



JOINING AN APPOINTMENT FROM YOUR EMAIL

- You will see this email in your Falcon Mail Inbox. To join the meeting, you can click the “Join Microsoft Teams Meeting” button.
- Notice the notification about your appointment in the upper right-hand corner. This can take you to your appointment as well.

A screenshot of the Microsoft Outlook web interface. The interface is for a user at Daytona State College. The left sidebar shows the 'Inbox' with one email from Brett Feller. The main pane displays the email content, which is a Teams meeting invitation for 'Virtual Appointment at 4 PM w/Brett *Test*'. The email body includes a 'Join Microsoft Teams Meeting' button, which is highlighted with an orange box. In the top right corner, a notification for a 'Virtual Appointment at 3 PM' is also highlighted with an orange box. The email content includes a greeting to 'Midhuri', a meeting description, and contact information for Brett Feller, a DSC Writing Center Writing Specialist. The bottom of the email shows 'Meeting Insights' and a list of files.



JOINING AN APPOINTMENT FROM YOUR CALENDAR

You may also join the Teams meeting directly through your calendar and the Teams “Join” button.

A screenshot of the Outlook calendar interface for Daytona State College. The interface shows a calendar view for July 2020. A specific event titled "Virtual Appointment (Midhuri with Robert)" is selected, and a pop-up window is displayed over it. The pop-up window contains the following information: the event title, the date and time "Wed 7/15/2020 8:00 AM - 8:30 AM", a prominent blue "Join" button, and a message: "Please click on Join Microsoft Teams Meeting to access the meeting." Below the message are "Edit" and "Delete" options. Three red boxes with arrows point to key elements: one points to the event in the calendar, another points to the pop-up window, and a third points to the "Join" button.

1. Click on the event in your calendar.

2. This window will pop up.

3. Click join to enter the meeting.



You can join the same way, by using the “Join Microsoft Teams Meeting” link, even outside your Falcon Mail.

JOINING FROM AN OUTSIDE EMAIL

A screenshot of an email interface showing a meeting invitation. The email is titled "Test 2" and is from "Midhuri Kandavanam" (Midhuri.Kandavanam@daytonastat...). The invitation details include the date "Tue Jul 14, 2020" at "2:30pm - 3pm (EDT)". The agenda lists "2:30pm Test 2". There are response buttons for "Yes", "Maybe", and "No", along with a "More options" link. At the bottom, there is a "Join Microsoft Teams Meeting" link and a disclaimer: "Please note: Florida has very broad public record laws. Most written communications to or from college employees and students are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure."

JOINING THE MEETING

- You may join the appointment straight through your web browser by using “Continue on this browser” or “Join on the web instead”.
- Downloading Teams is not necessary. If you are a very frequent Writing Center or Microsoft Teams user, you may choose to do so.

How do you want to join your Teams meeting?



Download the Windows app
Use the desktop app for the best experience.



Continue on this browser
No download or installation required.



Open your Teams app
Already have it? Go right to your meeting.



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](#)



- Make sure to turn on the mic button. You may turn on video if you would like.
- Click *Devices* to bring up your speaker and microphone settings.
- Finally, click *Join Now* when ready.

JOINING THE MEETING

