## Join a Teams Meeting via Outlook Desktop Calendar and the "Join the Meeting Now" Link

Once you have signed into your computer at work and have opened Outlook, please follow these steps:

1. Open your Outlook Desktop Calendar. Double Click to Open the Scheduled Meeting

$\square$	File	Home Send / Receive Folder View	/ Help Acrobat Meeting					
	0pen	Delete Forward v Meeting	Accept Tentative Decline Propose Resp New Time	□ Show As: Busy ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	ence Categorize Low Imp	portance		
Rq		Actions Teams Meeting OneNote	Respond	Options	Tags			
•	> Today <> June 2024							
Ŷ		Sunday	Monday	Tuesday	Wednesday		Thursday	Friday
8		May 26	27	28 10:00am QuickLaunch    Essex CC IAM Provisioning Discussion Weekly Session; https://quicklaunchsso.zoom.us/j/973709964 89; Talia Mathur (QuickLaunch Identity & Interaction)	29		30	31
		2	3	4	5	Demo meeti	ng	7
				10:00am Quicklaunch    Essex CC IAM Provisioning Discussion Weekly Session; https://quicklaunchsso.zoom.us/j/973709964 89; Talia Mathur (Quicklaunch Identity & Integration)		<ul> <li>○ Friday, Ju</li> <li>Ø Web base</li> <li>Q ECCITHe</li> </ul>	ine 7, 2024 5:30 PM-6:00 PM ed IpdeskTeam	5:30pm Demo meeting; Web based; ECCITHelpdeskTeam
		9	10	11	12	및 15 minutes before		11

Click on the Link Join Meeting Now

Demo m	eeting
Organizer	O ECCITHelpdeskTeam
Time	Friday, June 7, 2024 5:30 PM-6:00 PM
Location	Web based
Response	✓ Accepted Change Response
Micros Join the	oft Teams <u>Need help?</u>
Meeting ID:	214 071 075 157
Passcode: 4	CNM6f

Check your Video and Audio Settings, Click Join Now

