

Accessing the Teams meeting on your laptop/desktop computer:

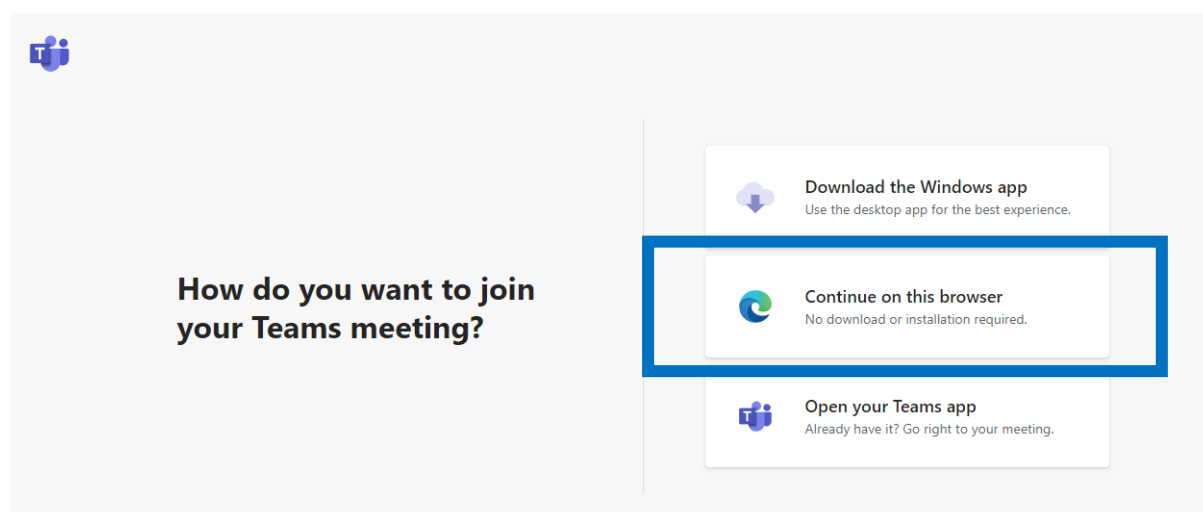
1. You will receive an invite to the meeting in your email inbox. This will look like the following and will be from the email address ABB_MHLD Engagement:



2. You need to click on the link, '**Click here to join the meeting**'.
3. When your internet page opens you will see one of two pages:

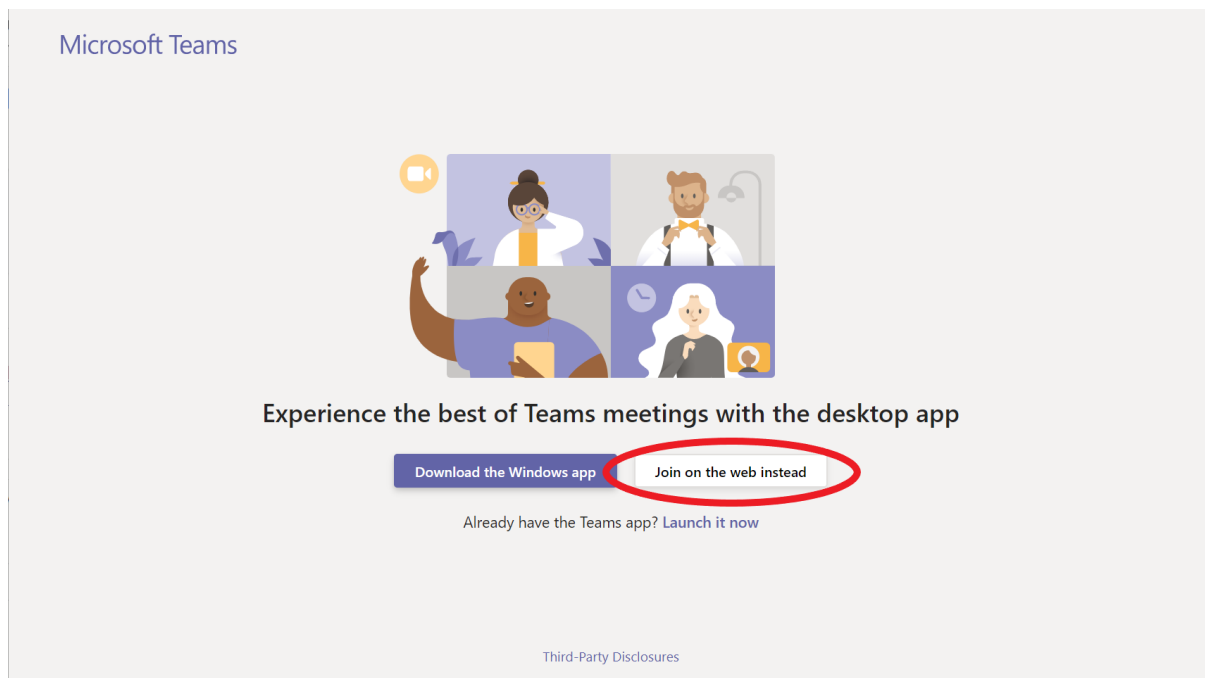
This page will provide the following three options:

- Download the windows app
- Continue on this browser
- Open your teams app

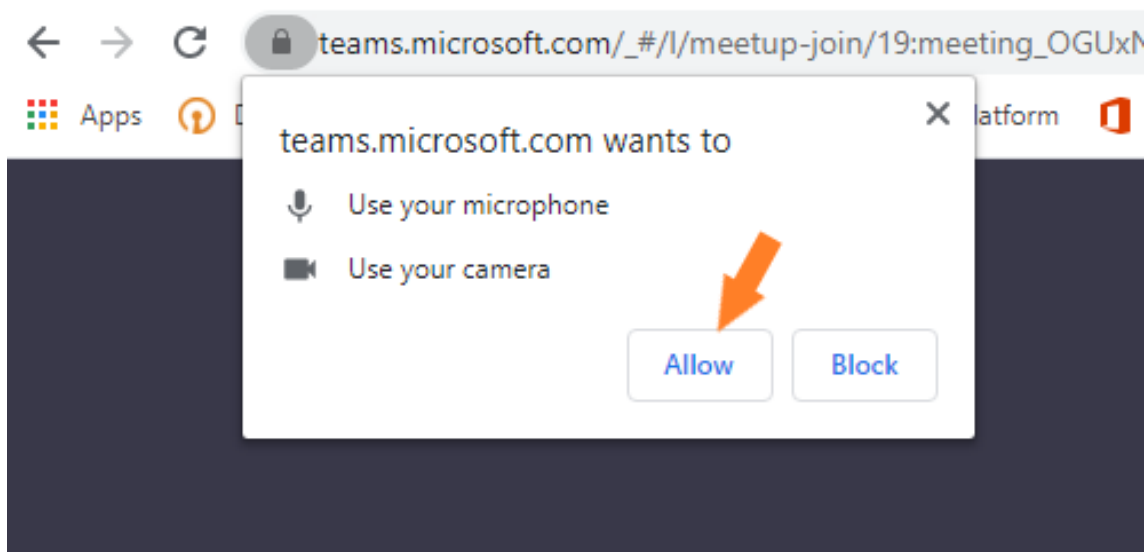


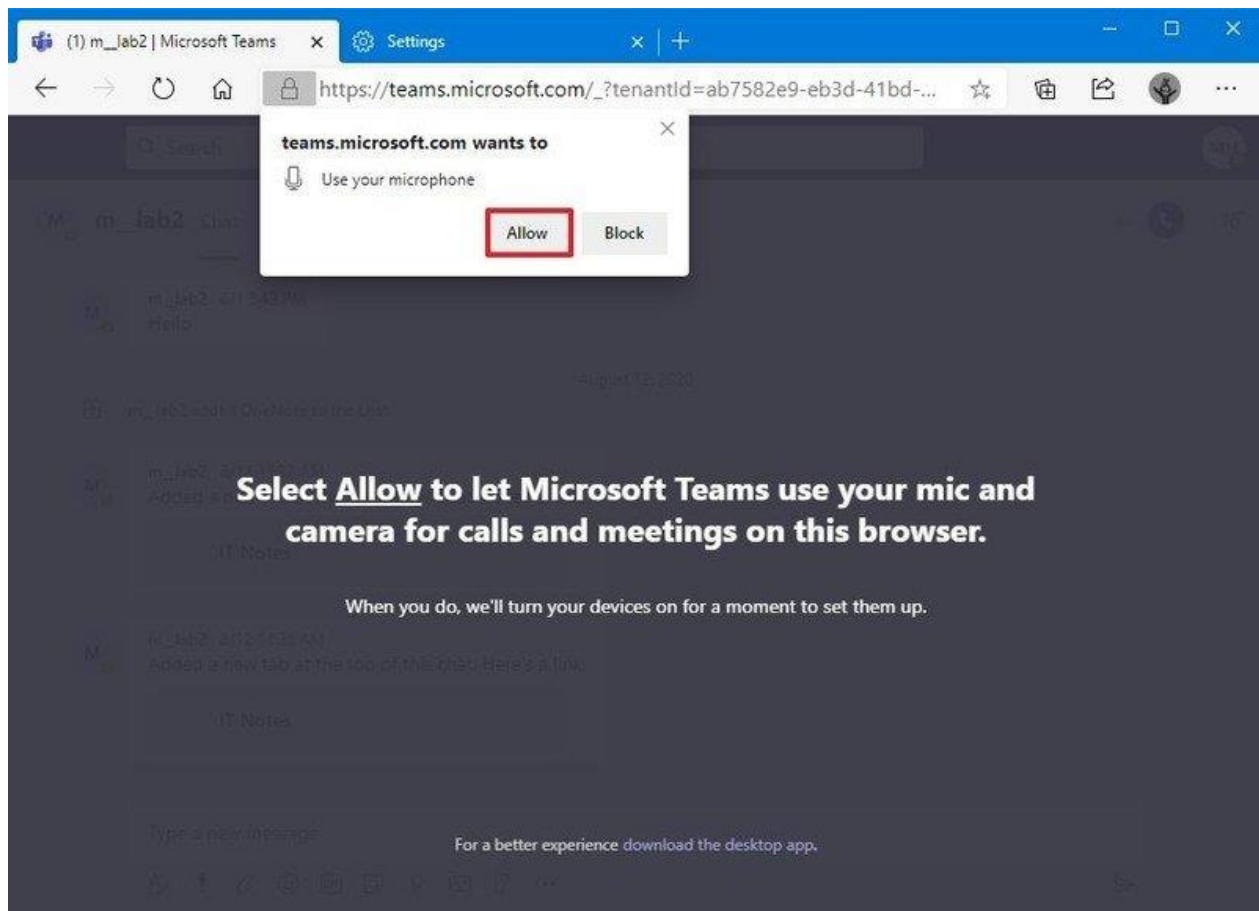
You need to select '**Continue on this browser**'. This way you will not need to set up any accounts or download any additional information to join the meeting.

However, if you see this page, you will need to select **'Join on the web instead'**.

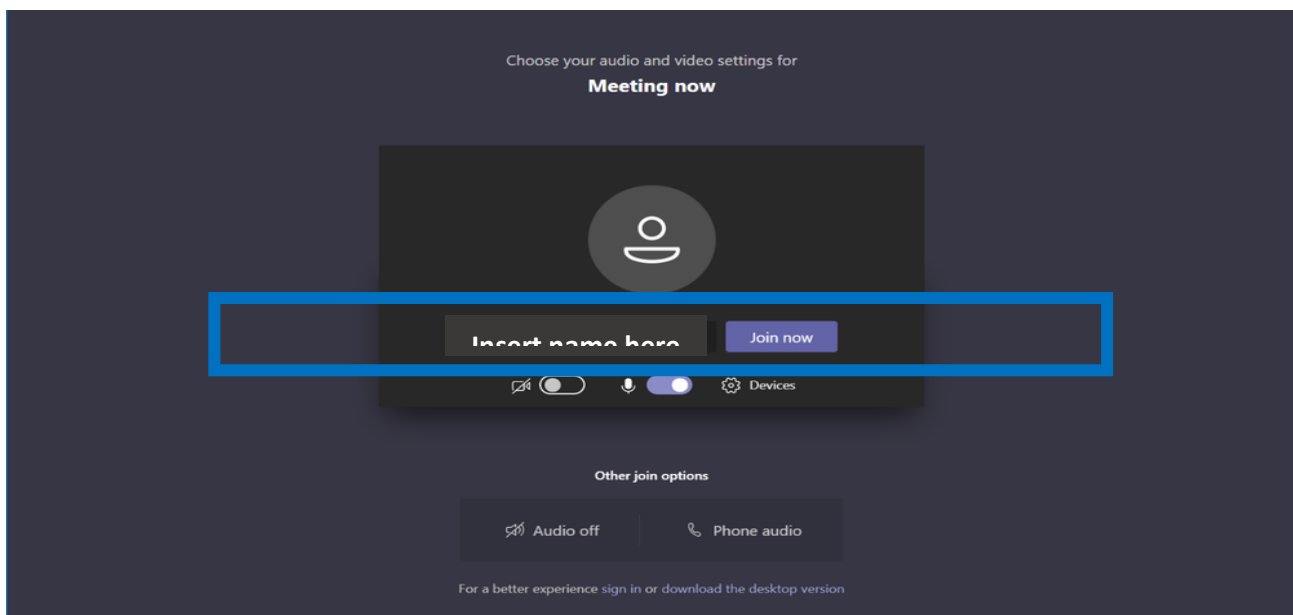


4. Your internet page will then load. It may ask if it's okay for Teams to use your mic and camera. You must allow this so you'll be seen and heard in your meeting.





5. When you're ready, type in your name and press hit **Join now**.



END

