

How to Join a Microsoft Teams Meeting

Microsoft Teams is used by the Texas Water Development Board as a virtual meeting client as an alternative to in person meetings. It is free to use for those who do not have the Microsoft Teams software for business needs.

Recommended browsers to access Microsoft Teams are Google Chrome, and Microsoft Edge.

Using Teams:

Once the meeting invitation has been received from a TWDB employee either from a calendar link or through email, the meeting can be accessed at the scheduled time and date through selecting the link:

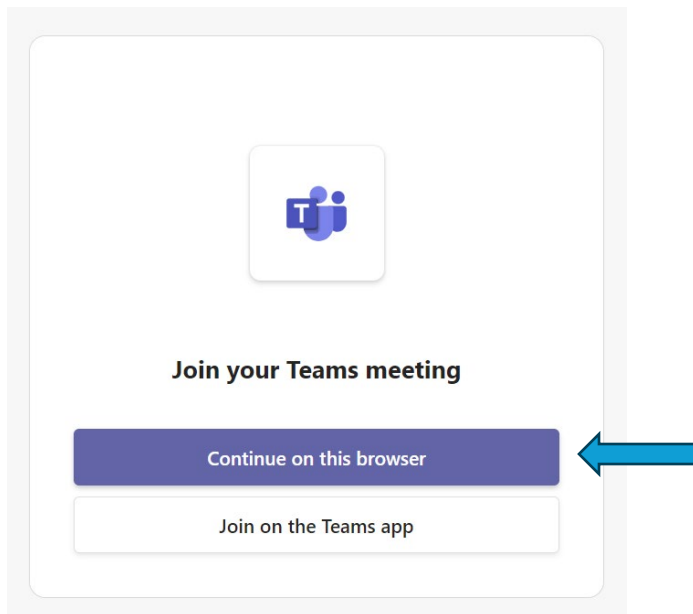
Microsoft Teams meeting

Join on your computer, mobile app or room device

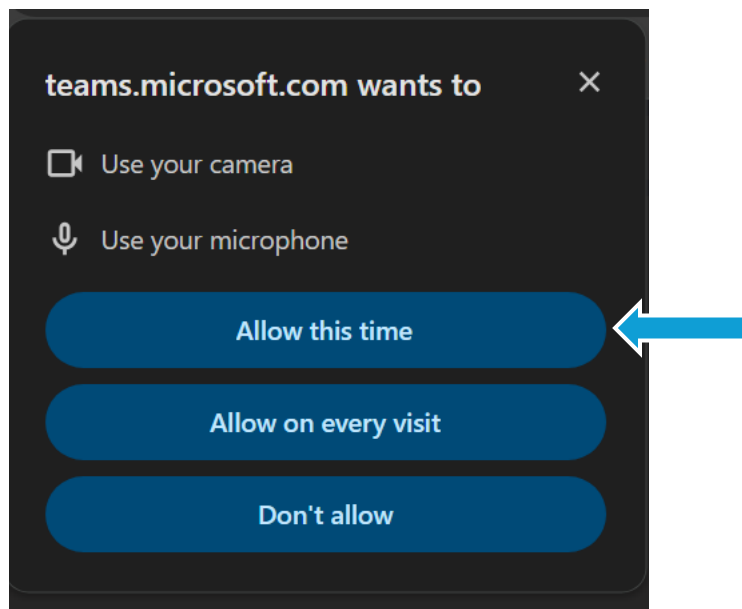


[Click here to join the meeting](#)

Next, selecting the link will open the meeting in your internet browser. Select **Continue on this browser**.



Next, there will be a prompt from Microsoft Teams to access your camera and microphone for the meeting. Please select **Allow**.



Finally, the last step will be to enter your **name** and check your camera and audio settings for the meeting. Whenever they have been set appropriately, select **Join now**.

