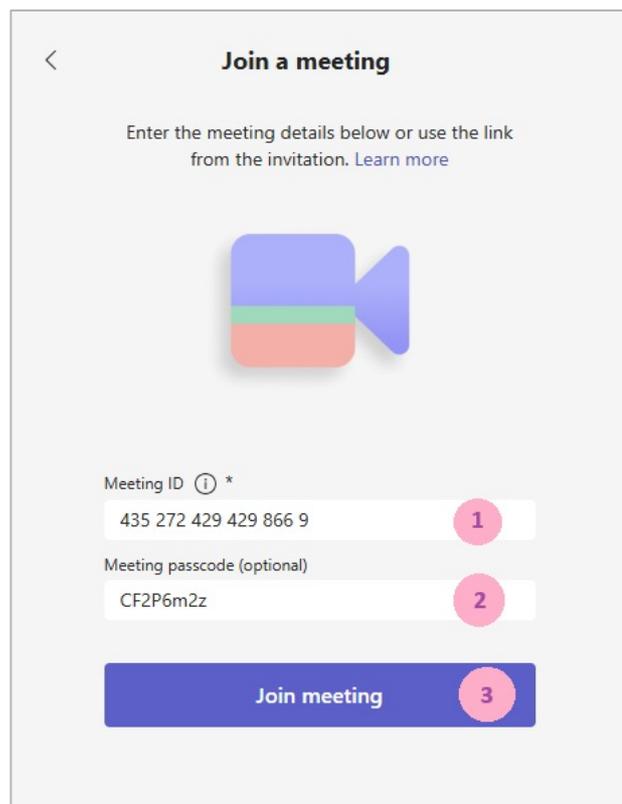
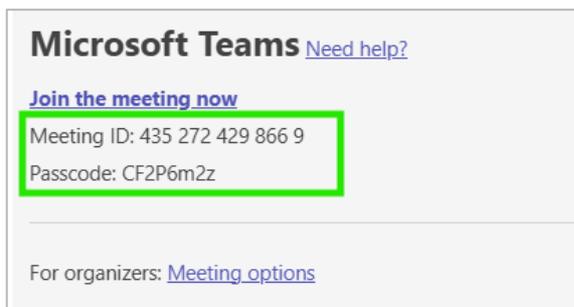
There are a few ways to join a Microsoft Teams meeting

You can:

- a) Click on the Microsoft Teams link we emailed you, **or**
- b) On teams.microsoft.com, click “Join a meeting”

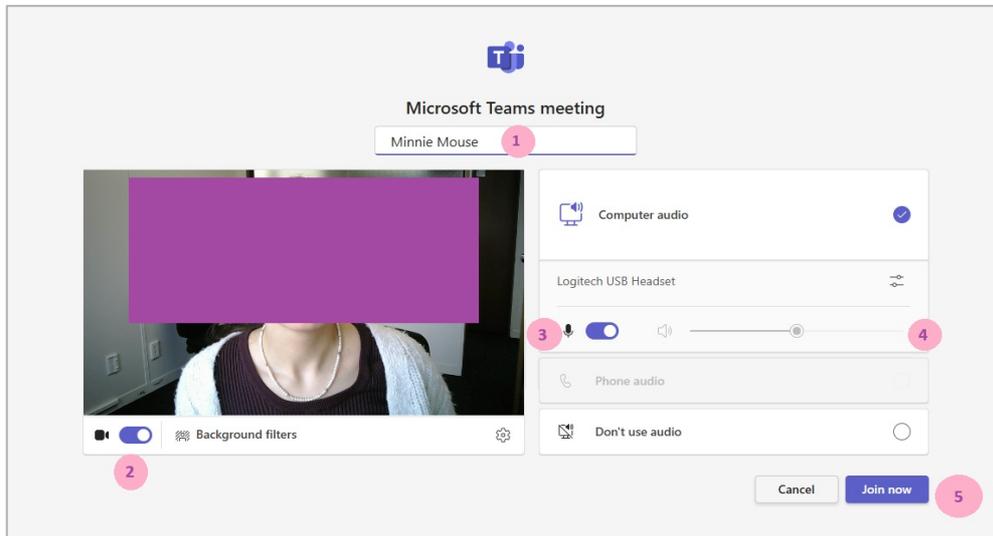


1. Enter the Meeting ID
2. Enter Meeting passcode sent to you in the email with the teams link.
3. Click Join Meeting

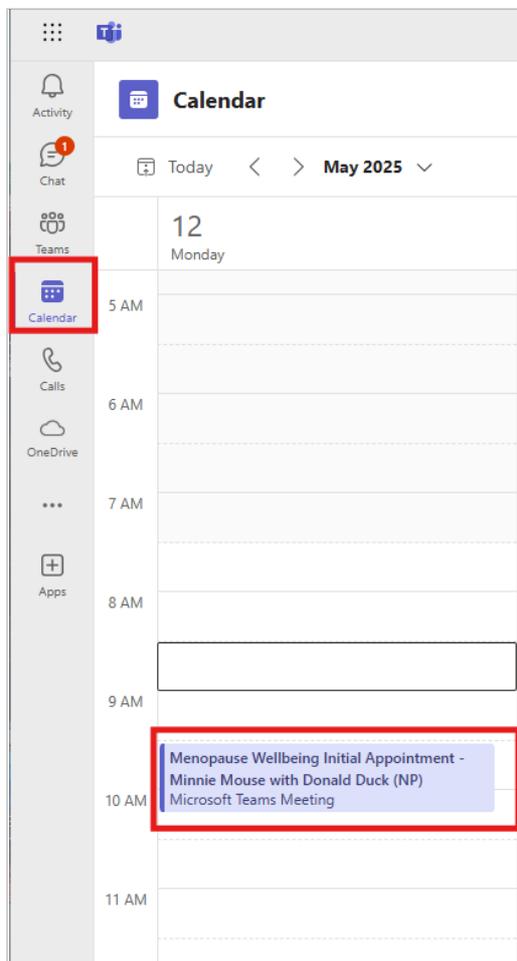


This will bring up settings you may need to adjust before the meeting starts

1. Enter your preferred name
2. Check that the video option is on
3. Check your microphone is on
4. Check that the volume is adjusted to a level that you can hear
5. Click Join Now when you're ready



The meeting may show up in your calendar.



If it doesn't, join with a meeting ID as explained above, or using the **“Join now”** button sent to your email.