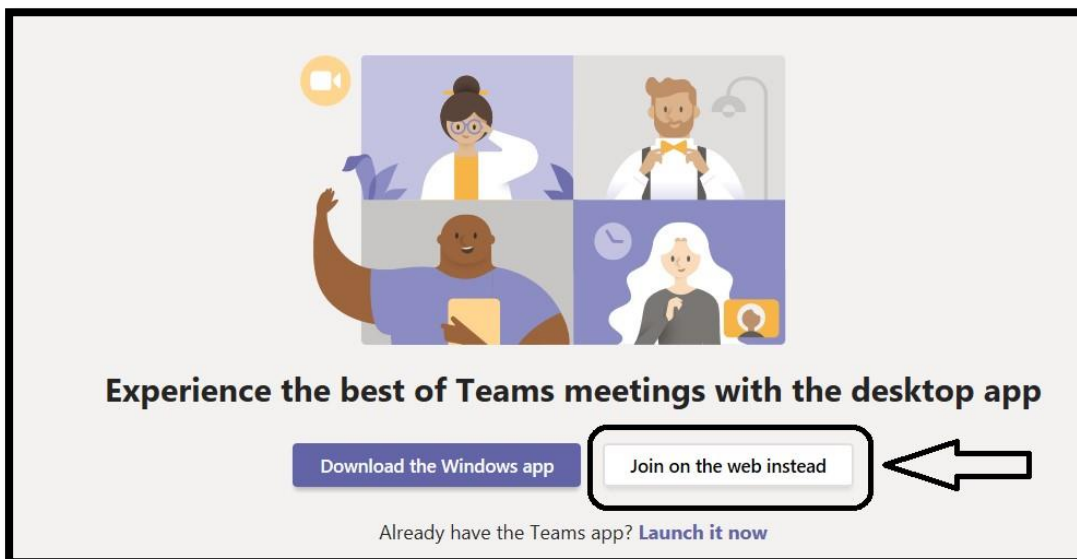


# Teams – How to join a Teams meeting – Instruction for externals

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:

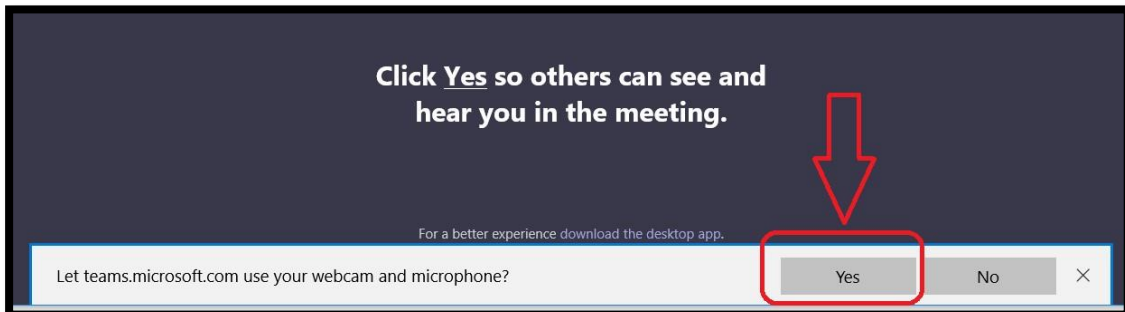


- **Step 1:** Please click on the link written as **“Join Microsoft Teams Meeting”**
- **Step 2:** After clicking on the link a new page will open in your browser like below. Please click on **“Join on the web instead”** button.

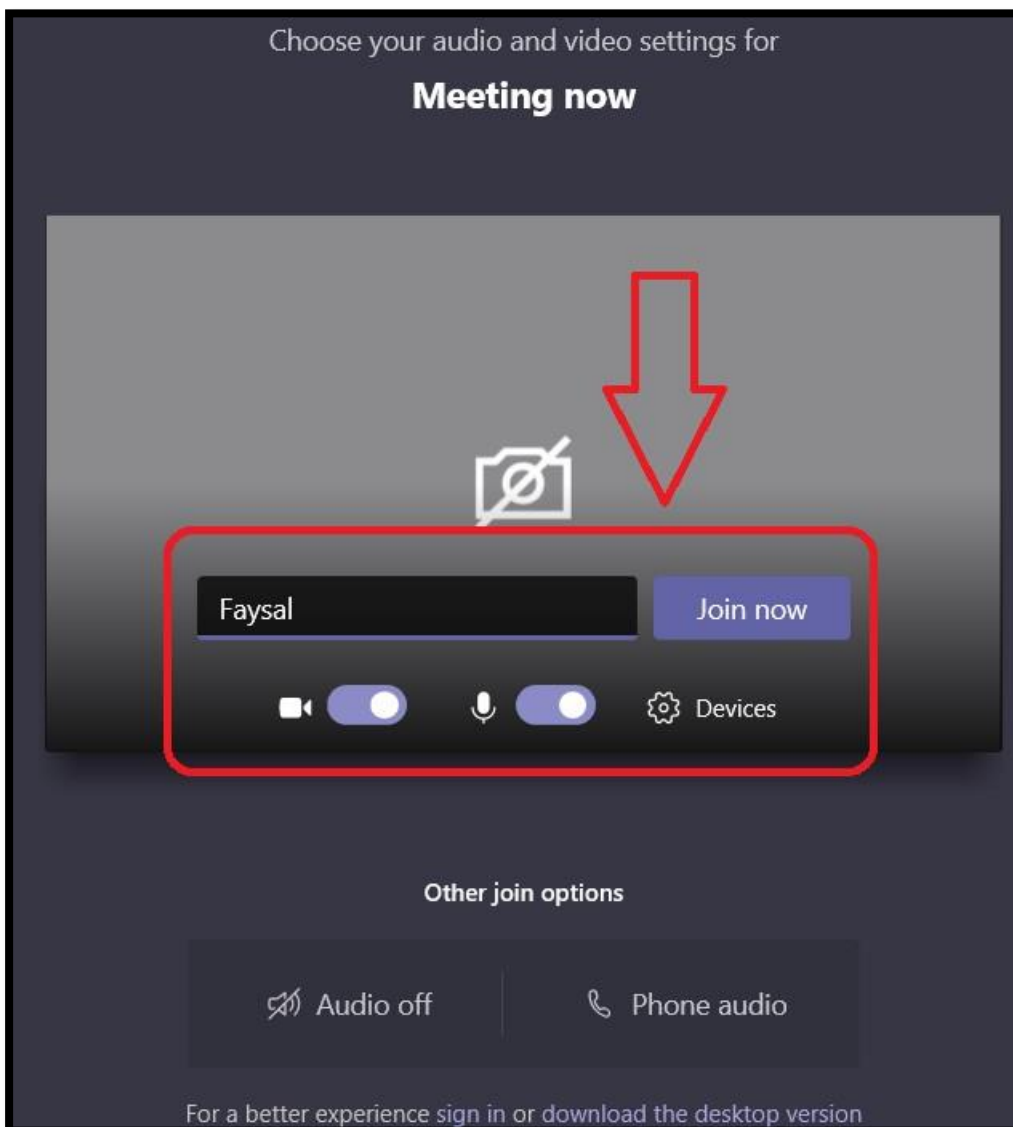


## Teams – How to join a Teams meeting – Instruction for externals

- **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.