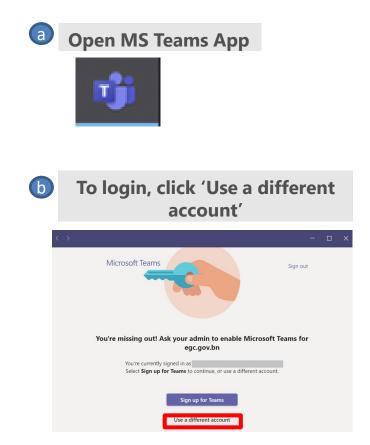
MS Teams Meeting Set-up/Joining Guideline

E-Government National Centre Ministry of Transport and Infocommunications

For Hosting Meeting

Login in using MS Teams App







Welcome to Microsoft Teams! Collaborate with your coworkers or coordinate with your social groups in one app. Continue as

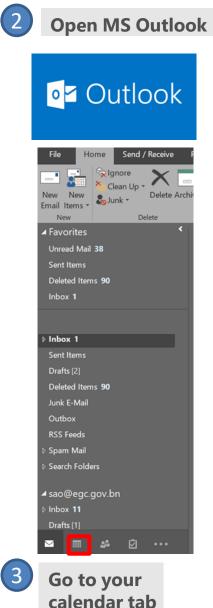
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	<u>Use another account or sign up</u>		



Sign in using credential given (domain ogec.gov.bn)

Sign in to Micro	osoft Teams	
1		1
	- Microsoft	
	Sign in	
	Email, phone, or Skype	
	No account? Create one!	
	Next	
l.		

For Hosting Meeting



Click the 'New Teams Meeting ' icon

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New	New	New	Meet	New Teams
Appointme	ent Meeting	Items *	Now	Meeting
	New		Tean	ns Meeting



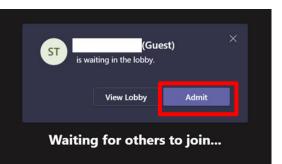
4

Set up meeting details and then send to the relevant users

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In your MS Teams app<u>, before</u> <u>meeting starts</u>, invited guests will request to join. Click 'Admit' to allow

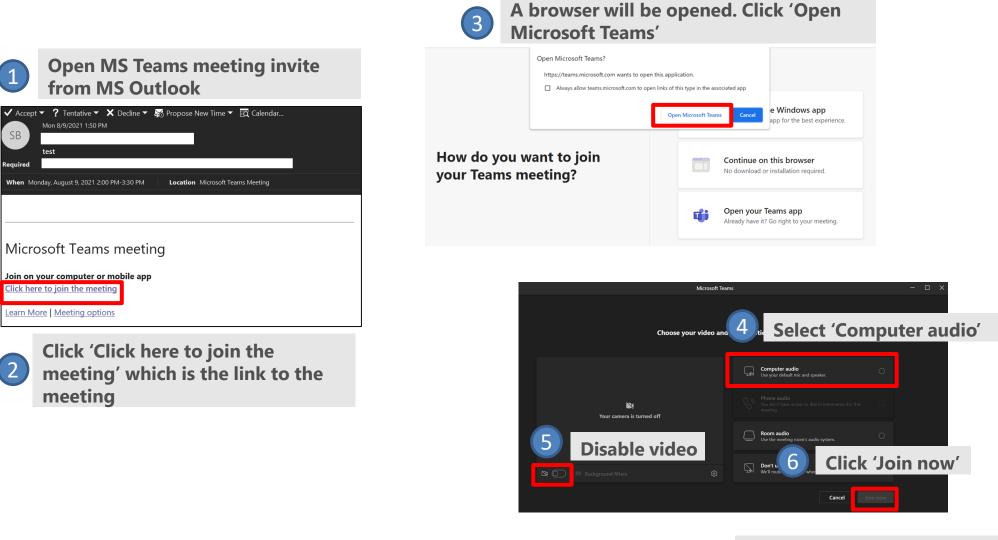


To Join Meeting

1

SB

2





Wait for host to accept your request to join the meeting