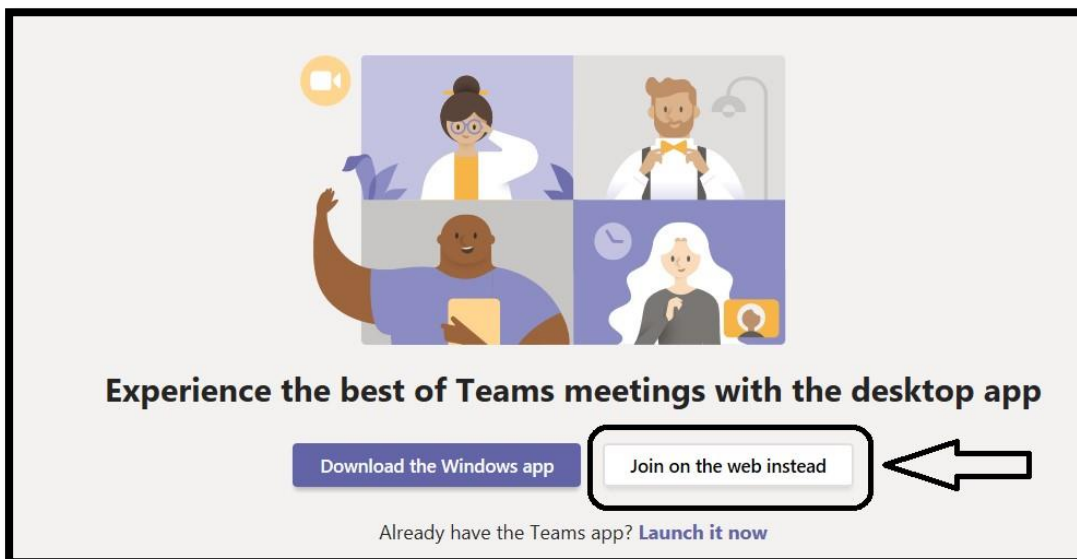


Teams – How to join a Teams meeting – Instruction for externals

When a GIZ employee invites you as an external guest for MS Teams Meeting, you get a Teams Meeting invitation via email with a link like this:

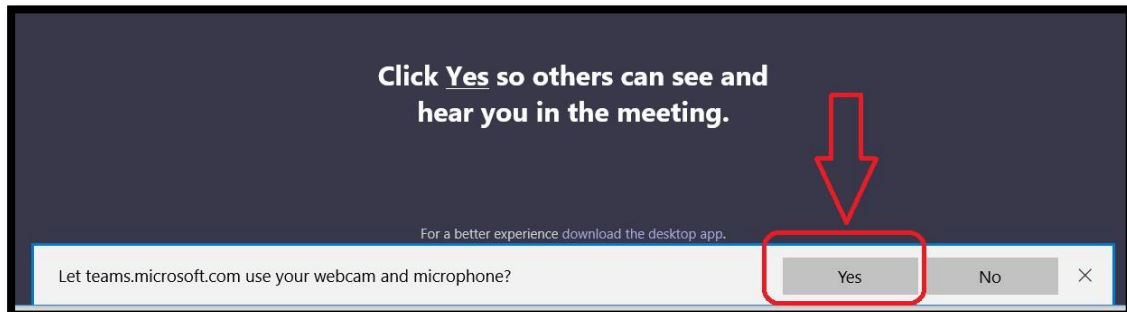


- **Step 1:** Please click on the link written as “*Join Microsoft Teams Meeting*”
- **Step 2:** After clicking on the link a new page will open in your browser like below. Please click on “*Join on the web instead*” button.

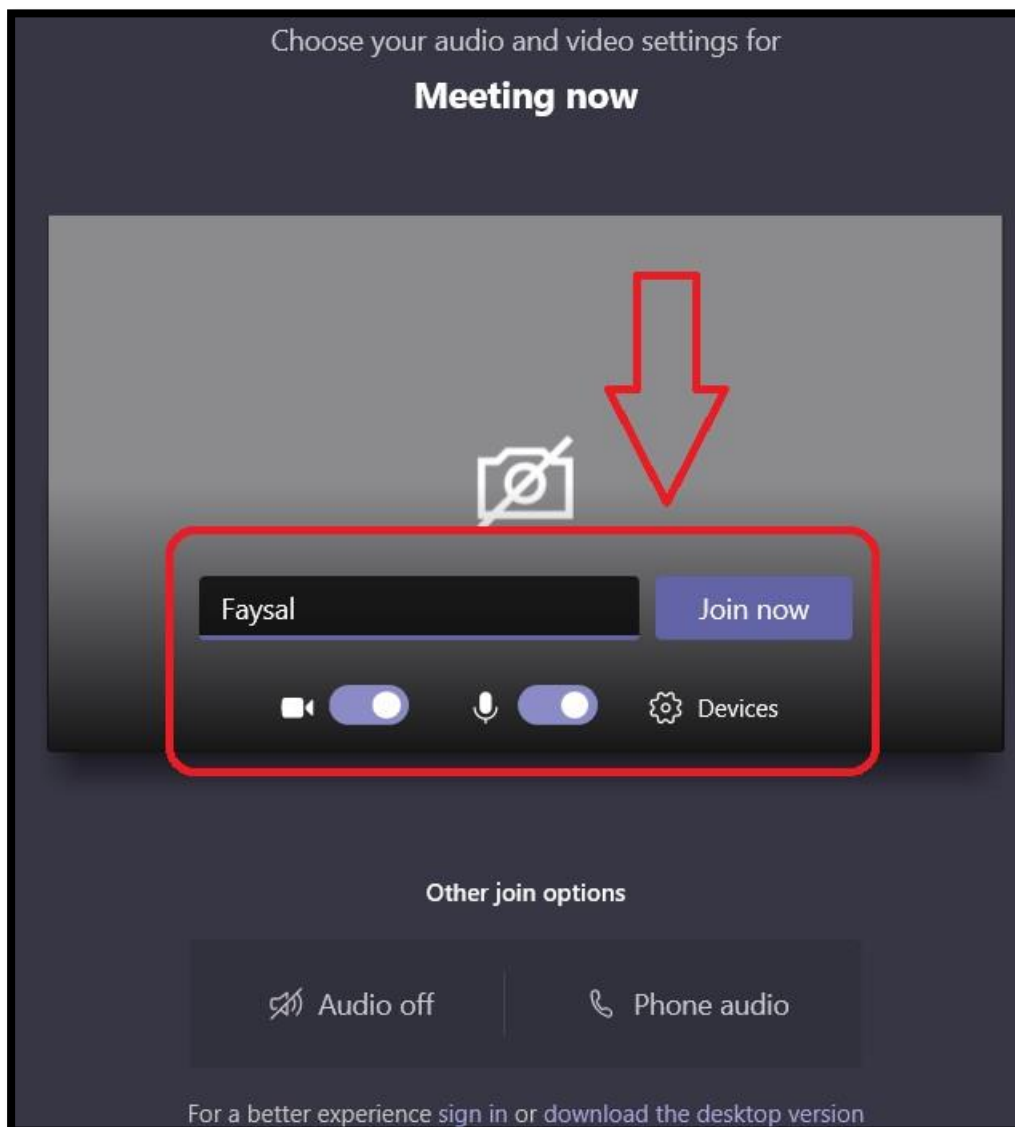


Teams – How to join a Teams meeting – Instruction for externals

- **Step 3:** For the first time you as an external need to click “**Yes**” to provide permission to the browser to use the devices.



- **Step 4:** Now enter your name and click on the “**Join now**” button.



Teams – How to join a Teams meeting – Instruction for externals

You as an external participant will see the message “Someone in the meeting should let you in soon”.

Someone in the meeting should let you in soon

The GIZ participants will be informed about external participants waiting in the lobby and can let you in.

Within a few seconds you will be at the MS Teams meeting room and can collaborate with others.

Hint: Some advanced functionality may not work in the Internet Explorer & old Microsoft Edge web browser (i.e. Screen / Desktop sharing). Please use latest Microsoft Edge Chromium or Google Chrome browser for this functionality.