# Joining a training session on Microsoft Teams

This short guide is designed to aid you step-by-step in joining your first training session, Toolbox Talk or meeting on Microsoft Teams.

Once you have registered for a course/meeting, the facilitator should email you a calendar invite via Outlook or email.

1. Around 5 minutes before your session is due to start, go into the calendar invite as it is saved in your Outlook calendar.
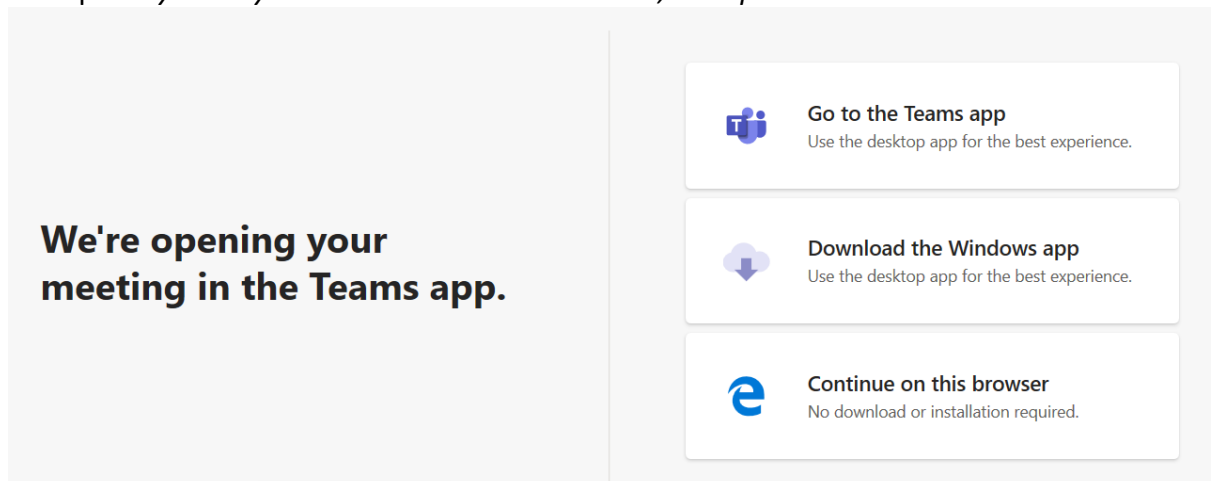2. Click on the purple "Join Microsoft Teams Meeting" text in the invite description.
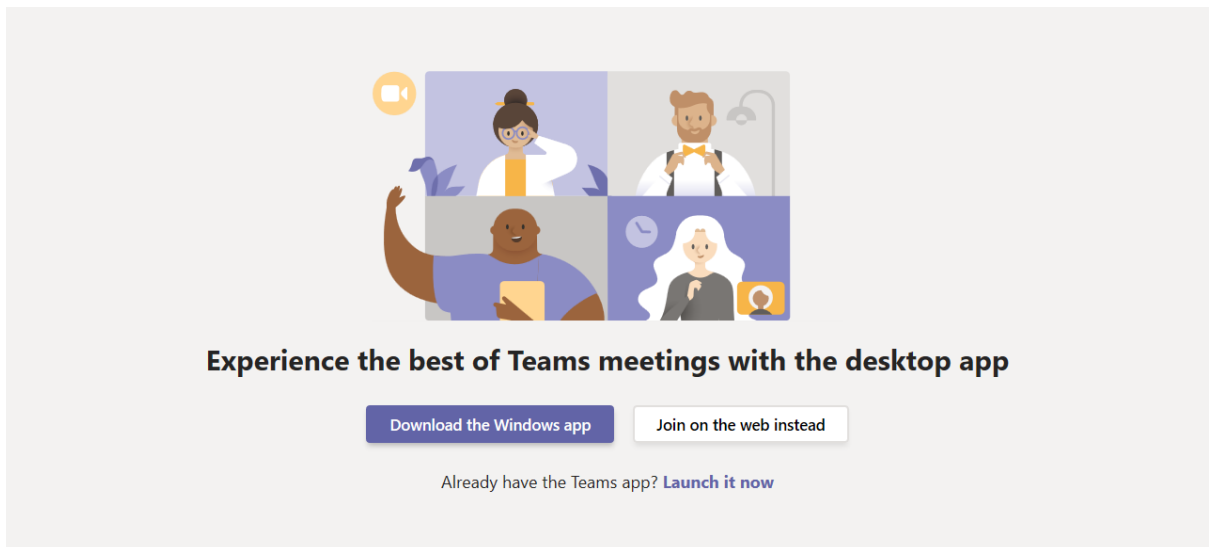   Example 1:
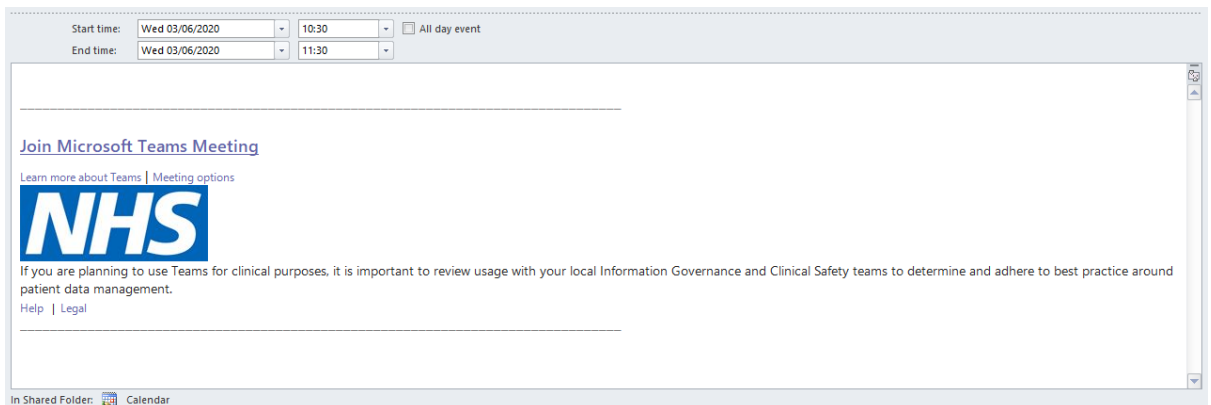
3. This *may* launch the Microsoft Teams application automatically, if this happens, skip to step 4 below.

   Alternatively, the calendar invite will open your web browser and offer 3 options. Click 'Go to the Teams app' to launch the Microsoft Teams application; if you do not have this installed you can select to download application (Recommended), or you can continue to join the meeting in your web browser.
   Example 2: *you may be shown either screen below, the options remain the same.*

Experience the best of Teams meetings with the desktop app

Download the Windows app   Join on the web instead

Already have the Teams app? **Launch it now**

4. When the Teams App launches the session, please ensure your camera is turned on (if you have one), and that the microphone button is set to mute – this is so the facilitator can welcome participants and introduce the session smoothly. These settings are highlighted in **green** below.

   When these two options are set accordingly, click 'Join meeting' and the facilitator will welcome you to the session.

   Example 3:
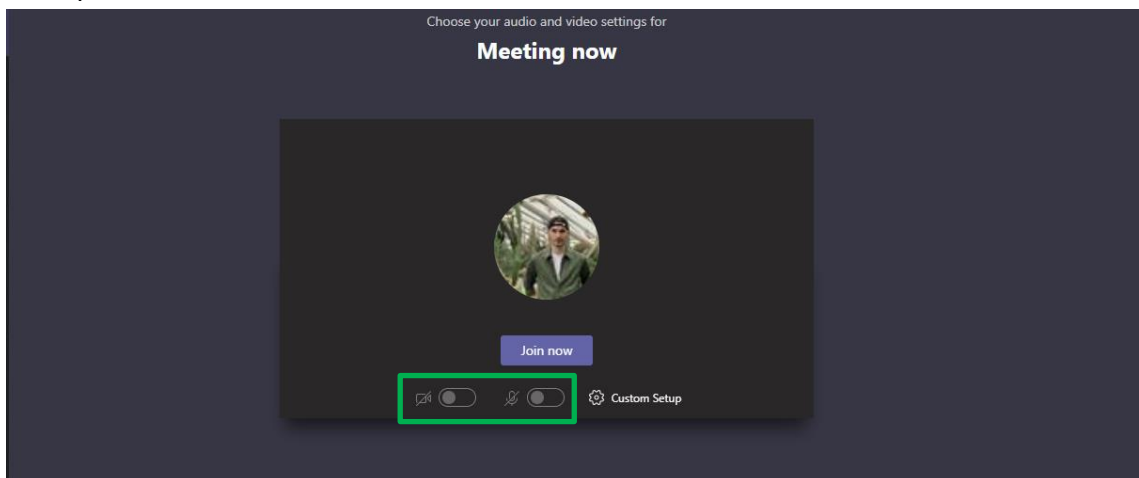
5. If you are admitted into the 'lobby' or waiting area, please wait for the facilitator to admit you into the training session.

During the training session

- The facilitator will discuss ground rules for the session
- If you wish to speak during the session, please ensure you use the 'raise your hand' function and wait for the facilitator to ask you to unmute your microphone.