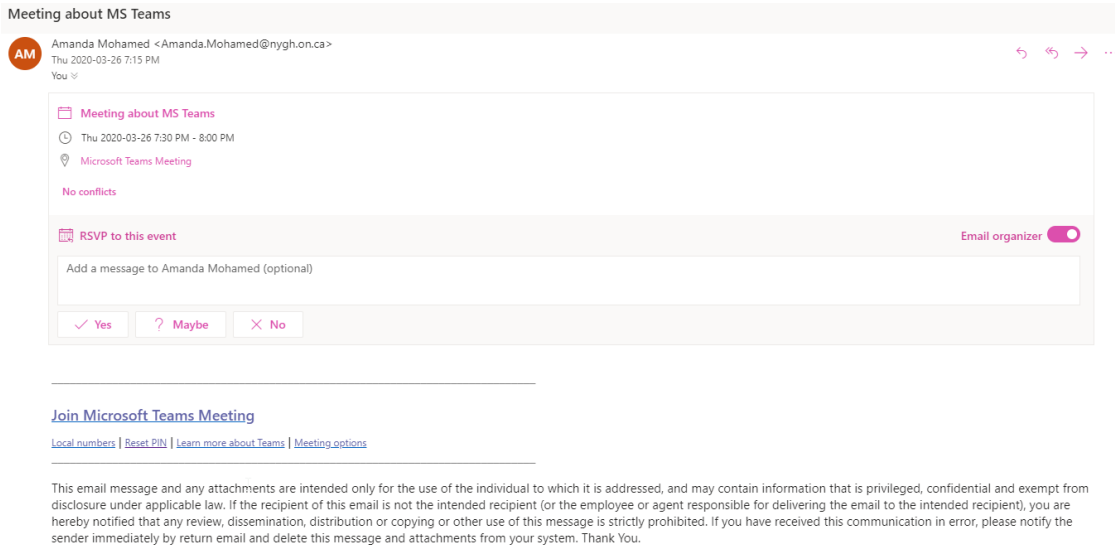


External User Guide (PC/Laptop- Windows or Mac)

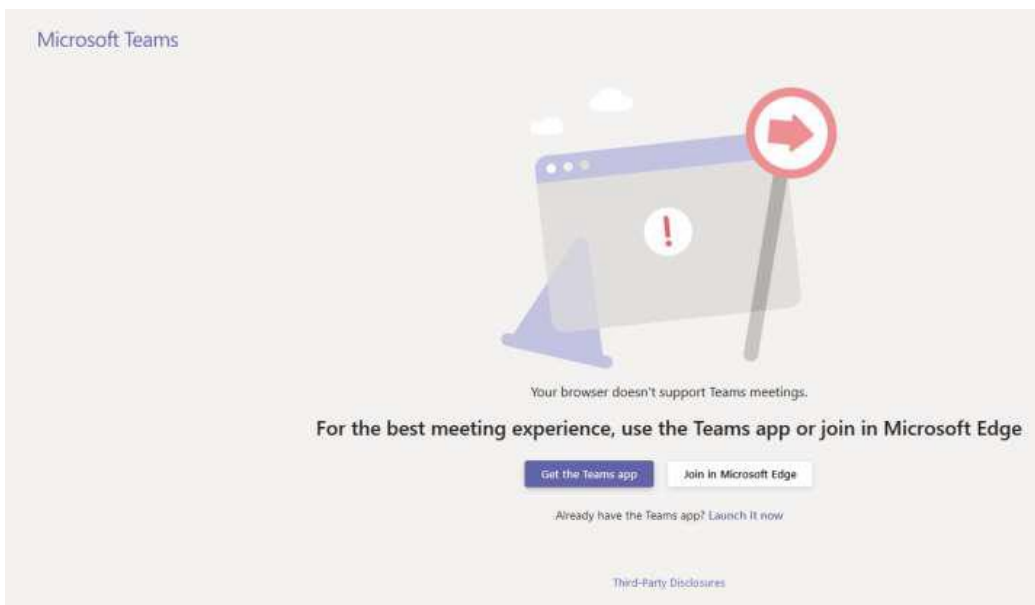
1. Click on the link from the email to “Join the meeting”

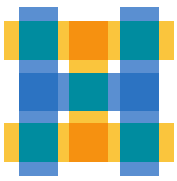
Please note: The external user may find the meeting invite in their junk mailbox



2. Another tab will open, it will ask you to get the Teams app or use the web version to Join the meeting.

Note: The web version will only work in the following browsers Microsoft Edge or Chrome. The link will not work on Safari/Firefox/Internet Explorer.





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3. Join the meeting from Microsoft Edge/Chrome

