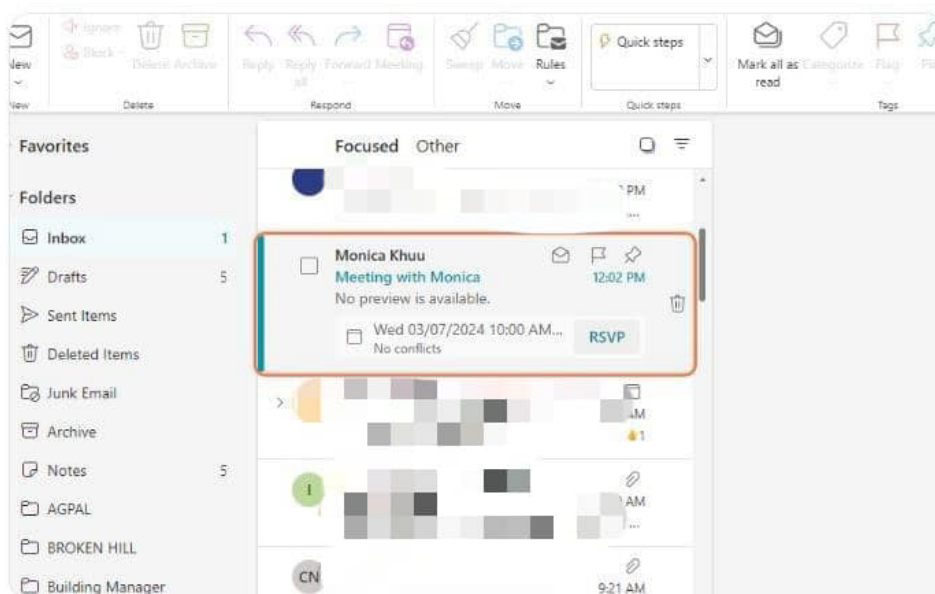


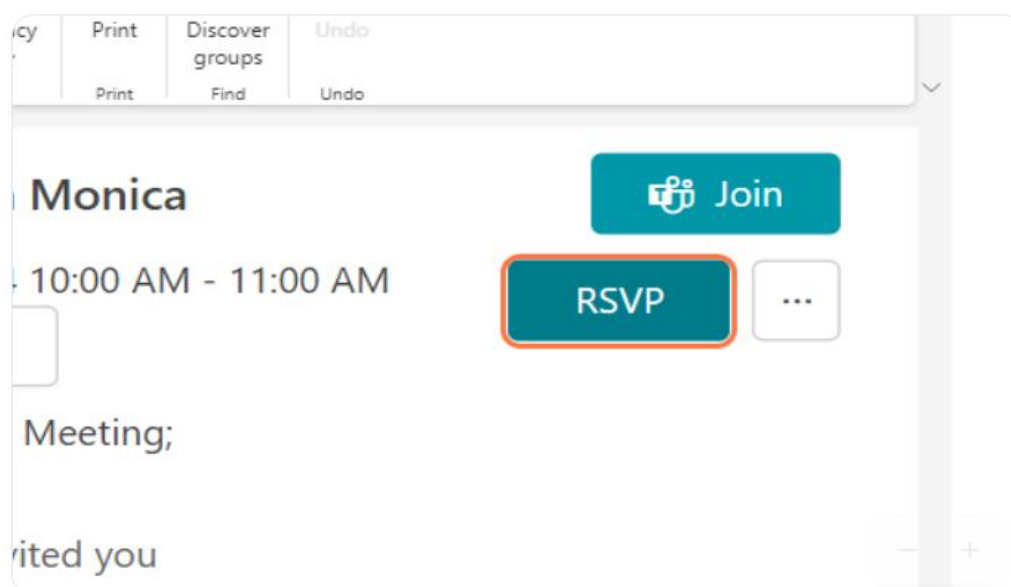
POV: Young person joining Meetings on Microsoft Teams with Outlook

Open Microsoft Outlook and login

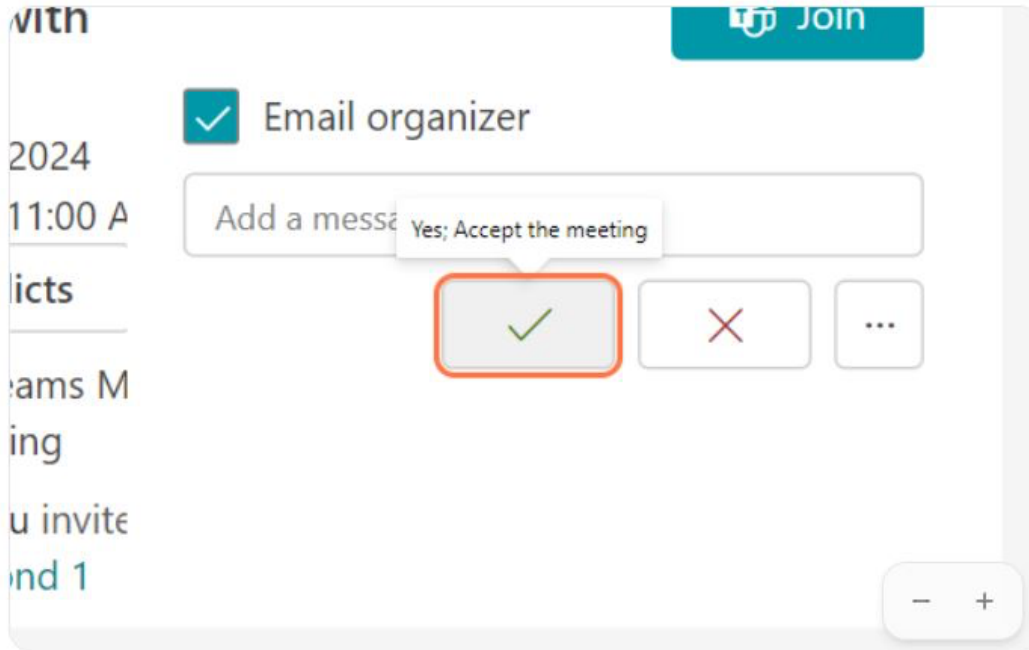
1. Click on Unread Meeting invitation start time 03 July at 10:00 with Monica Khuu.



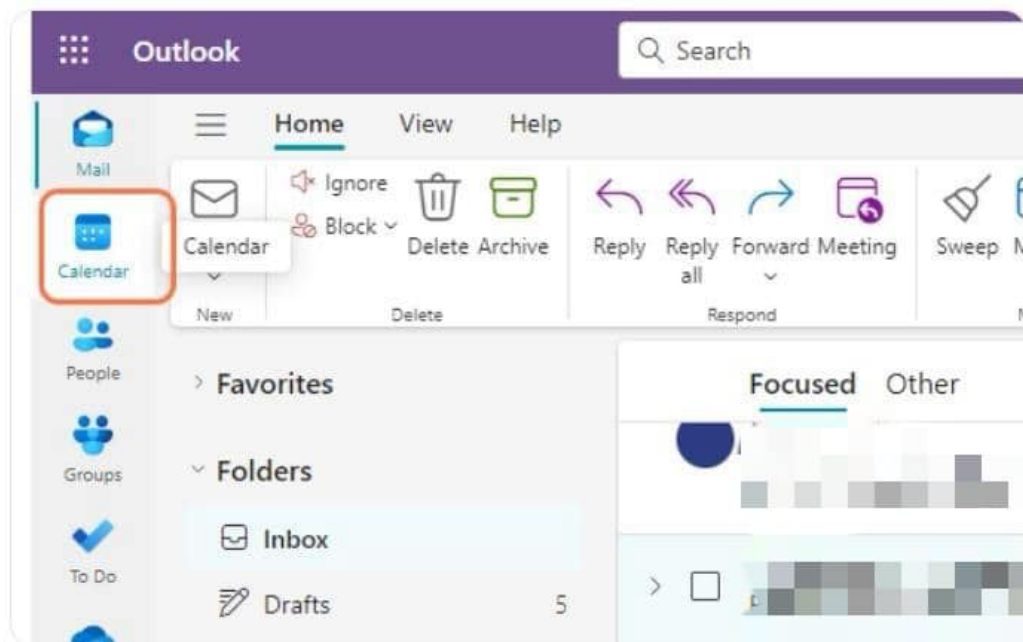
2. Click on the RSVP tab.



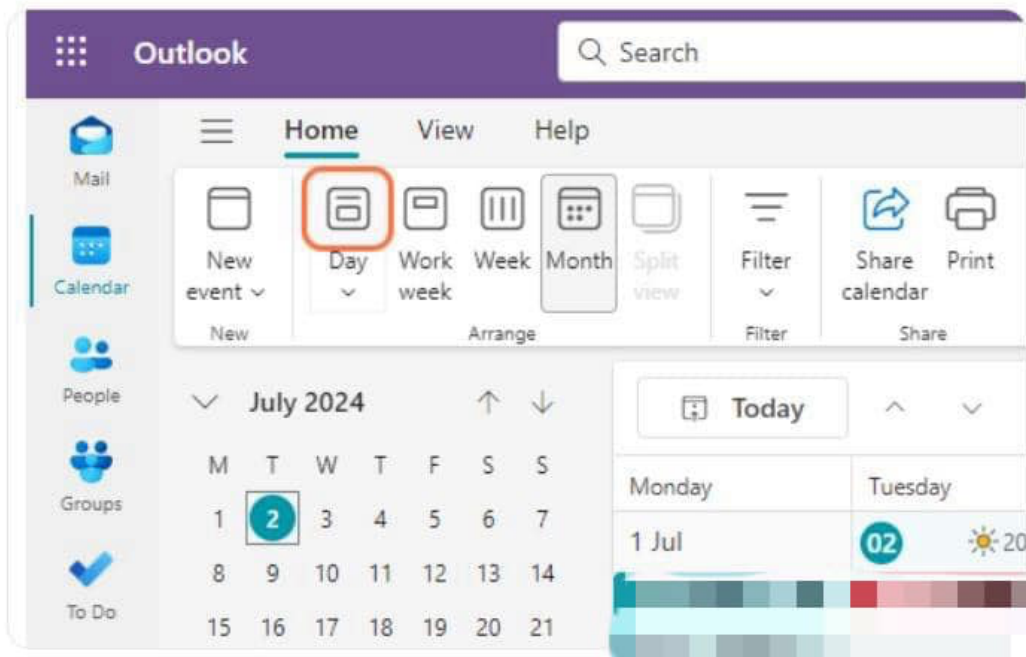
3. Click on the green Yes tick option to accept the meeting.



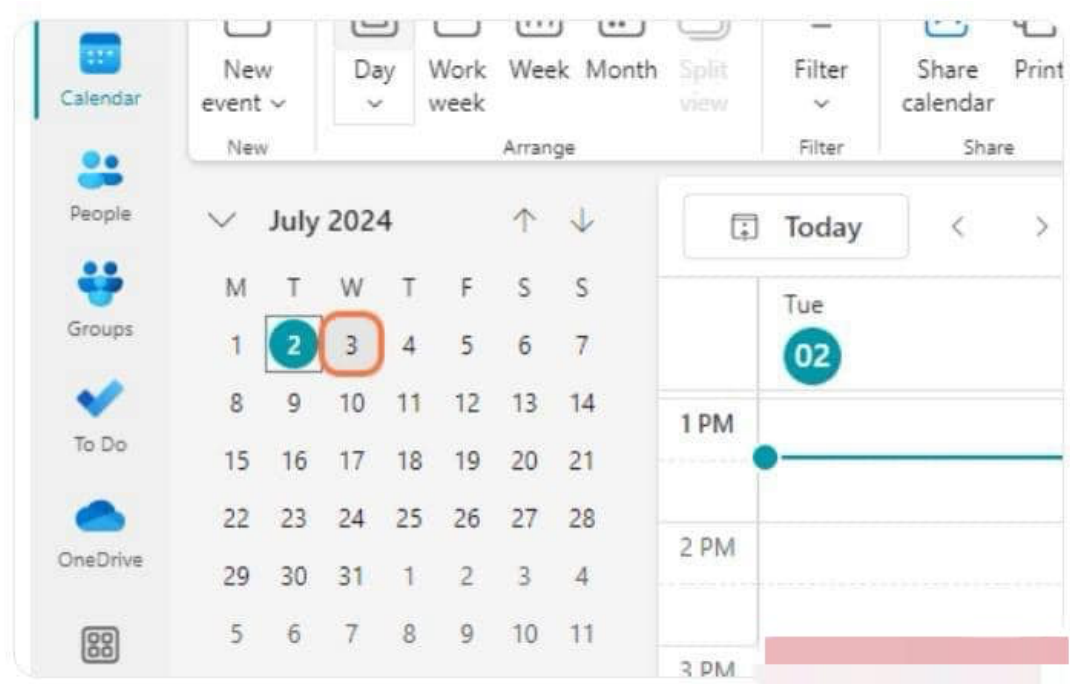
4. Click on the Calendar option to open your Outlook Calendar.



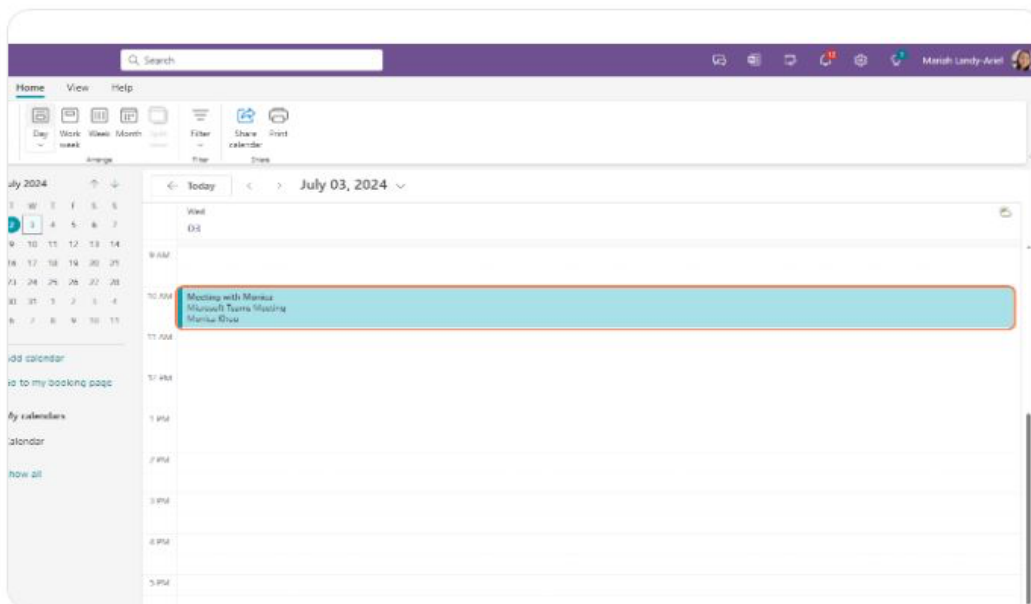
5. Click on the Day view option.



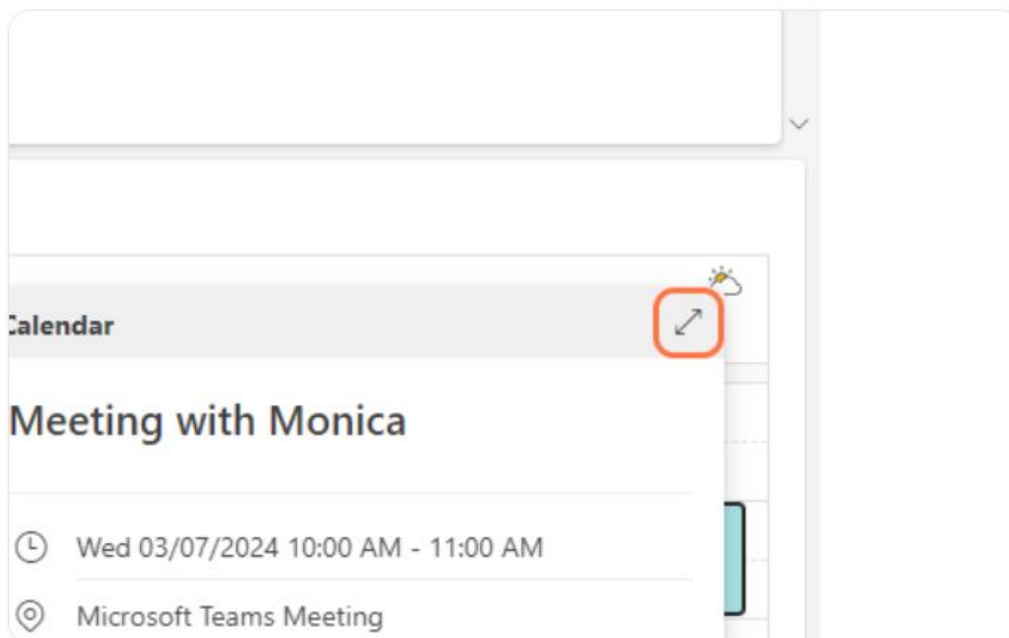
6. Click on 3 July, 2024.



- Click on event from Wednesday, July 03, 2024 10:00 AM to 11:00 AM Meeting with Monica Khuu.



- Click on the extend View event option.



- Click on Join Teams meeting to join via the browser or open the Teams App.

The image shows a screenshot of a calendar application. On the left, a calendar for July 2024 is visible, with the 2nd and 3rd of July highlighted. The main part of the screen displays details for a meeting titled "Meeting with Monica". The meeting is scheduled for Wednesday, 03/07/2024, from 10:00 AM to 11:00 AM. A prominent blue button with a white Teams icon and the text "Join Teams meeting" is highlighted with a red border. Below this, it says "Microsoft Teams Meeting". At the bottom of the event details, there is a section for "Microsoft Teams" with a link to "Need help?" and a blue link that says "Join the meeting now".

New event v Day W

Delete Forward Reply Duplicate Join Teams Yes, I'll Propose new Respond
all event meeting attend time v v
Actions Online meeting Respond

Meeting with Monica

Wed 03/07/2024 10:00 AM - 11:00 AM

Join Teams meeting Microsoft Teams Meeting

Microsoft Teams [Need help?](#)

[Join the meeting now](#)