

Join via desktop computer (recommended)

Before you access the online event, please make sure you are signed out of any Microsoft accounts on your computer, including Office 365. Failure to sign out of your account, may allow others to view your personal details such as your email address during the event.

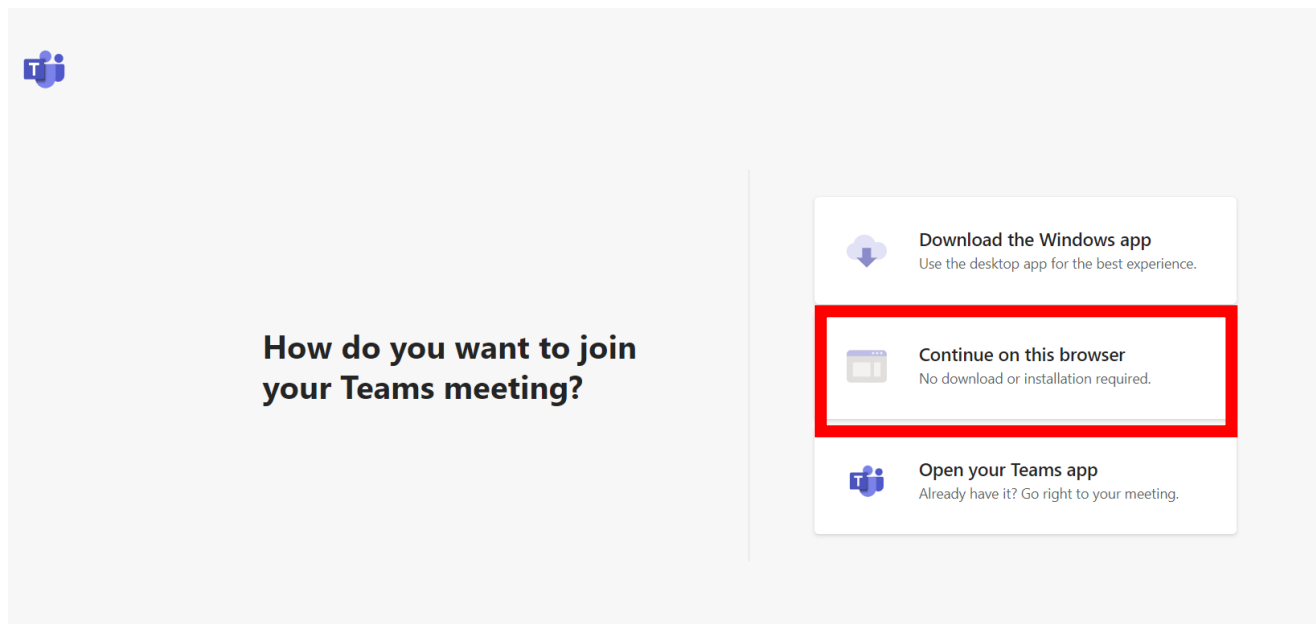
- Click on the link (see below) in the email that was sent to you

[Click here to join the meeting](#)

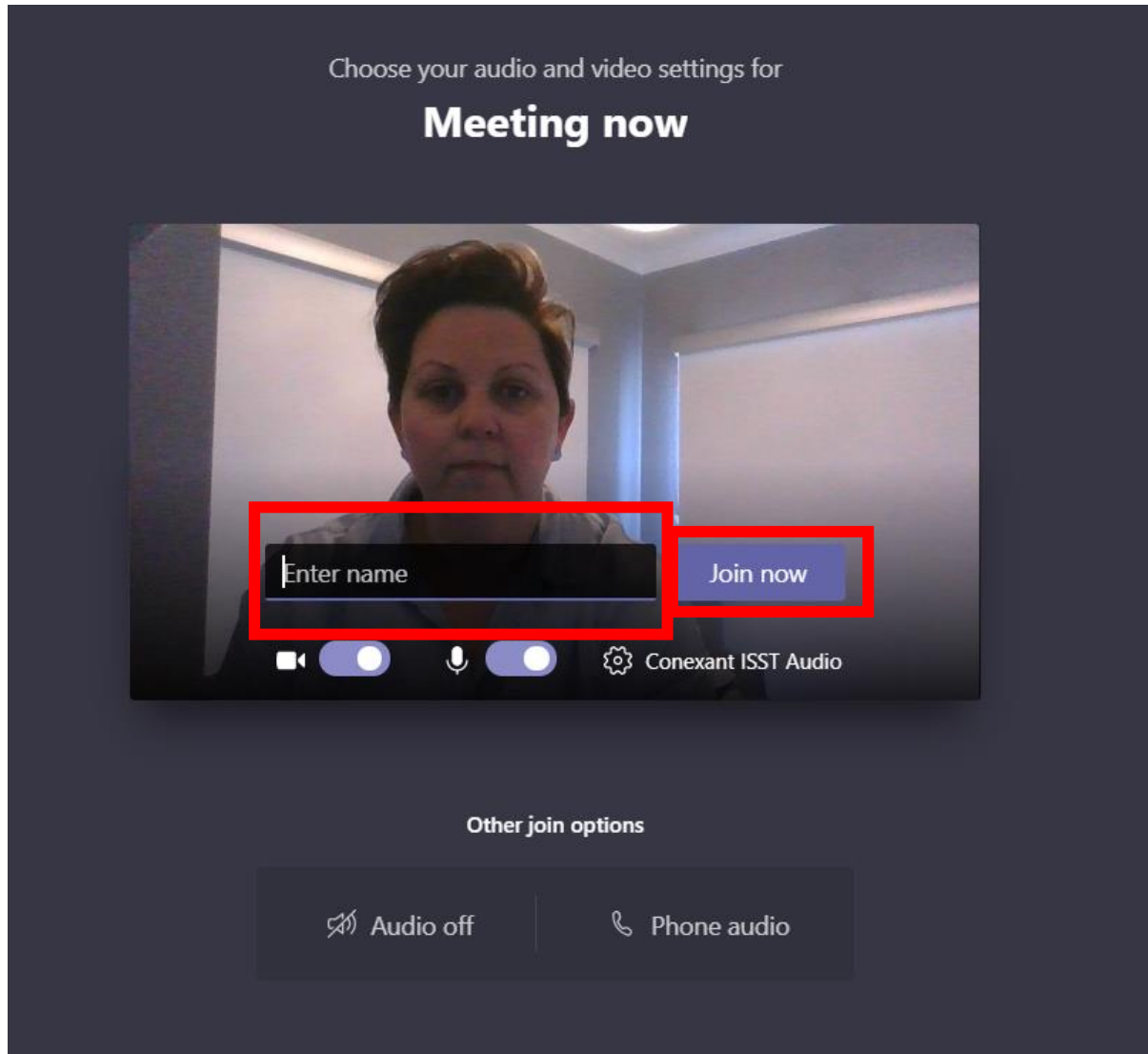
- It will take you directly to your browser and open up the page shown below.

NOTE: Be sure that it is opening in either Google Chrome or Microsoft Edge. If not, you can go back to the link, right mouse click, select **copy hyperlink**, open the correct browser and then right mouse click in the web bar and choose **paste** and then hit enter.

- Then you can choose the option: **Continue on this browser** (see **red** highlighted option below).

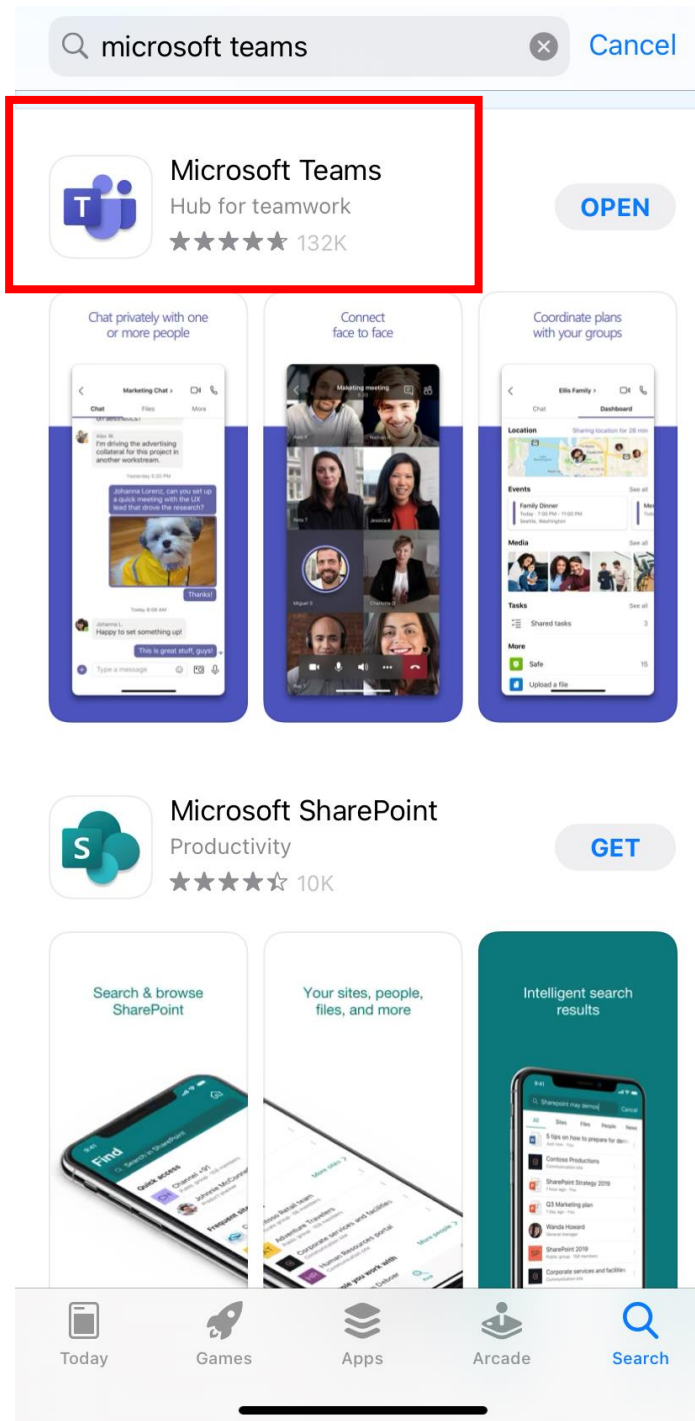


- You will then be taken through to here.
- Enter your first name and click **Join now**
- Your name will be shown as **Belinda (guest)**



Join via phone or device

- You will need download the **Microsoft Teams** app (this is a free app) via google play or the app store.



- Once you've downloaded the app, go back and click on the link to the online event, that was sent to you via email.
- It will direct you to the Microsoft Teams app you have just downloaded (see below)
- Click **Join as guest**.

Microsoft Teams



Meeting time!
How would you like to join?

Join as a guest

Sign in and join



- Type in your name and then click **Join meeting**



Type your name, then select
Join meeting.

