Using Microsoft Teams for a Student Wellness Services Appointment

1. You will receive an email from your counsellor or Student Support Advisor that looks like a meeting request. Click on the purple link that says “Click here to join the meeting.”

2. An options menu will pop up asking you how you would like to connect to your Microsoft Teams meeting. Click on the middle option: “Continue on this browser.”
3. A web browser version of Microsoft Teams will open, it may ask you to allow permission to your camera and microphone. Click the **Allow** button.

4. Once you have allowed permission, you should see a preview of your camera and microphone settings. Hit the “**Join now**” button to connect to the meeting.