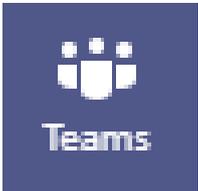


# Joining a Teams Meeting

You can find teams via the button on <https://my.littleover.derby.sch.uk>

## 1. Select the correct team

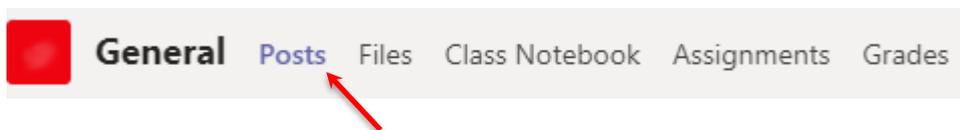


Within the Teams part of Office 365 or the Teams App, open the team for which the meeting took place. You can find your list of teams using the “Teams” icon to the left of the Teams screen.

You will be presented with a list of the teams you are a member of. Select the correct team for the meeting you wish to attend.

## 2. Find the “Posts” section

At the top of the team window, click the “Posts” link.

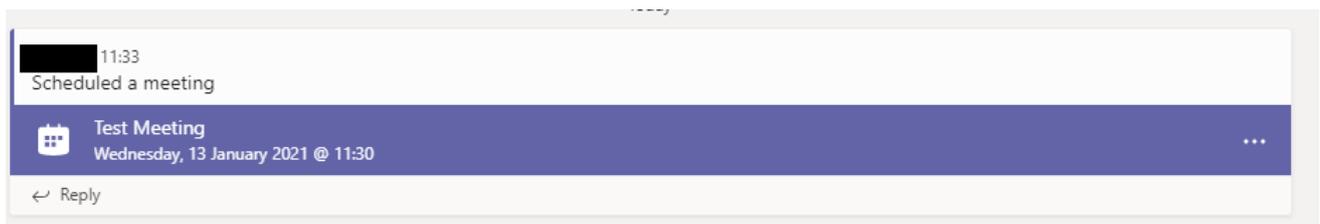


This will show you a list of notifications for the team, including when meetings occur.

## 3. Locate the Meeting

You should see a post with the correct date and time of the meeting you are looking for somewhere in the list of posts.

**If the meeting has yet to start,** the entry will appear in the list as below. Click the purple band with the meeting title and then **Join** in the top right corner of the screen which appears.



**If the meeting has already started,** you will see something that looks like the following.

Click the **Join** button to join the meeting.



## Set your meeting options

Once you have clicked the Join button, you will be presented with an options screen to make sure that your camera and microphone are working before joining the meeting.

Once you are happy with the settings, click the **Join Now** button and you will be connected to the meeting.