CONNECTING TO A MICROSOFT TEAMS EVENT CONFERENCE AS A NON-DISTRICT USER

1. Upon receiving the event invitation through email, if the event was set as a **Teams Meeting**, you will be able to join Teams Meeting through that email invitation. Just click on **Join Microsoft Teams Meeting** as shown below:

Dec test event // View on Google Calendar V When Wed Dec 11, 2019 11:30am - 12pm (PST) // Who Rugle-Ann Barrameda* 1 Yes Maybe No More options	genda ed Dec 11, 2019 o earlier events :30am test event > later events
Join Microsoft Teams Meeting	
Learn more about Teams Meeting options	
invite ics Download	

 Once you've clicked on the link above, a new tab will open, which will prompt you to download Microsoft Teams. This is not necessary, as events for teams can be done through the web browser version of teams. (Note: the web browser version of Microsoft Teams is only supported by Google Chrome).



3. If you do not have an Outlook or Hotmail account, you can still join the event as a guest user. Once you've clicked on **Join on the web instead**, you will be redirected to the web browser version of teams, which will prompt you to set your guest name and your audio-video configuration, as shown below:

Enter name Image: Image	Choose your audio and video settings for Meeting now
Enter name Join now Image: Construction option o	O
Other join options	Enter name Join now
Other join options	
	Other join options
🕬 Audio off 🛛 🐁 Phone audio	🖈 Audio off 🛛 🗞 Phone audio