When you click on the link for the meeting you want to attend, a page with three options will appear.



- 1. If you choose the first option, you need to download the Microsoft Teams application and install it on your computer. You can access the detailed installation video by clicking the <u>link</u>.
- 2. If you choose the second option, you can access the meeting directly via the browser. Our recommendation for this option is to use the incognito tab of your browser. So you can access it more easily. (For this selection, all you have to do is copy the invitation link and paste it into the URL section of the incognito tab of the browser. Then, you can click "continue on this browser" option to join via the browser.)

To open an incognito tab in Google Chrome, press the "Shift + CTRL + N " hotkey after running Google Chrome or do the actions shown in the images below.

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Opening incognito tab in Google Chrome

To open an InPrivate Window in Microsoft Edge, open the Edge Menu in the upperright-hand corner of the browser window and select New InPrivate window. You can also use the shortcut "Shift + CTRL + N"

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Opening incognito tab in Microsoft Edge

To open a Private Browser Window in Firefox, click on the Firefox Menu in the upperright-hand corner of the browser and select New Private Window. You can also use the shortcut "Shift + \Re + P" (on macOS) or "Shift + CTRL + P" (on Windows/Linux).

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Opening incognito tab in Mozilla Firefox

To open a Private Browser window in Safari, go up to the File Menu and select New Private Window. You can also use the Keyboard shortcut "Shift + \Re + N".

Opening incognito tab in Apple Safari

When joining meetings via the browser, you must approve the microphone or camera usage permissions that appear in the upper left corner of your browser.

Allow your microphone

3. When you choose the third and last option, the Microsoft Teams application will automatically open on your device and the participation process will be successful.

After these procedures, you can enter your nickname in the relevant blank and join the session.

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