

PATIENT INFORMATION

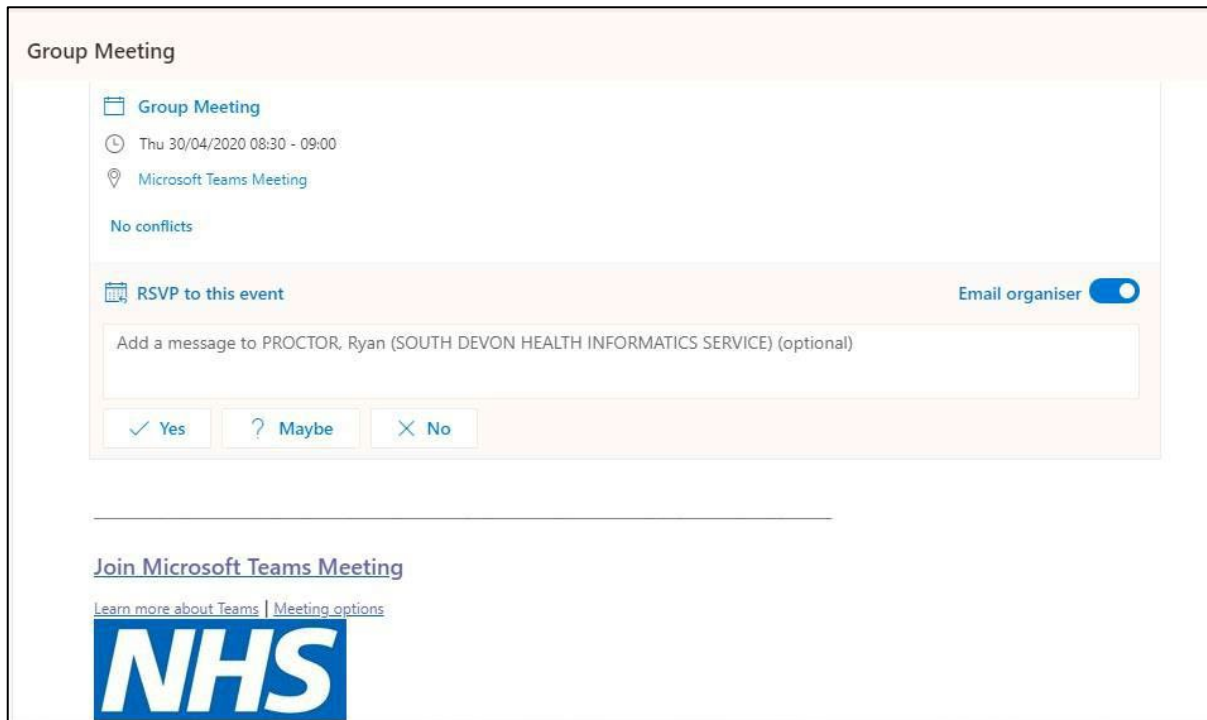
Microsoft Teams - Joining a Cardiac Rehabilitation Meeting from an Email Invite: Windows 7, 8.1, and 10



1) Go to your inbox and open the email.

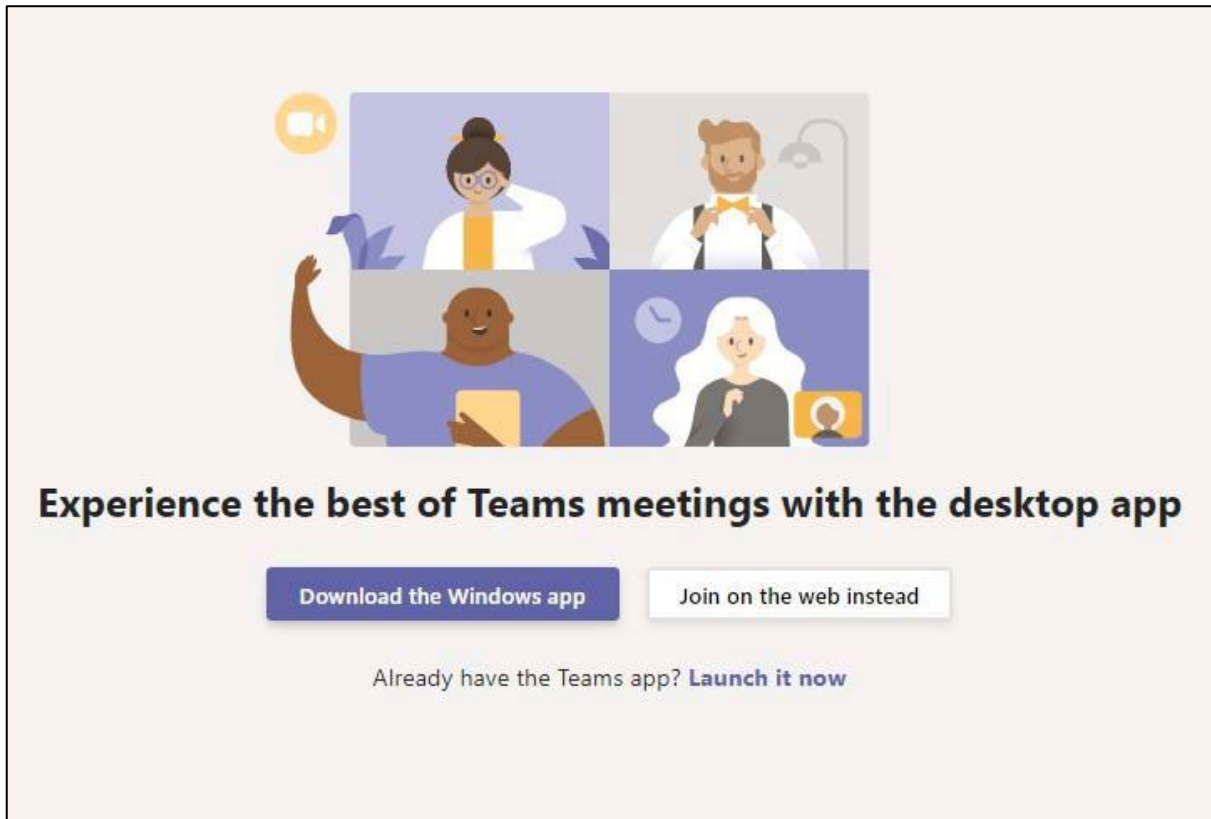


2) At the bottom of the email, you will see a link called 'Join Microsoft Teams Meeting'.



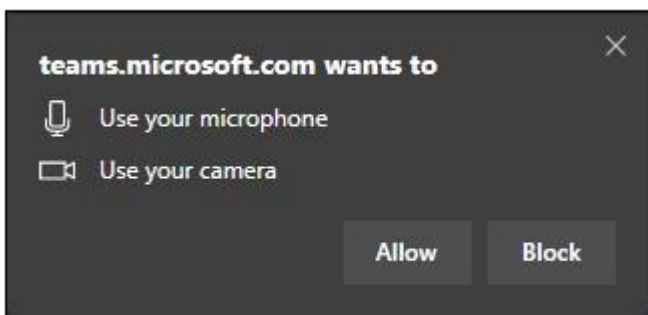
3) Click on the link. Note: Link must be opened in Google Chrome or Safari.

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

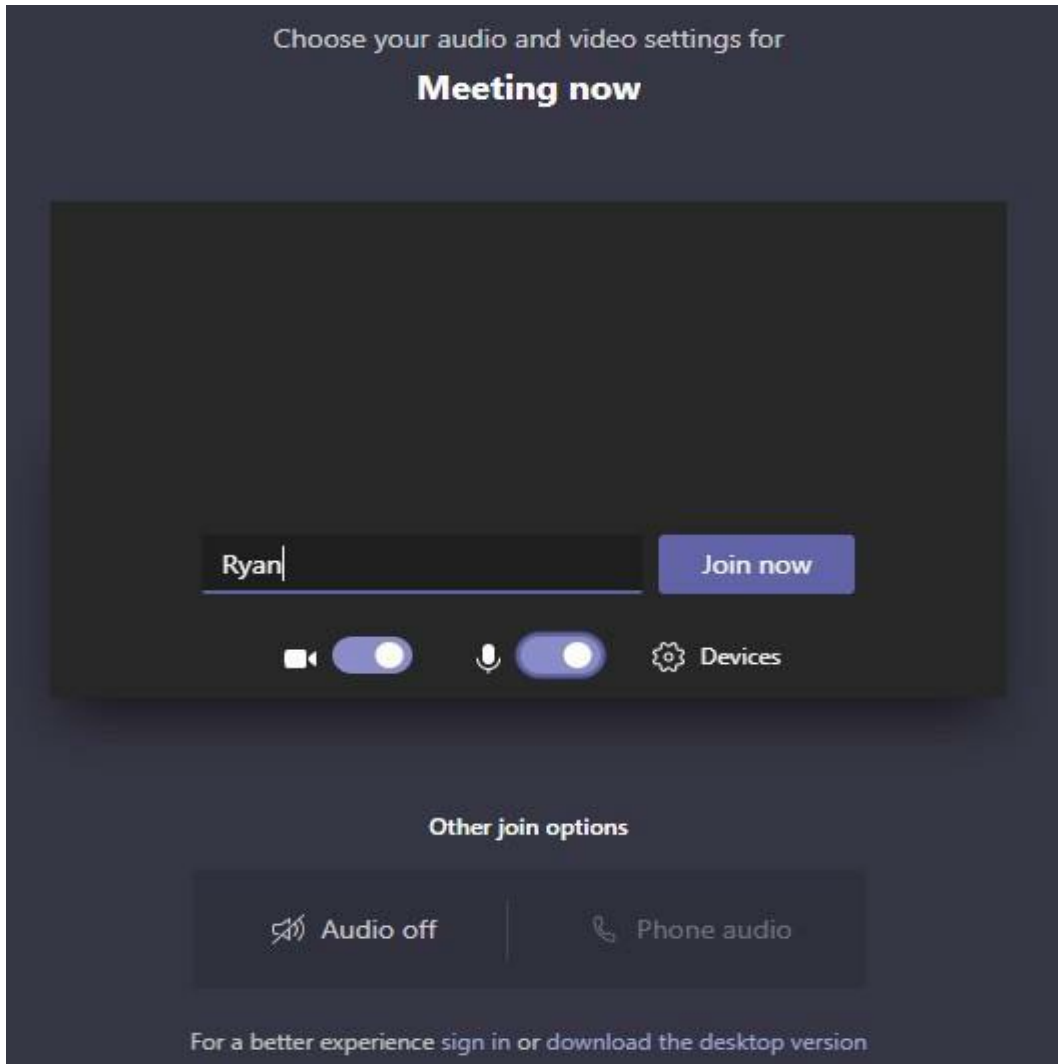


The image shows a promotional banner for the Microsoft Teams desktop app. At the top, there is an illustration of a video meeting grid with four participants: a woman in a white lab coat, a man in a white shirt and tie, a man in a blue shirt holding a tablet, and a woman with white hair. A speech bubble icon is in the top left corner of the grid. Below the illustration, the text reads "Experience the best of Teams meetings with the desktop app". Underneath this text are two buttons: a blue button labeled "Download the Windows app" and a white button labeled "Join on the web instead". At the bottom of the banner, it says "Already have the Teams app? [Launch it now](#)".

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

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

25691/V2/Cardiology/TSDFT/10.25/Review Date 10.27