

## **PATIENT INFORMATION**

# **Microsoft Teams - Joining a Cardiac Rehabilitation Meeting from an Email Invite: Windows 7, 8.1, and 10**

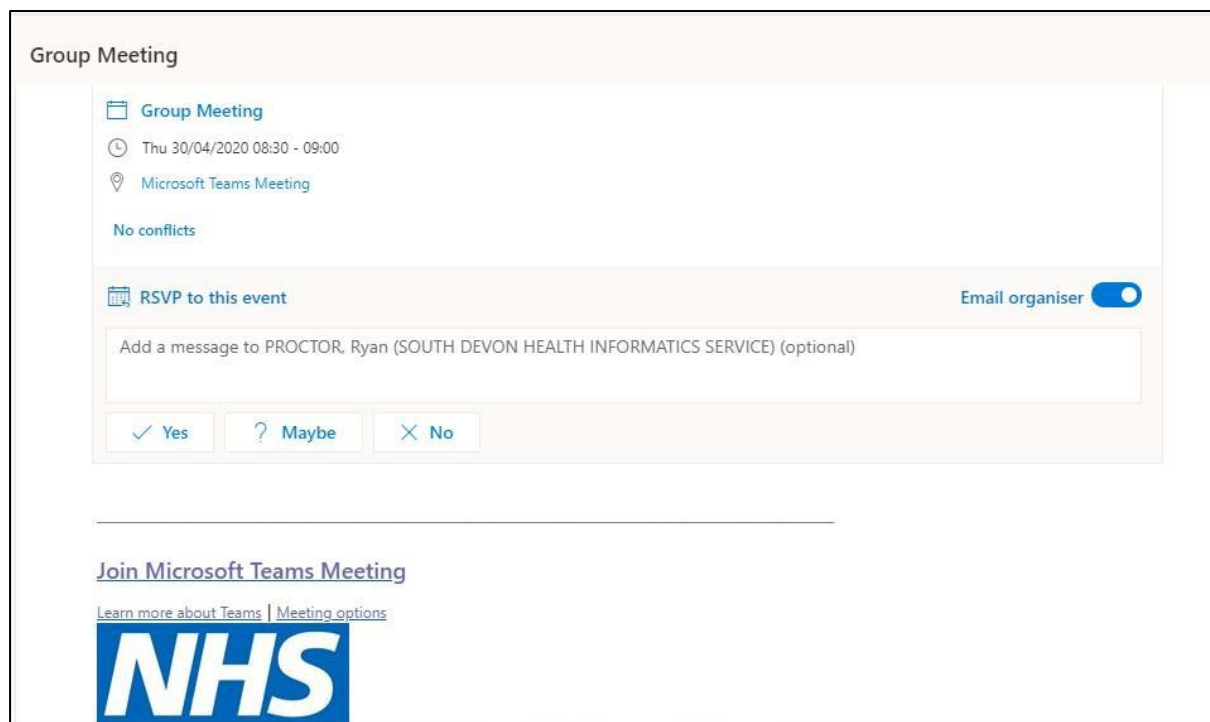


**Please see pages 2 – 4 of leaflet**

1) Go to your inbox and open the email.



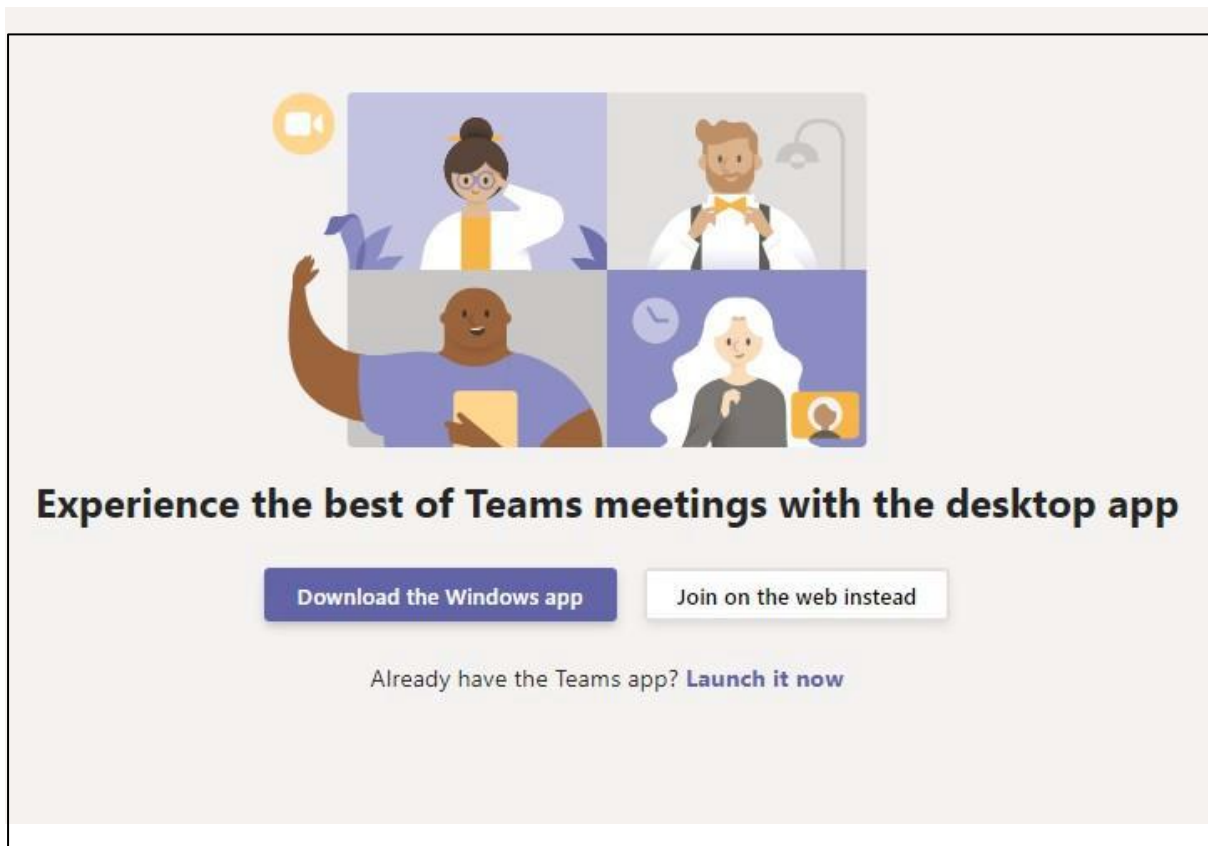
2) At the bottom of the email, you will see a link called '**Join Microsoft Teams Meeting**'.



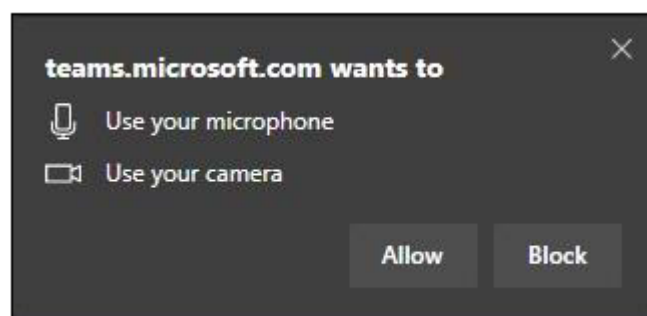
3) **Click** on the link.

Note: Link must be opened in **Google Chrome** or **Safari**.

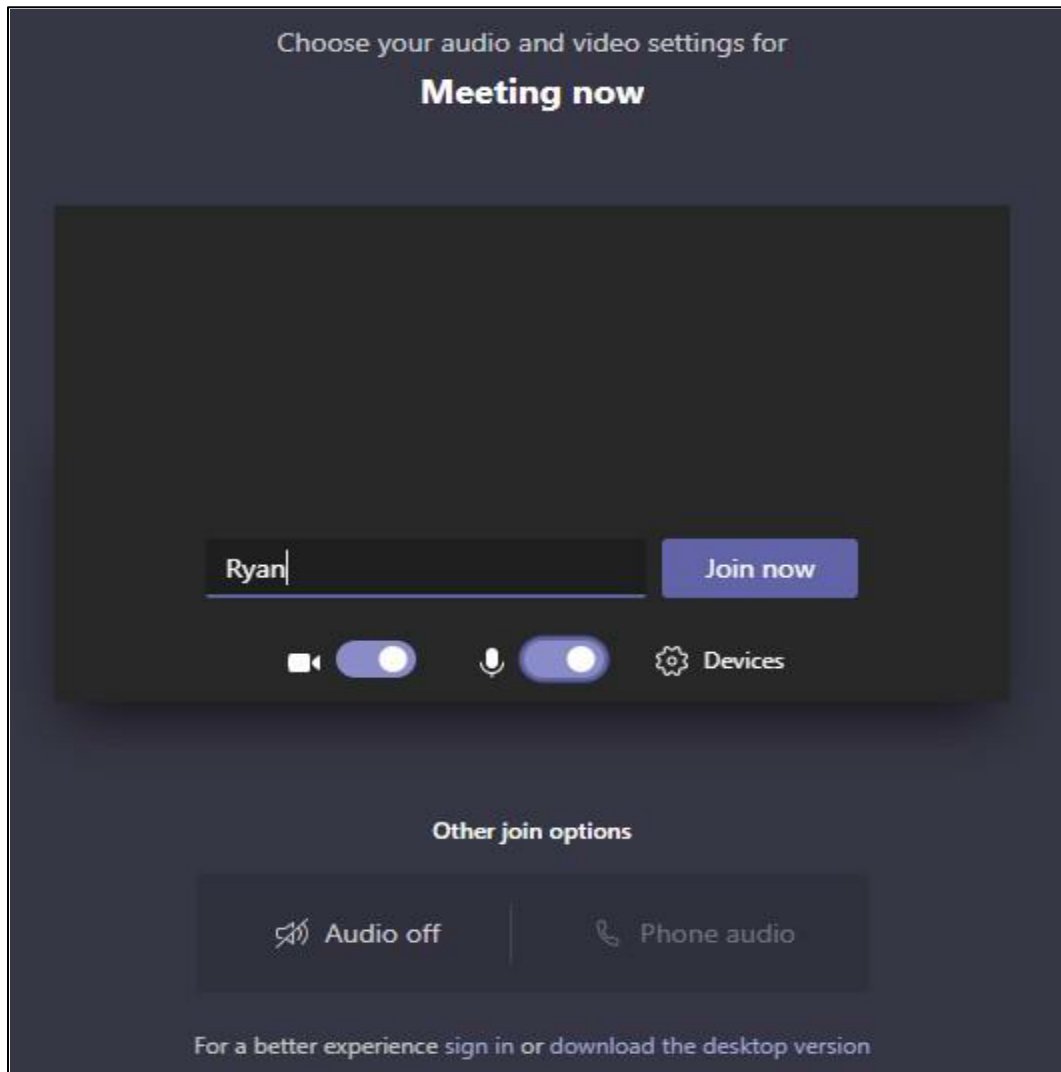
4) Click on the '**Join on the web instead**' link.



5) Your browser will then request access to your microphone and camera.  
Click '**Allow**'.



6) Enter your name and then click on '**Join Now**'.



**NB** –Please note that when you add your name this will be visible to all participants on the call

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For further assistance or to receive this information in a different format, please contact the department which created this leaflet.