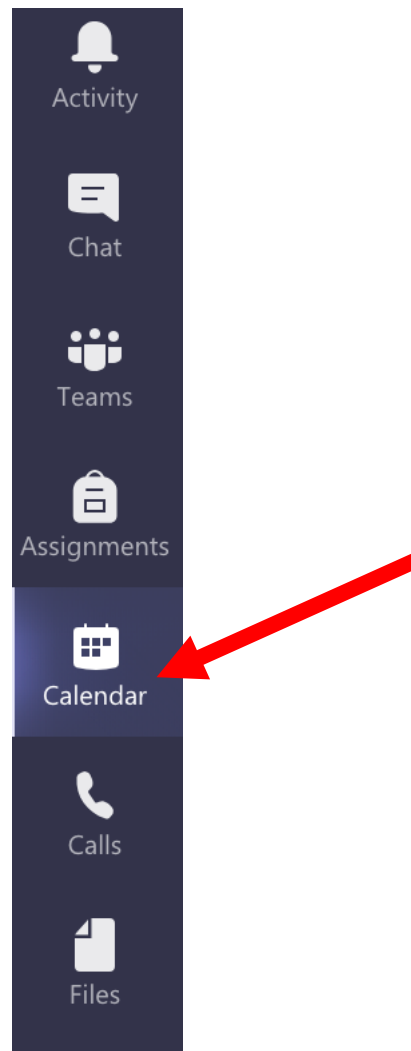


How to Access Various Daily Meetings on Teams



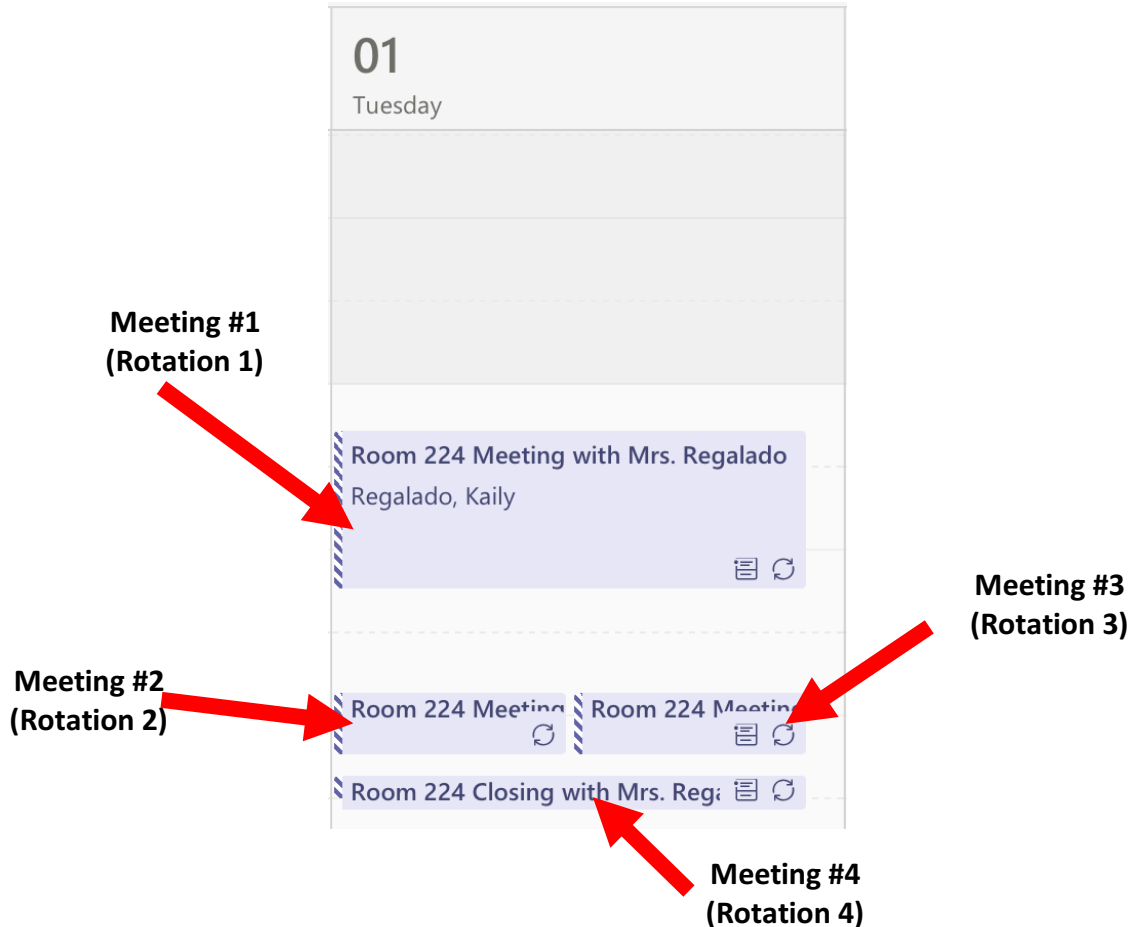
STEP 1:

Go to Microsoft Teams and choose the left tab called Calendar.



STEP 2:

Look at the various scheduled meetings each day.



STEP 3:

For each meeting, **CLICK** on the meeting (purple section) on the calendar to open the meeting details, **THEN** press Join.

Join

When finished with a meeting, **PRESS** Leave and join your next meeting by returning back to the calendar (*repeat above steps*).

Leave