Microsoft Teams Video Visit Instruction Guide

Video Visit Instructions For

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Video Visit Instructions for iOS Device

1. A. You will receive a meeting invite via email.
   B. Click on the **Join Microsoft Teams Meeting** link in the email.

2. C. The Microsoft Teams website will open.
   D. Click on the **Get Teams App** link.

3. E. You will be directed to the App Store.
   Click to **install the Microsoft Teams app**.
   F. Once the install is complete, click **Open**.

4. G. Go back to the original email invite.
   H. Click the **Join Microsoft Teams Meeting** link again.
I. The Microsoft Teams app will automatically open on the phone.

J. Click to **Join as a guest**.

K. Type in your name.

L. Once name is typed, click the **Join as a guest** button.

M. When asked, click **Allow** in order to grant permissions required for the Microsoft Teams app.

N. You are now **participating in the meeting** with options to enable video and audio.

O. You can end the meeting with the red phone icon.
A. You will receive a **meeting invite via email**.

B. Click on the **Join Microsoft Teams Meeting** link in the email.

C. The Microsoft Teams website will open.

D. Click on the **Get Teams App** link.

E. You will be directed to the Google Play store. **Click to install** the Microsoft Teams app.

F. Once the install is complete, click **Open**.

G. Go back to the **original email invite**.

H. Click the **Join Microsoft Teams Meeting** link again.
I. The Microsoft Teams app will automatically open on the phone.

J. Click to **Join as a guest**.

K. Type in your name.

L. Once name is typed, click the **Join as a guest** button.

M. When asked, click **Allow** in order to grant permissions required for the Microsoft Teams app.

N. You are now **participating in the meeting** with options to enable video and audio.

O. You can end the meeting with the red phone icon.
Video Visit Instructions for PC

A. You will receive a meeting invite via email.

B. Click on the **Join Microsoft Teams Meeting** link at the bottom of the email.

C. The Microsoft Teams website will open.

D. Click on the **Join on the web instead** link.

E. Click **Allow** in order to grant Microsoft Teams the permissions it needs to fully function.

F. Enter your **name** and click **Join Now** in order to enter the meeting.

G. You are now participating in the meeting with options to enable video and audio.

H. You can end the meeting with the red phone icon.