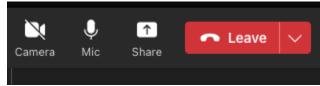


## DEPARTMENT OF INFORMATION TECHNOLOGY

## How Do I Leave a Teams Meeting?

(if you are not the host person who initiated the meeting) In the upper right-hand corner of your Teams screen, Click **Leave** to leave this meeting.



If you organized a meeting AND made another participant a presenter, then you can leave the meeting by clicking 'Leave'.