**Joining a lesson in Microsoft Teams**

Your teacher will setup a lesson within Microsoft Teams. Once this has been setup you will receive an email from your teacher. This will have the date and time of the lesson.

You may need to check you junk / spam folder if it isn’t directly in your inbox folder.

When you open the email, it will look like the screen below. You can accept the lesson and a reminder will be sent to your calendar.

When the lesson is about to start click Join Microsoft Teams Meeting.

It will then ask how you want to join. Click through the browser if you don’t have Teams installed.
You will now be asked to enter your name and setup your webcam and audio.

![Meeting now interface](image)

You will then need to wait for your teacher to accept you into the lesson.

Once this has been done you will see your teacher's desktop.