

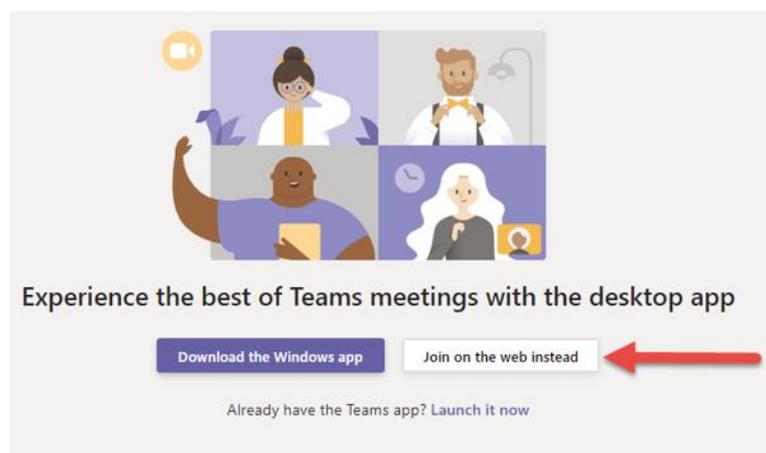
Teams Virtual Meetings for Volunteers and Business Guests

March 2020

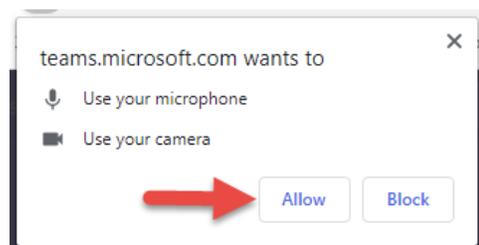
IT recommends using the Google Chrome browser (available on Windows, Mac, Android, and iOS) whenever possible to attend Team Meetings on the web.

ACS STAFF: Schedule the meeting in Outlook and invite your guests via email in the “To:” field. *Teams will do the rest!*

Volunteer or Business Guest: You do not need to download anything or link your account to a Microsoft account. Simply click the **Join on the web instead** option from your Chrome browser on a computer or mobile device:



After you join via web, you may need to allow the browser to access your microphone and/or camera.



Decide whether to transmit Video and Audio, or Audio Only. Click the **Join now** button and you are in the Teams Meeting! **You can share audio, video and your desktop without needing to download an app or sign in.**

