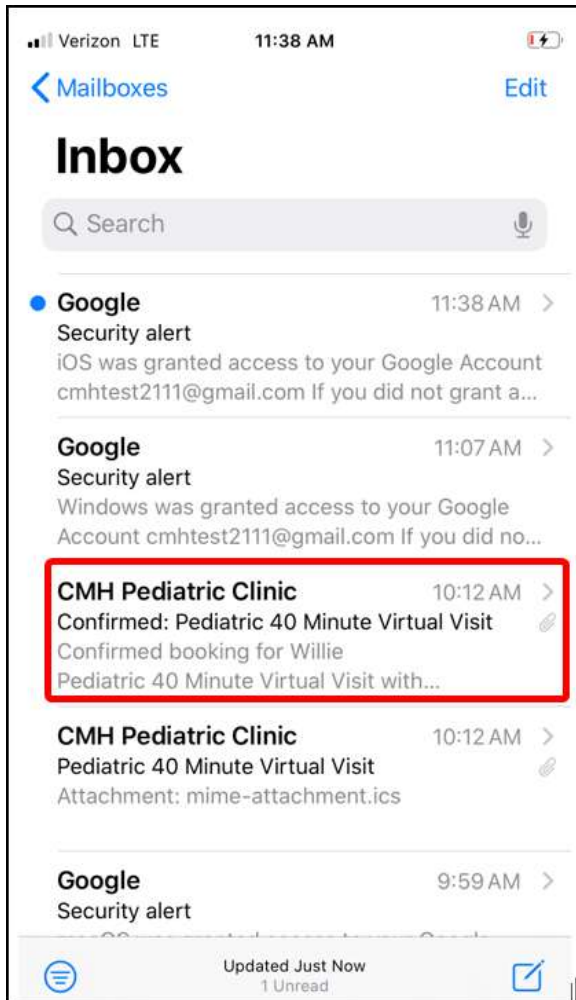


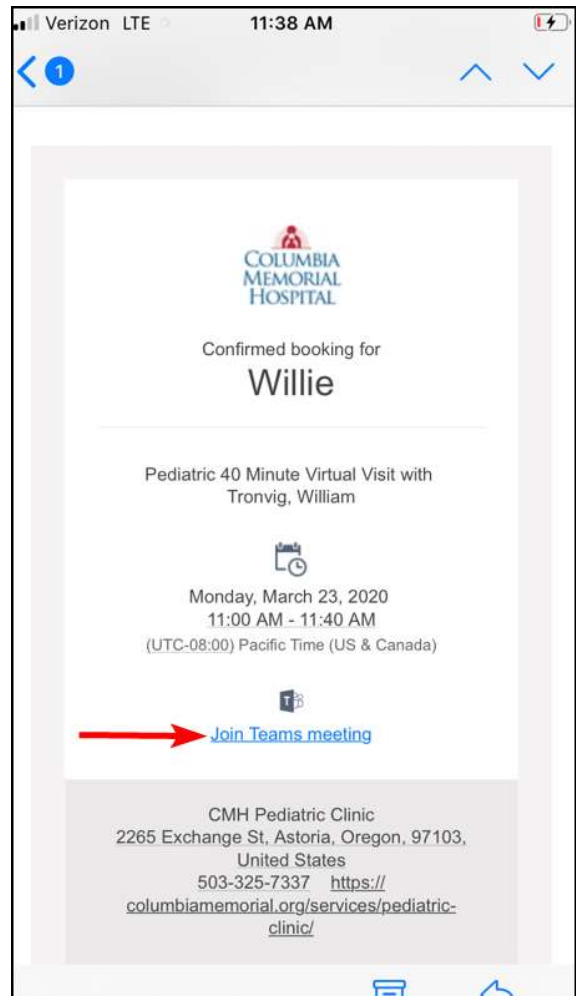


Step 1: On your iPhone, open your email

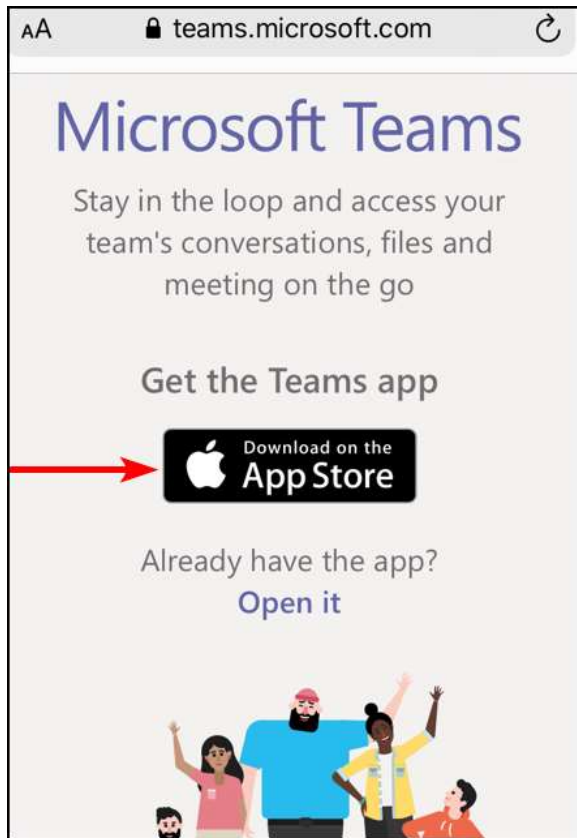
Step 2: Open the email for the invite.



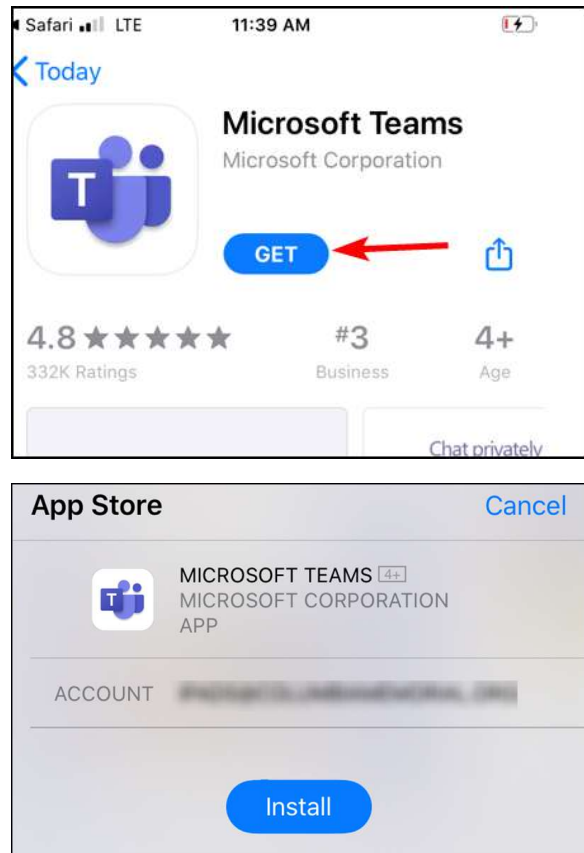
Step 3: Select the "Join Teams Meeting"



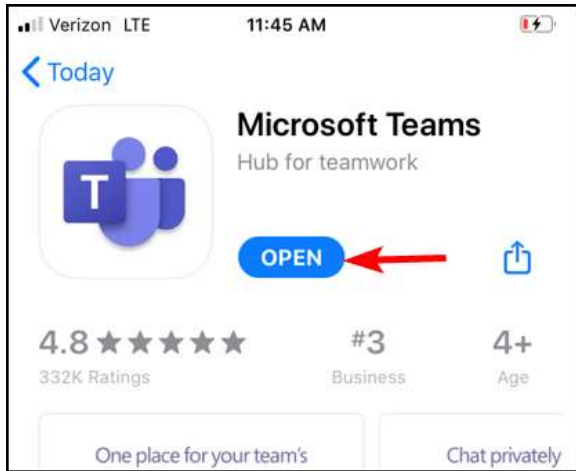
Step 4: Click *Download on the AppStore*



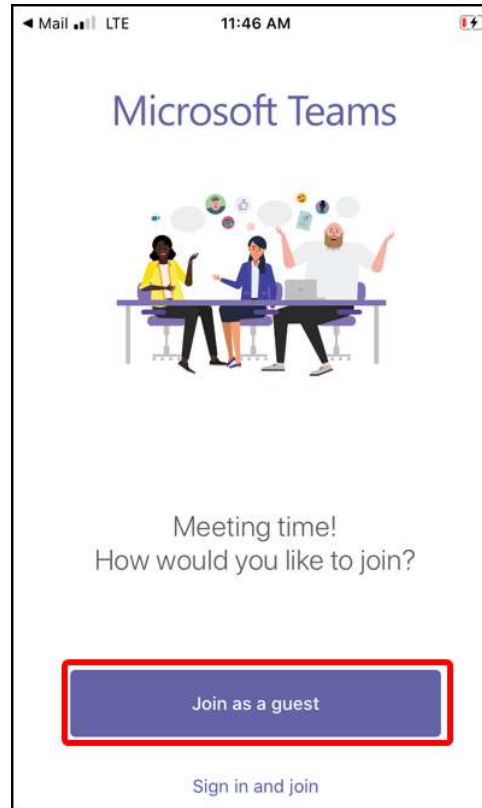
Step 5: Click *Get*, then *Install* the application.



Step 6: Press the “Open” button.



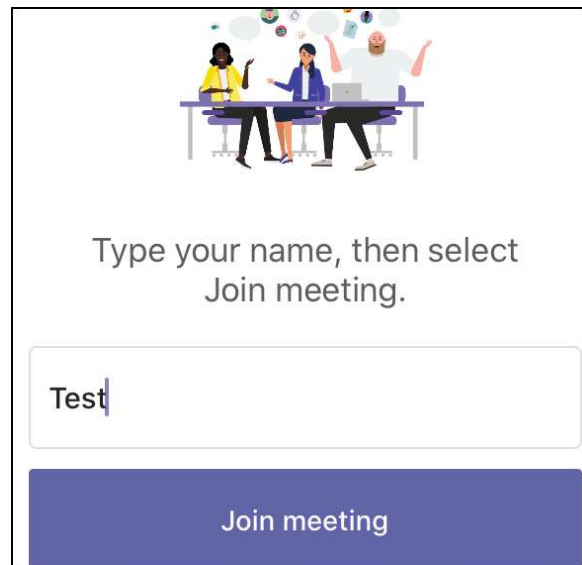
Step 7: Select “Join as a guest”



Step 8: Select “OK” to allow access to the microphone.

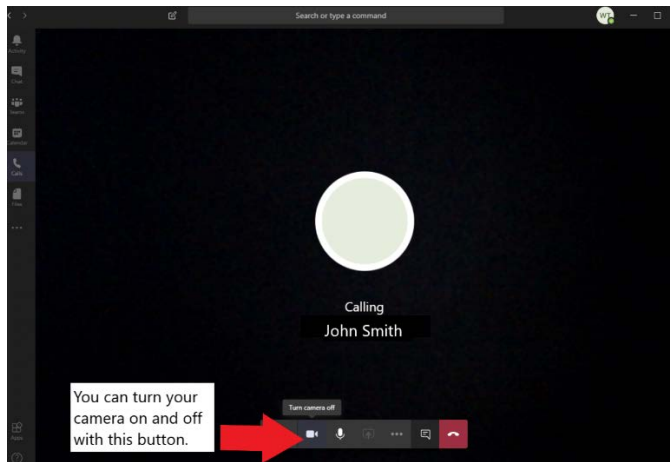


Step 9: Enter your name, then press *Join Meeting*

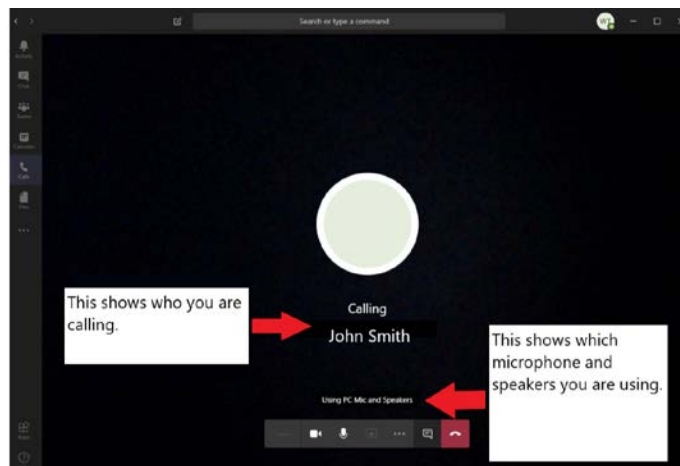


You will now be joined to the meeting.

- Choose to turn Camera On or Off



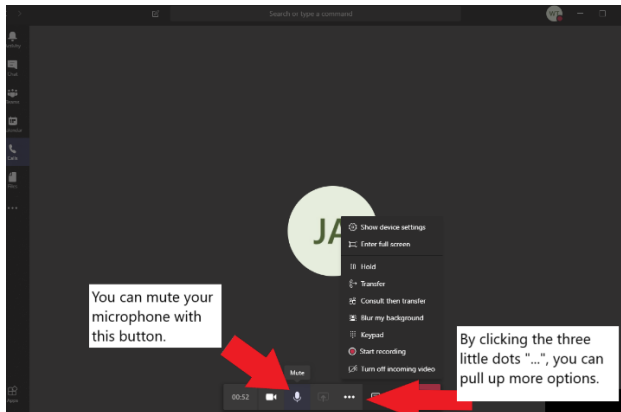
- Display shows who you are calling and what audio devices have been selected.



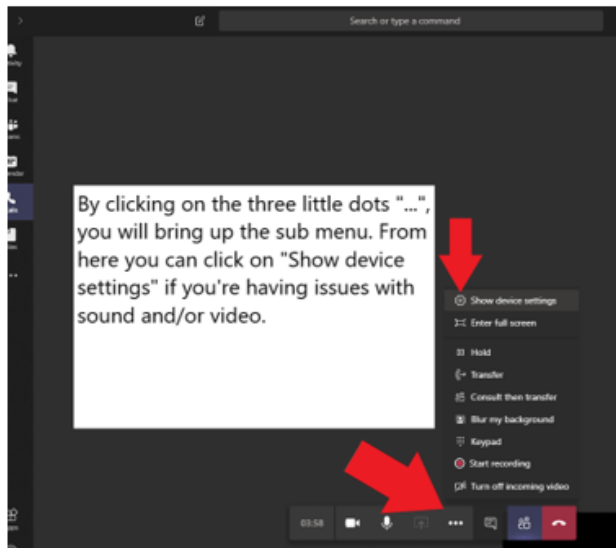
- If you are logged into teams on your desktop, you may see this sub screen pop up if someone is trying to call you.



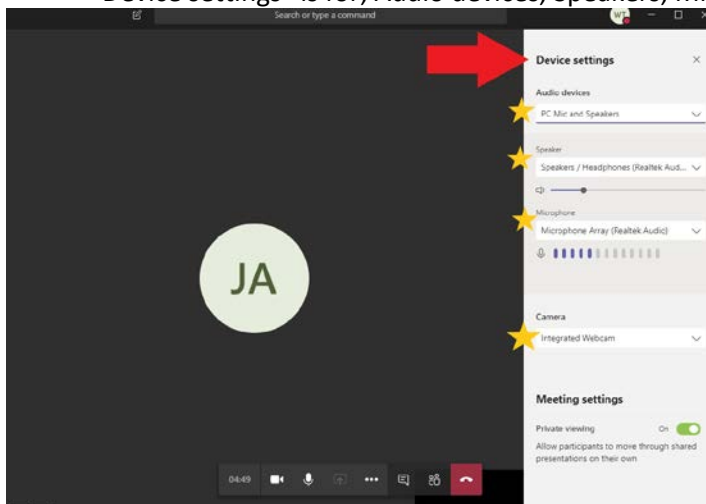
- Click the microphone to mute and unmute. The “...” will bring up a menu with more functions.



- User can click on “Show device settings” in case they are experiencing audio or video issues.



- “Device settings” is for; Audio devices, Speakers, Microphones and Camera.

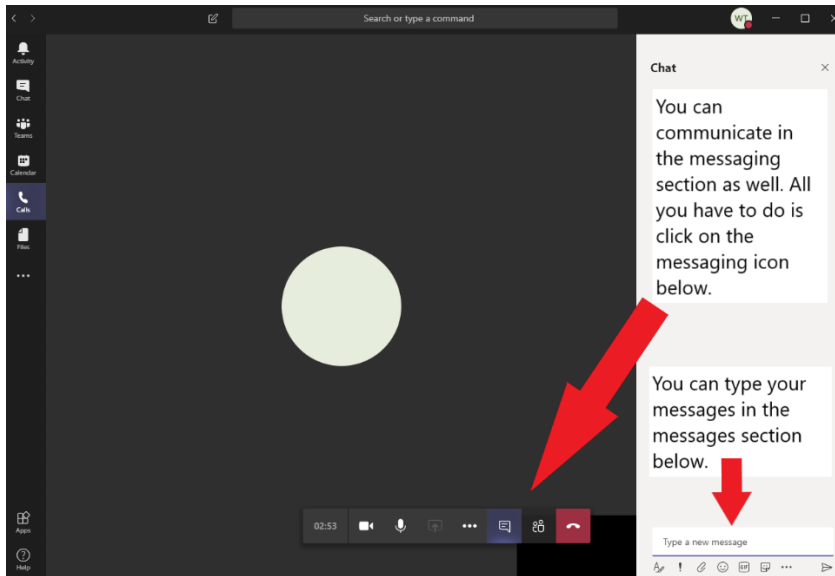


IMPORTANT

** The settings above may not reflect your individual device **

** Please make sure the correct device for your set up is selected **

- If either party is experiencing communication issues, messaging is an option. Click on messages to open conversation.



- When finished with the call; click the red icon to hang up.

