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# Microsoft Teams Meetings & Webinar Guide

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For Attendees

*Joyful Learners, Caring Leaders, Resilient Innovators*



# Introduction

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- This guide provides step-by-step instructions on how to join a Microsoft Teams meeting or webinar.
- Attendees can join as guests without requiring a Microsoft Teams account.
- Please ensure that you have a stable internet connection for a smooth experience.
- For optimal performance, it is recommended to use a desktop or laptop.

# Joining a Microsoft Teams Meeting on Mobile Devices

To participate in Microsoft Teams meeting, follow these steps:

## Installing the Microsoft Teams App

### a. Open the App Store

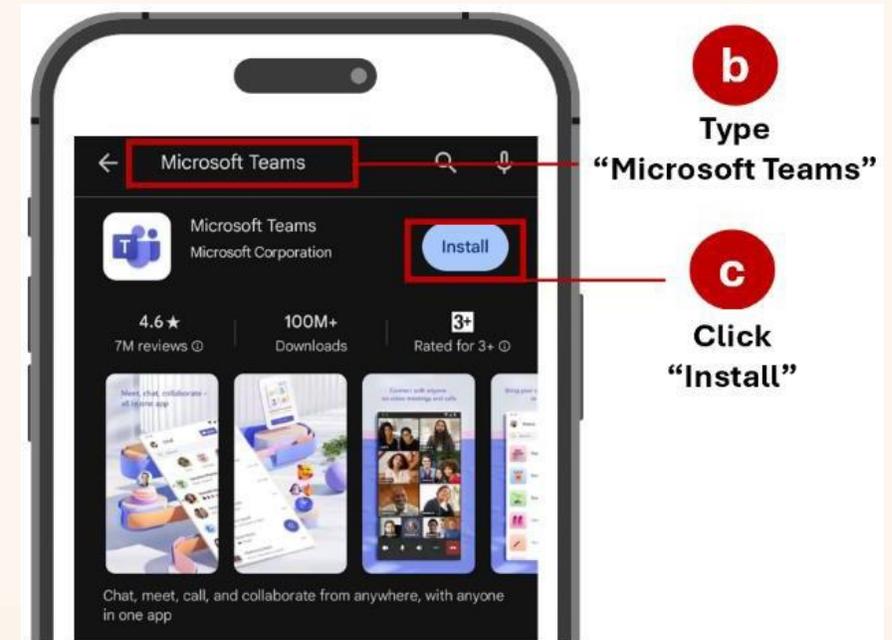
- On iOS devices, open the [Apple App Store](#).
- On Android devices, open the [Google Play Store](#).

### b. Search for Microsoft Teams

- Enter “Microsoft Teams” in the search bar.

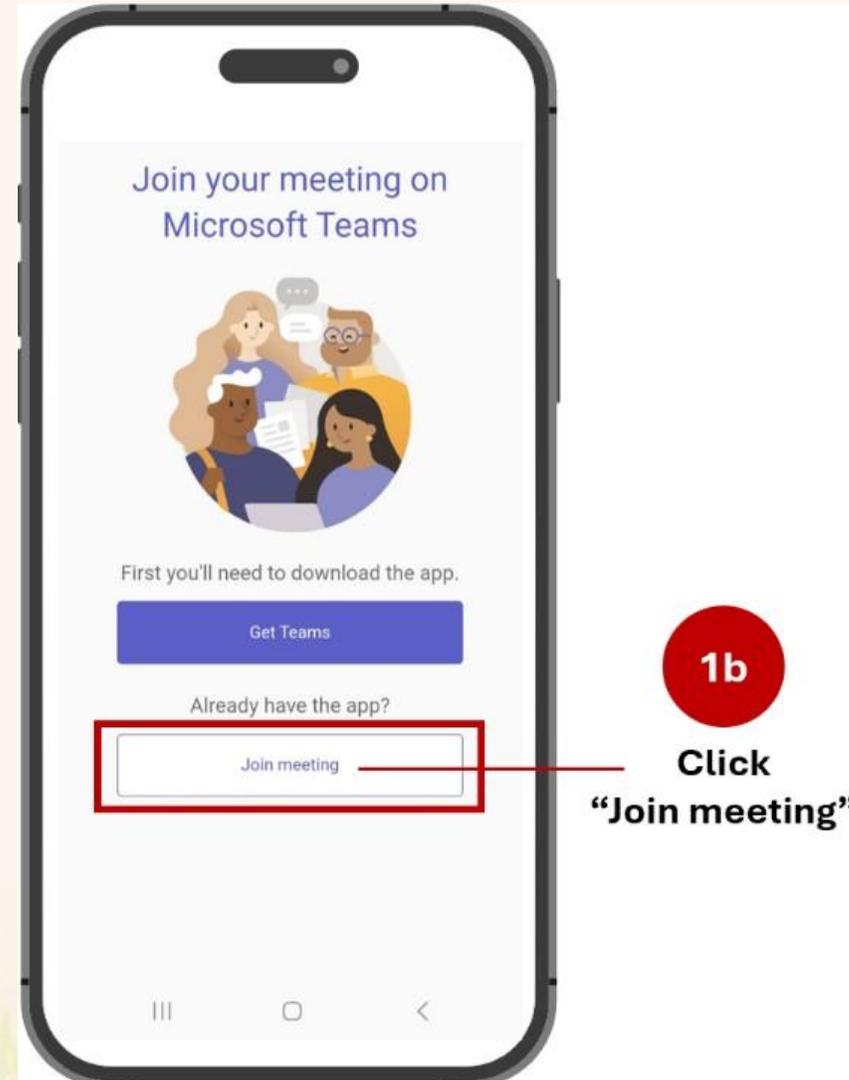
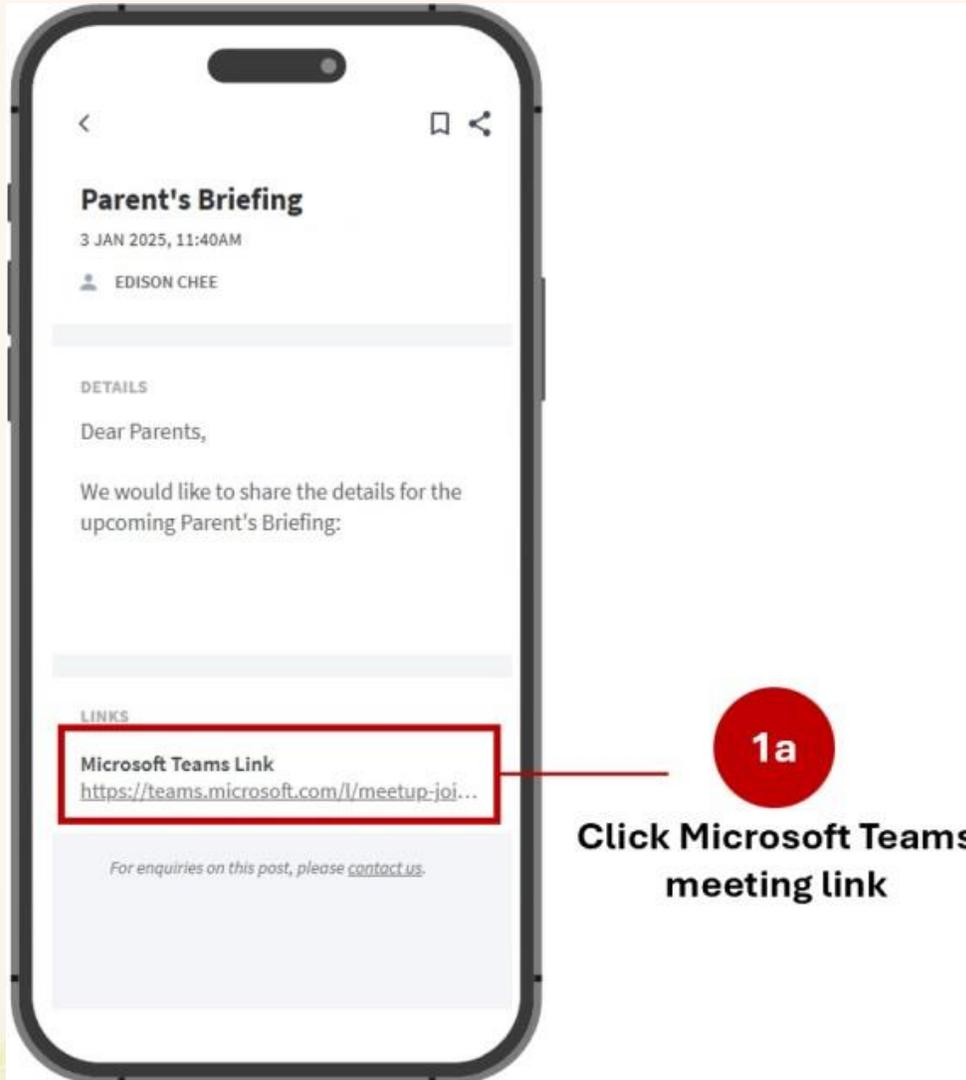
### c. Download and Install the App

- Select the Microsoft Teams app from the search results and tap “Install”.





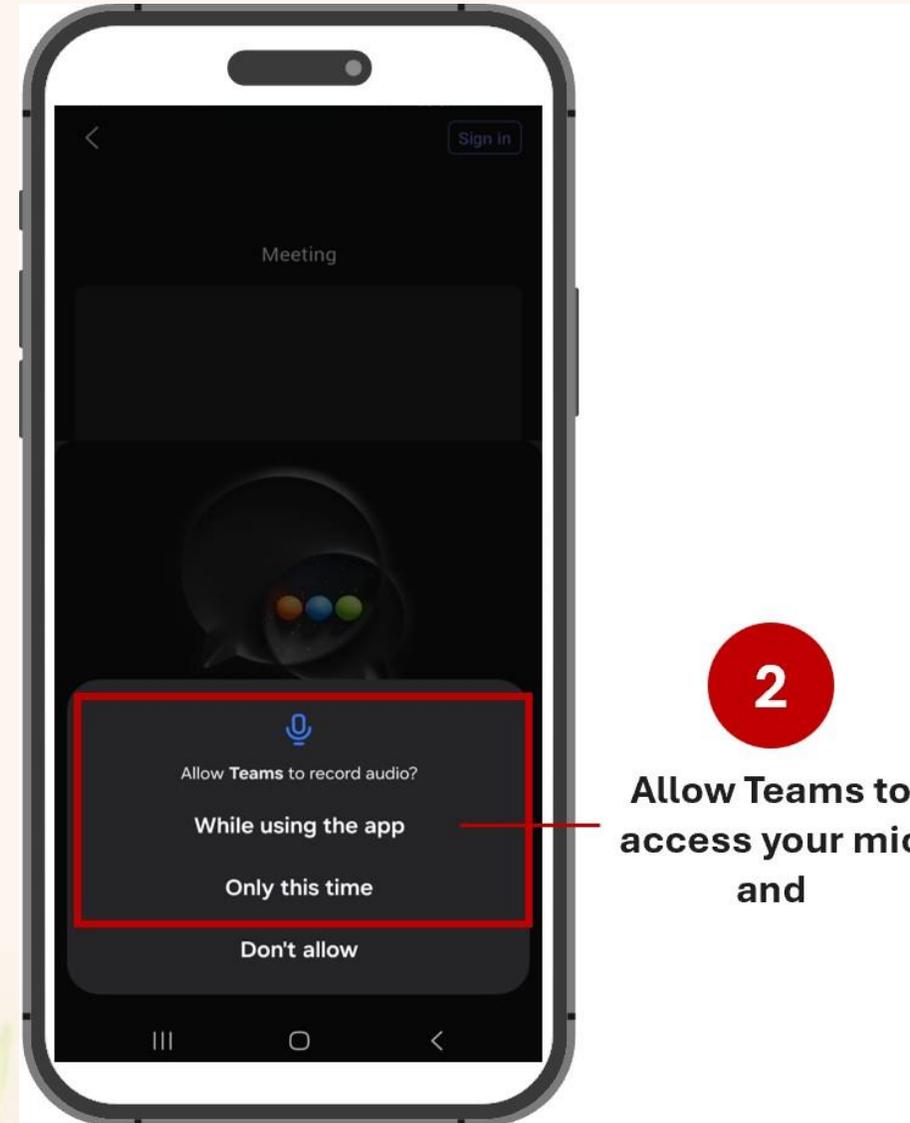
## 1. Joining the Meeting as a Guest





## 2. Allow Microphone Access

When prompted, allow Microsoft Teams to access your microphone so you can be heard in the meeting.

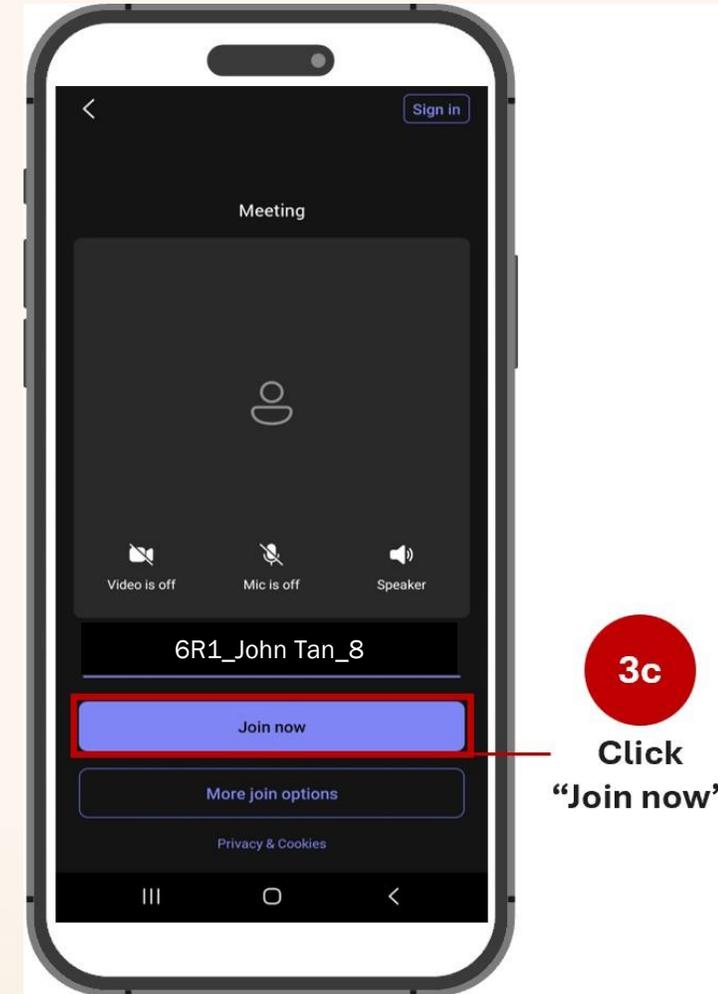
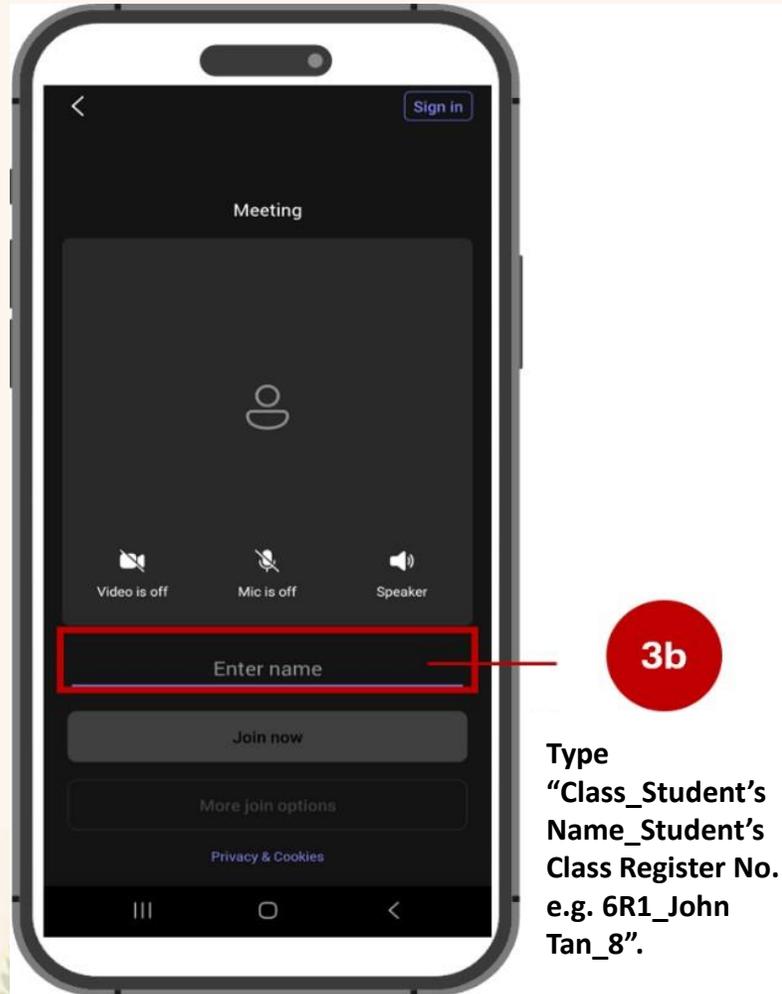
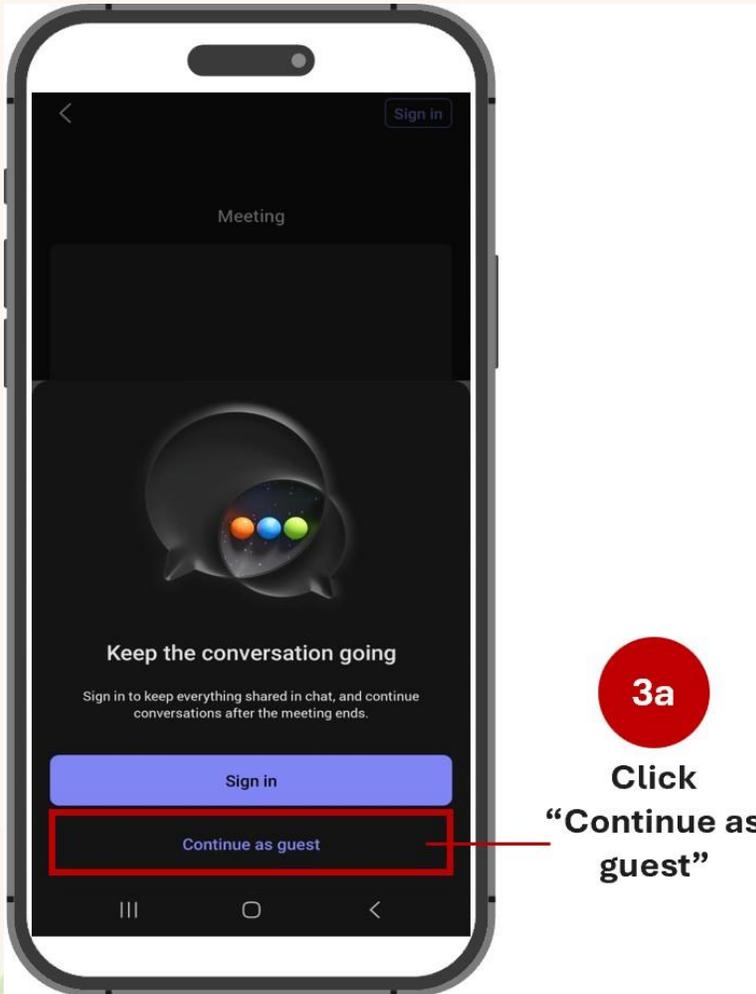


**2**  
Allow Teams to  
access your mic  
and

### 3. Join as a Guest



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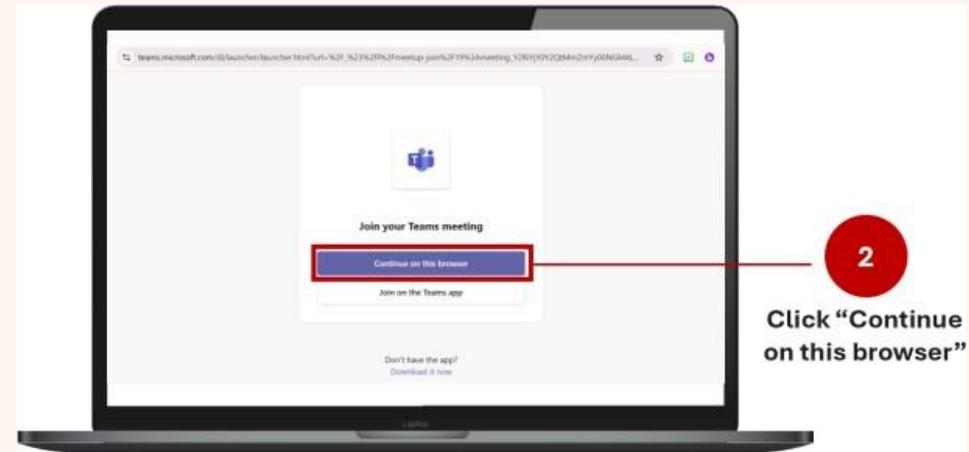


# Joining a Microsoft Teams Meeting on Desktop/Laptop

Joining a Microsoft Teams meeting via desktop or laptop does not require downloading any applications or having a Microsoft Teams account. Meetings can be accessed directly through a web browser.

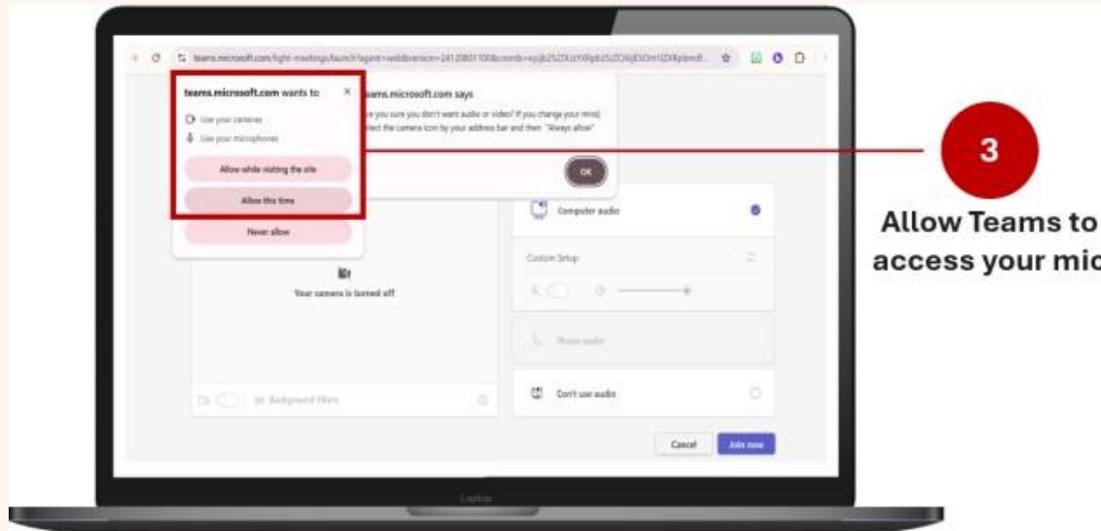
## Join the Meeting via Web Browser

### 1. Open the Meeting Invite



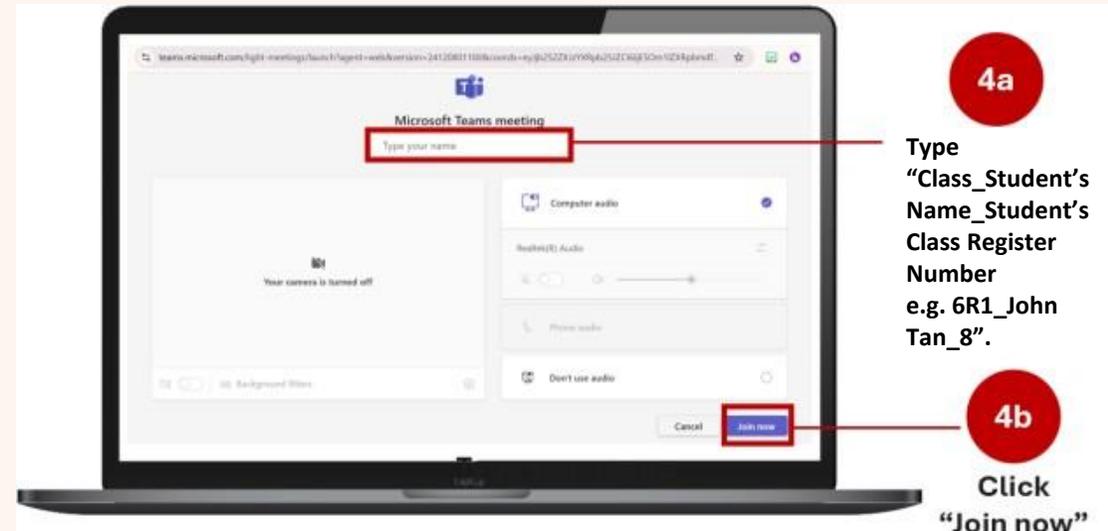
### 2. Choose Your Access Method

- Click "Continue on this browser" to join without installing the app.
- If you have the Microsoft Teams app installed, you may choose Open Microsoft Teams.



### 3. Enable Permissions for Microphone and Camera

- a. When prompted, click “Allow” to grant access to your microphone and camera.
- b. You can mute/unmute your microphone and toggle your camera on/off anytime during the meeting, if permission is granted.



### 4. Enter Class\_Name\_Register No. & Join

- a. Type “Class\_Student’s Name\_Student’s Class Register Number e.g. **6R1\_John Tan\_8**” in the provided field.
- b. Click “Join Now” to enter the meeting.

# Joining a Microsoft Teams Webinar on Mobile Devices

To join a webinar on your phone or tablet:

## Installing the Microsoft Teams App

### a. Open the App Store

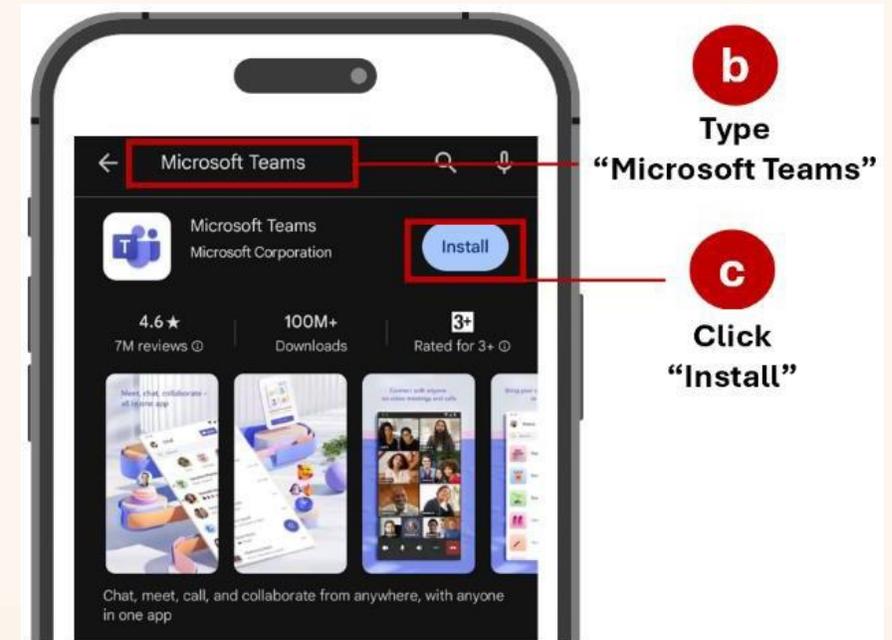
- On iOS devices, open the [Apple App Store](#).
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### b. Search for Microsoft Teams

- Enter "Microsoft Teams" in the search bar.

### c. Download and Install the App

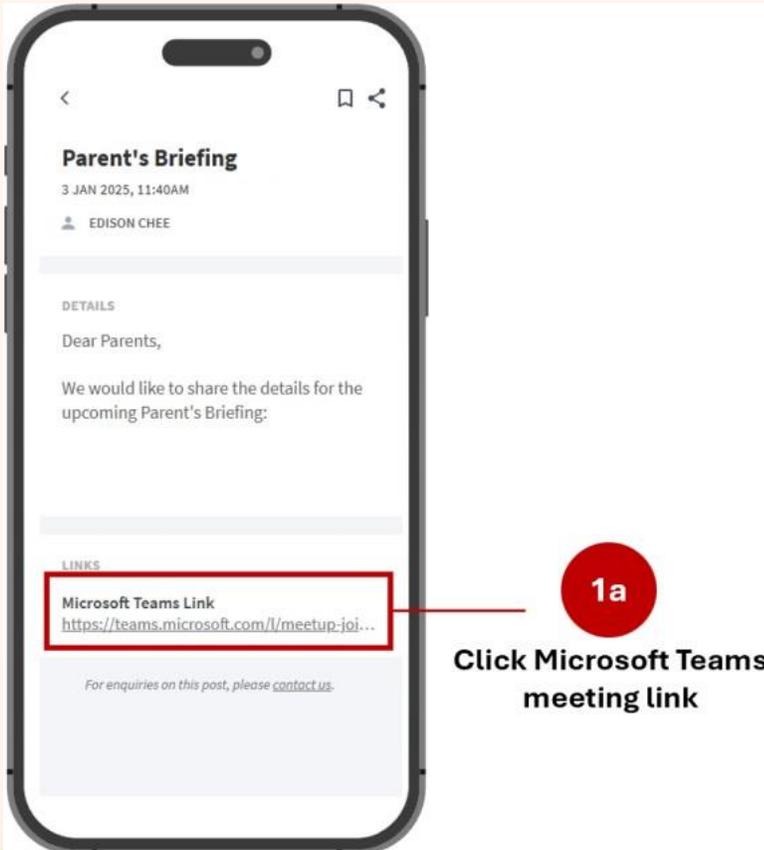
- Select the Microsoft Teams app from the search results and tap 'Install'.



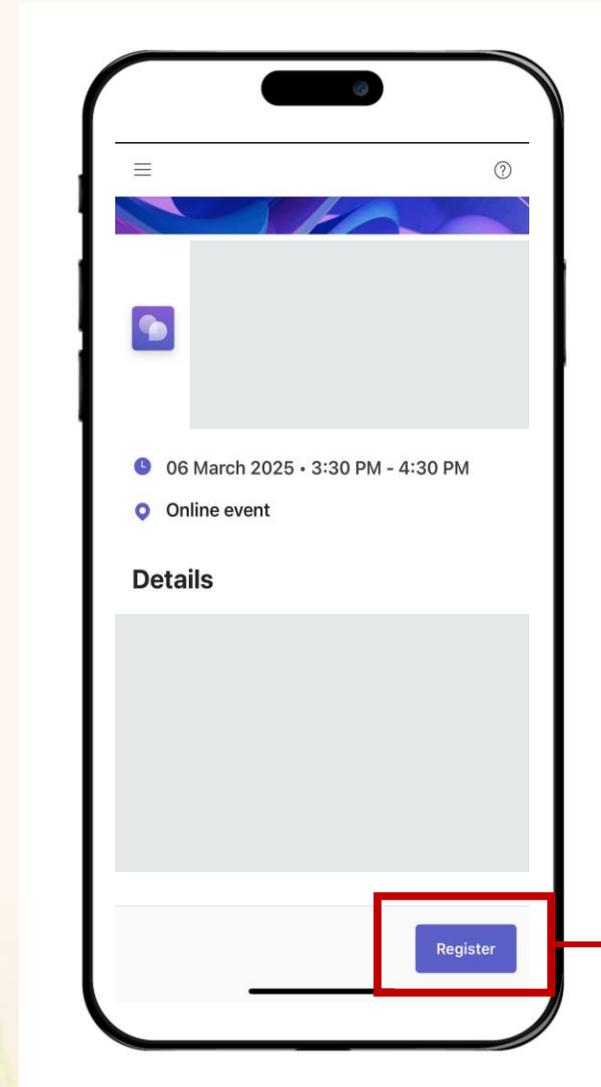


## 1. Registering for Webinar

- a. Click on the registration link provided by the organiser.



**1a**  
Click Microsoft Teams meeting link



**1b**  
Click "Register" to continue



# 1. Registering for Webinar

Registration Information

First name \*

Last name \*

Email \*

I have read and agree to the [Microsoft Event Terms and Conditions](#) \*

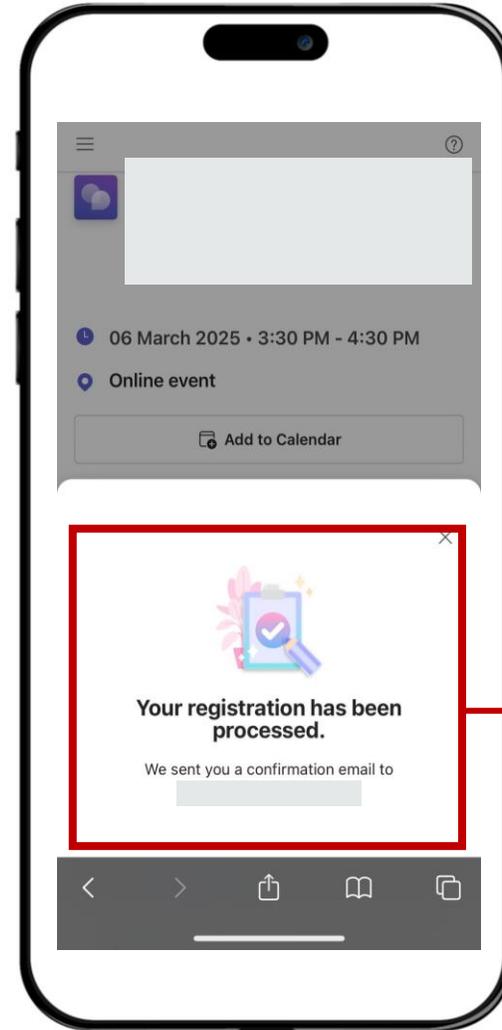
Register

1c

Enter registration details

1d

Select "Register" after confirming the details.



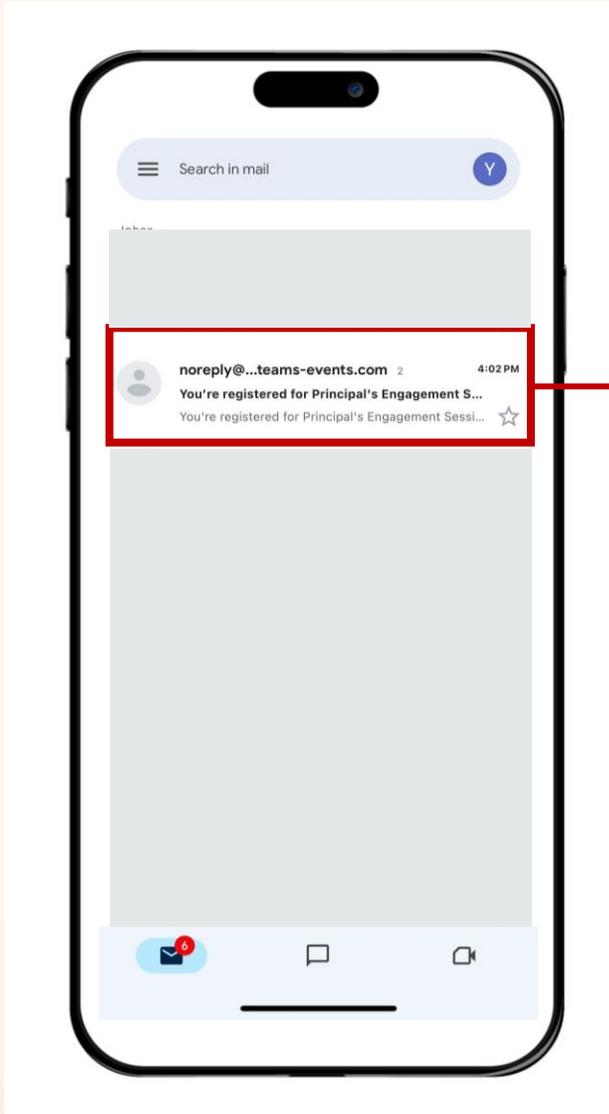
1e

Pop-up window will show up once registered successfully

## Webinar Invitation & Joining the event

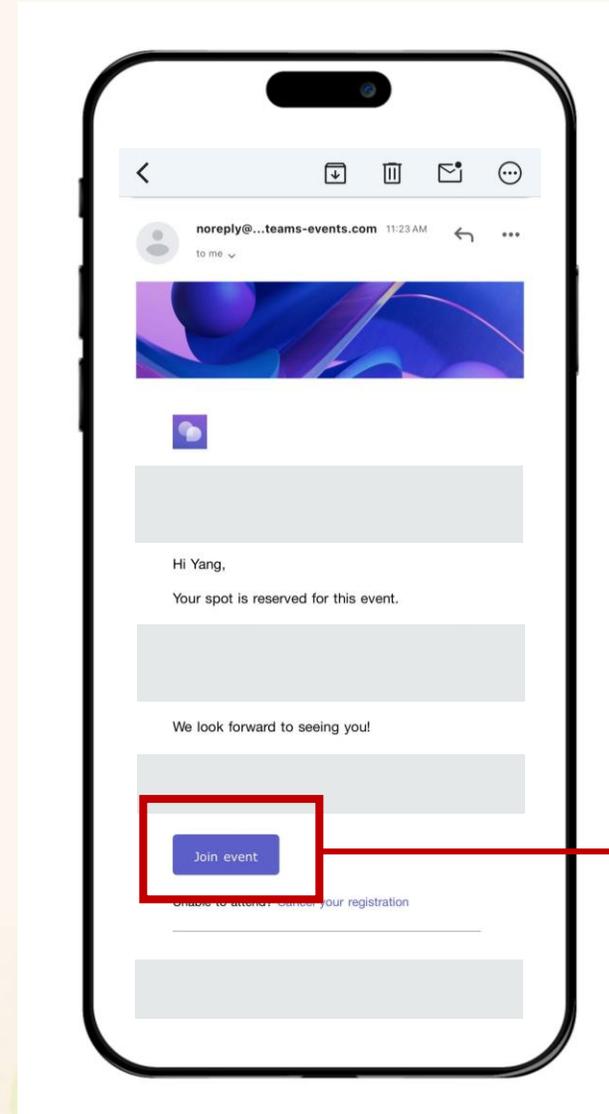


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1f

You will receive your webinar invitation at your registered email within five minutes.



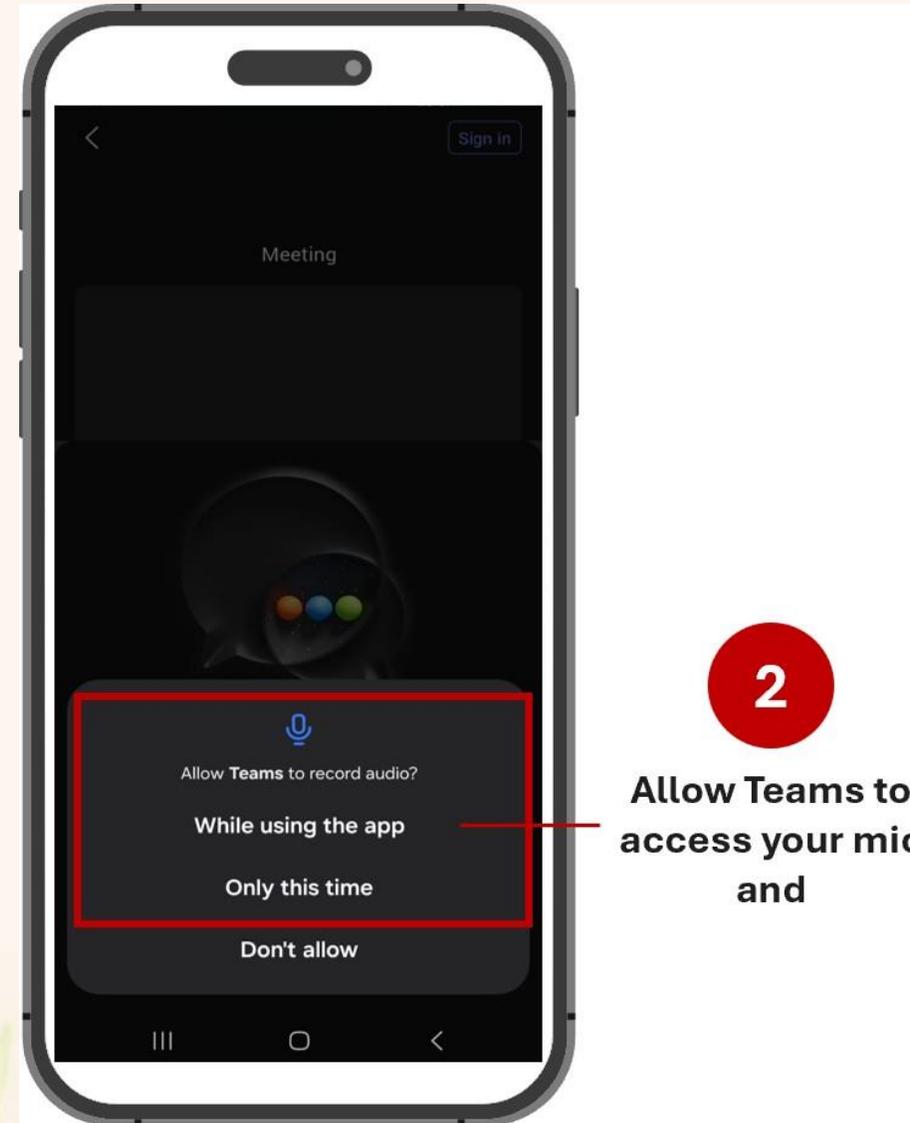
1g

Open the email and click "Join event".



## 2. Allow Microphone Access

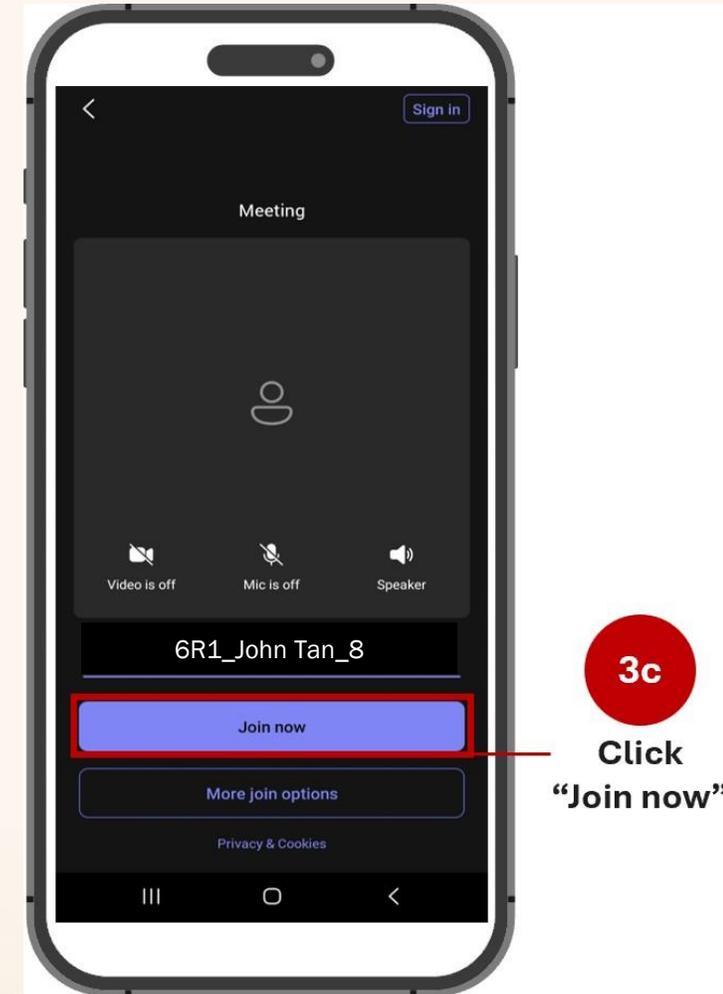
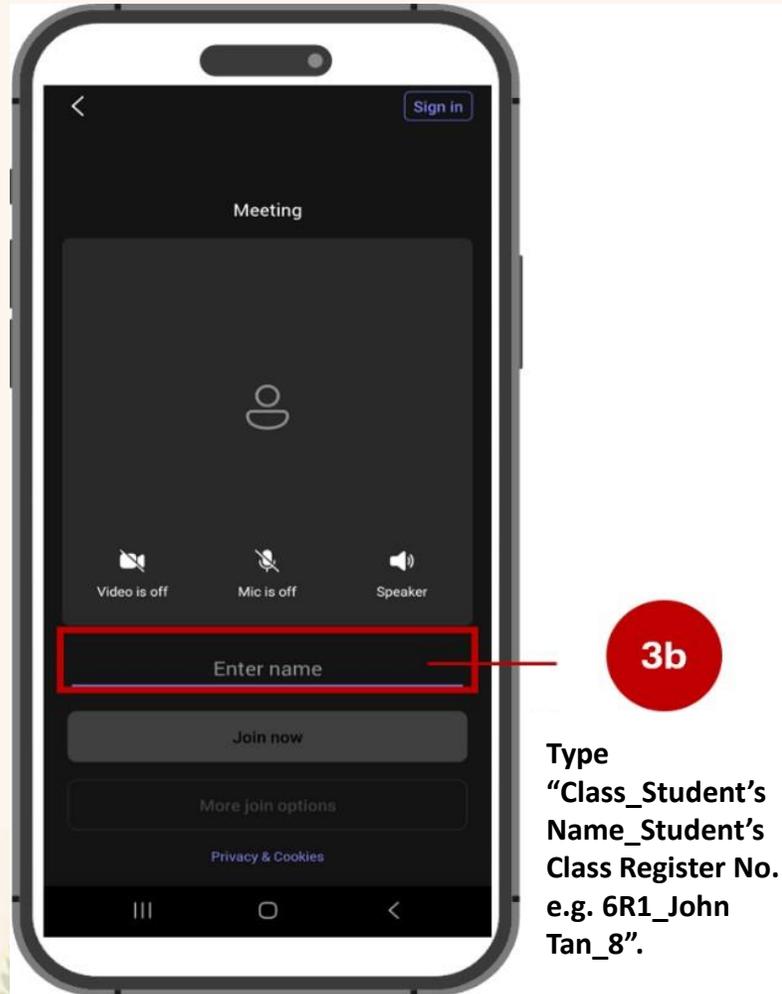
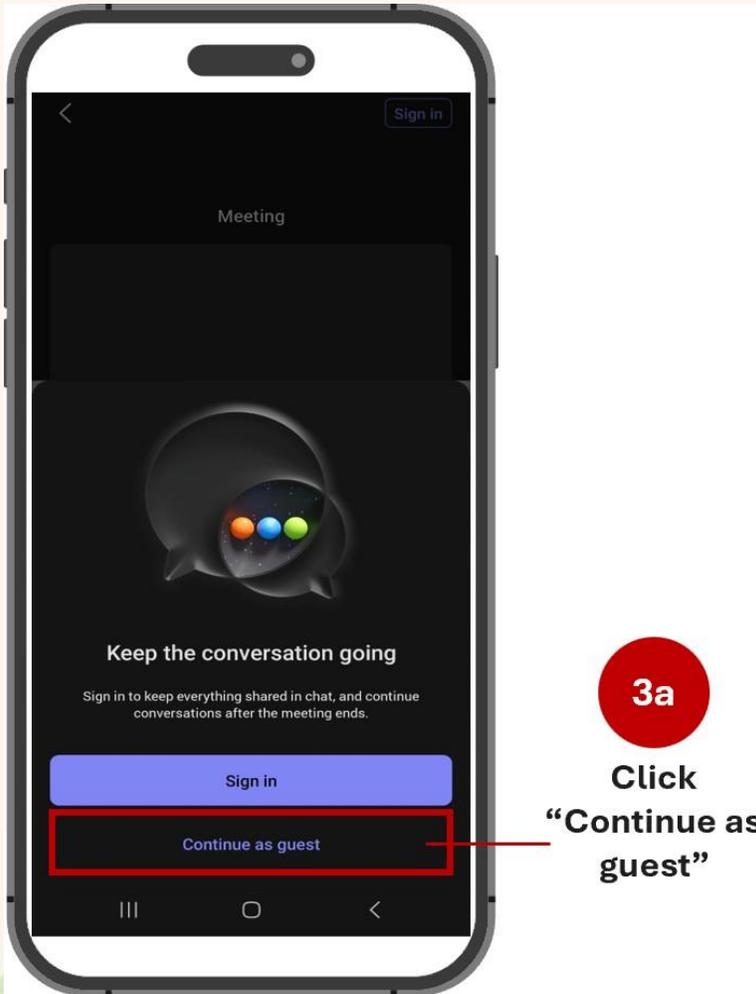
When prompted, allow Microsoft Teams to access your microphone so you can be heard in the meeting.



### 3. Join as a Guest



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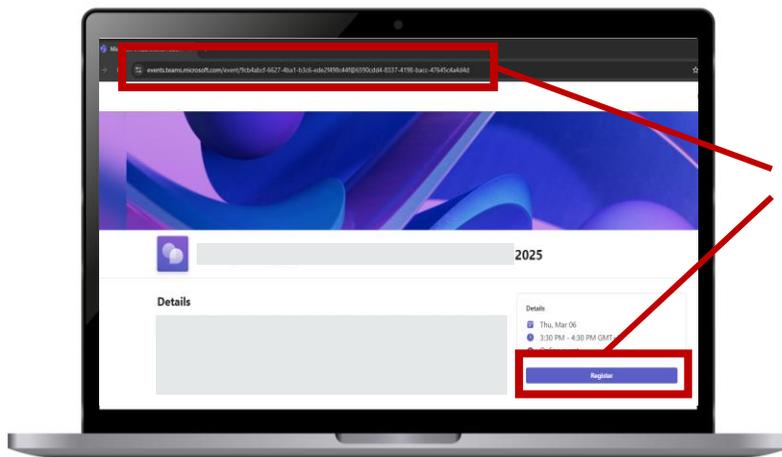
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# Joining a Microsoft Teams Webinar on Desktop/Laptop

To join a Microsoft Teams webinar from your computer:

## 1. Registering for Webinar via Web Browser

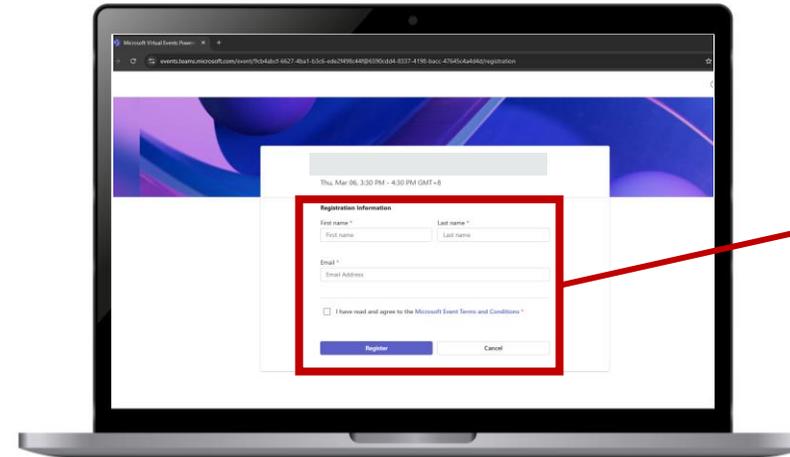
a. Open the Meeting Invite:



1a

Copy and paste the link into your web browser's address bar and click "register" to continue.

b. Registration details:



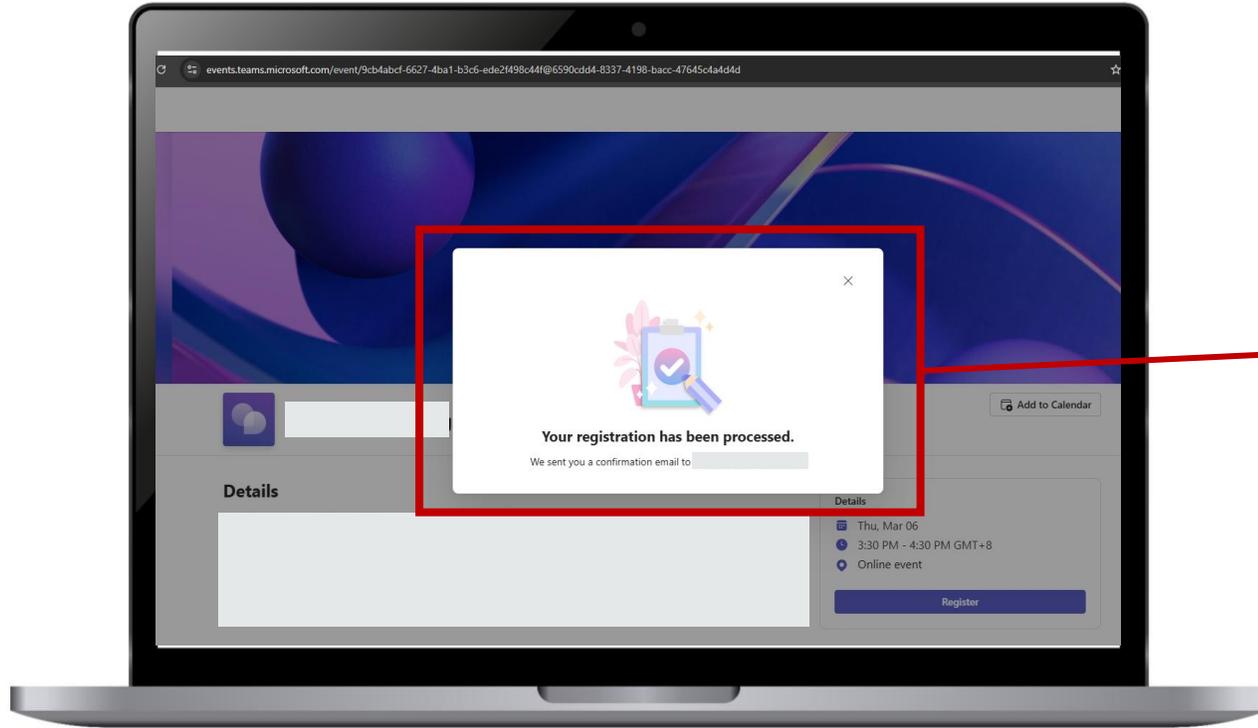
1b

Enter registration details and Select "Register" after confirming the details.



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## 1. Registering for Webinar via Web Browser



1c

Pop-up window will show up once registered successfully.

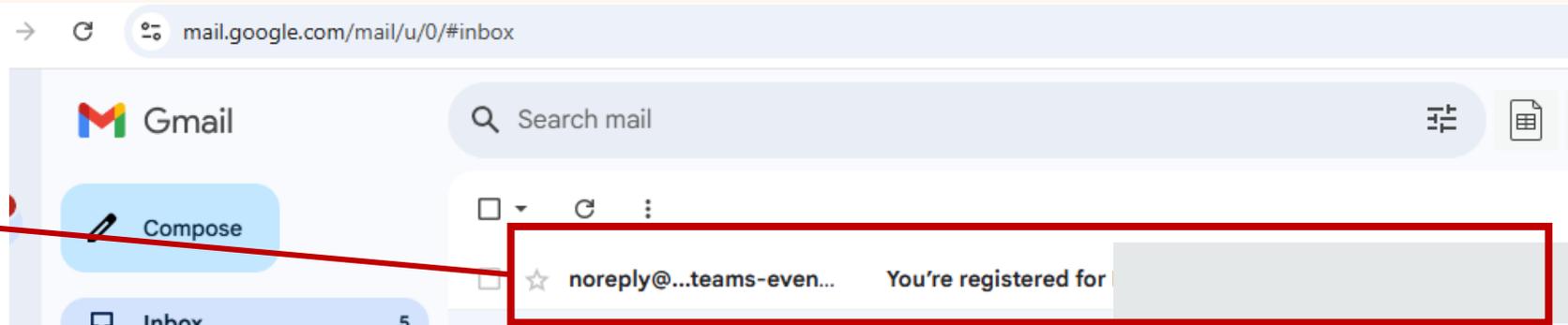
## Webinar Invitation & Joining the event



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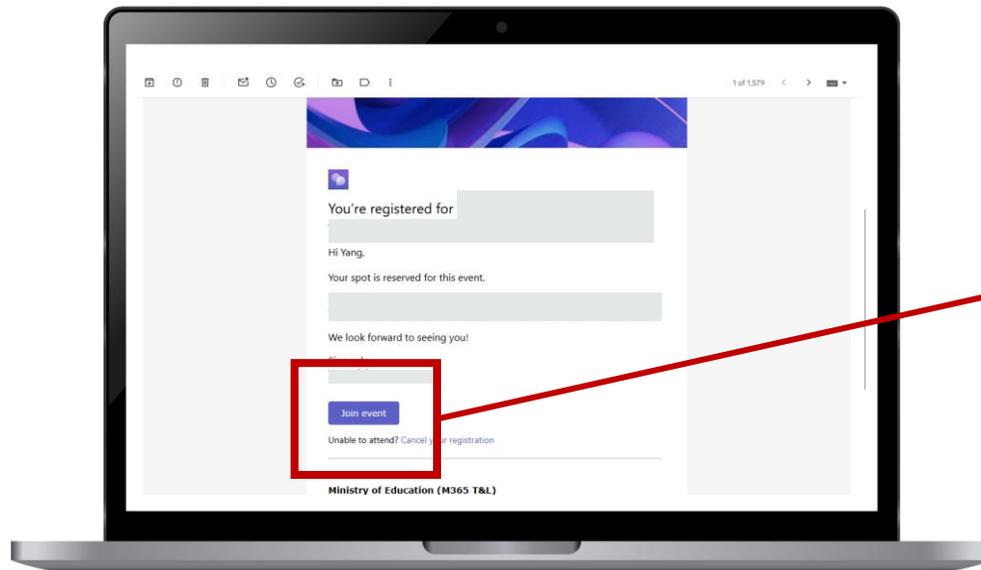
1d

You will receive your webinar invitation at your registered email within five minutes.



1e

Open the email and click "Join event".

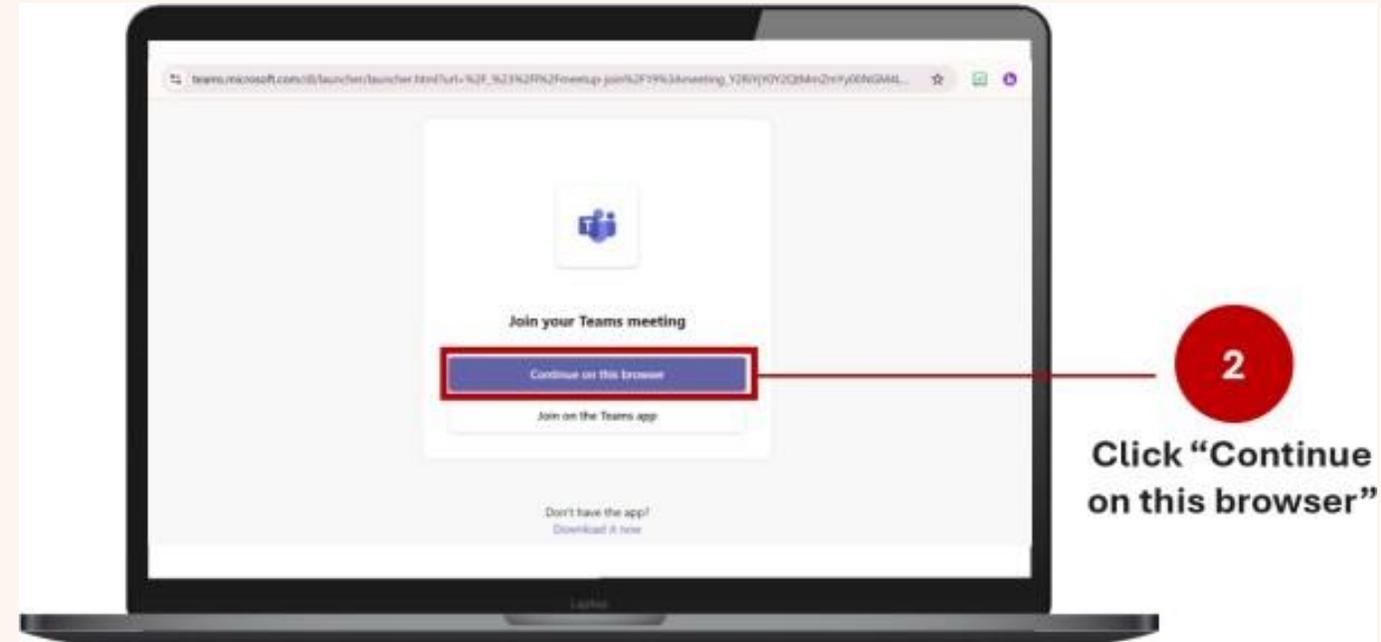


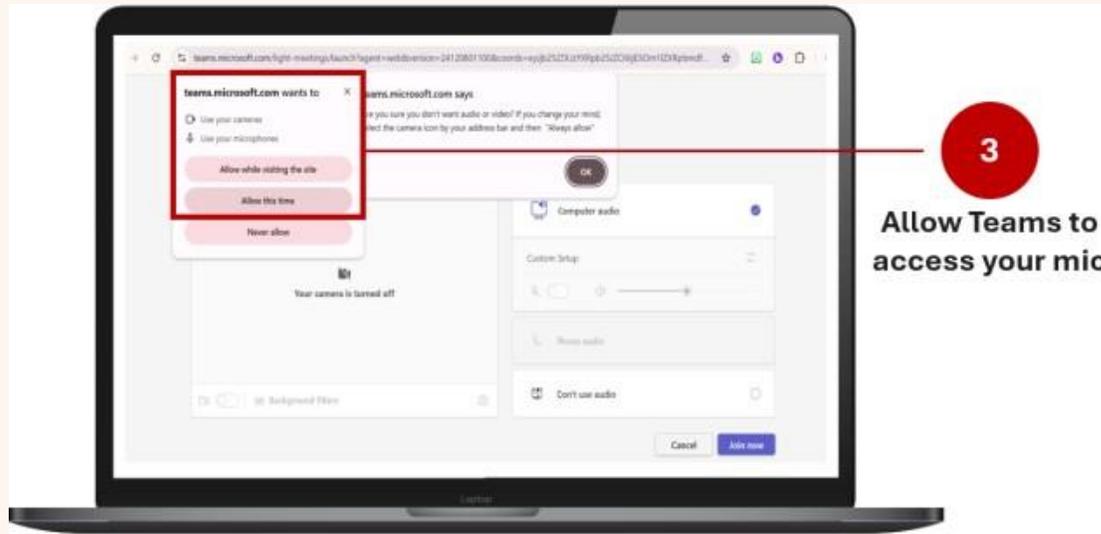
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### 2. Choose Your Access Method:

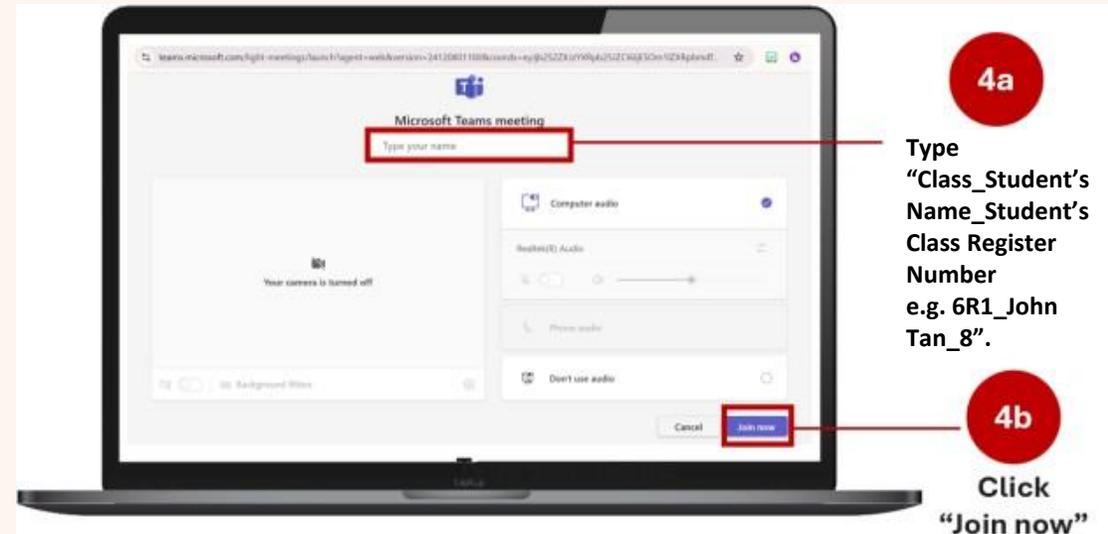
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- a. When prompted, click “Allow” to grant access to your microphone and camera.
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### 4. Enter Class\_Name\_Register No. & Join

- a. Type “Class\_Student’s Name\_Student’s Class Register Number e.g. **6R1\_John Tan\_8**” in the provided field.
- b. Click “Join Now” to enter the meeting.