

MS Teams Meeting Set-up/Joining Guideline

E-Government National Centre
Ministry of Transport and Infocommunications

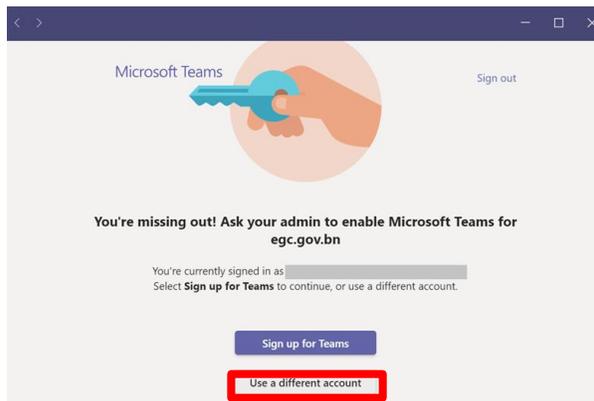
For Hosting Meeting

1 Login in using MS Teams App

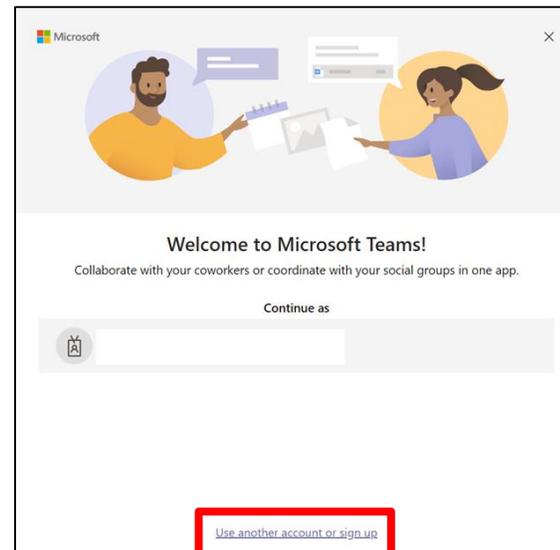
a Open MS Teams App



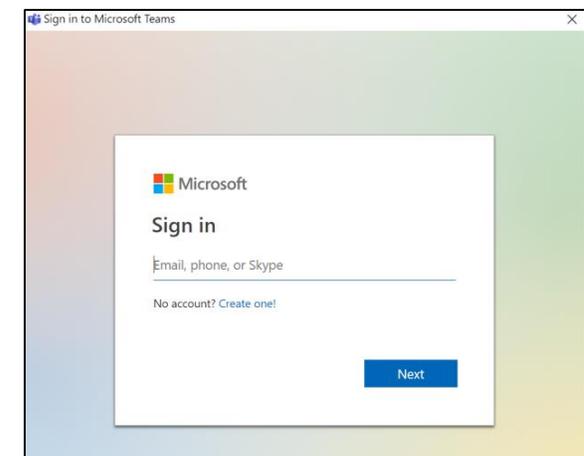
b To login, click 'Use a different account'



c Click 'Use another account or sign up'

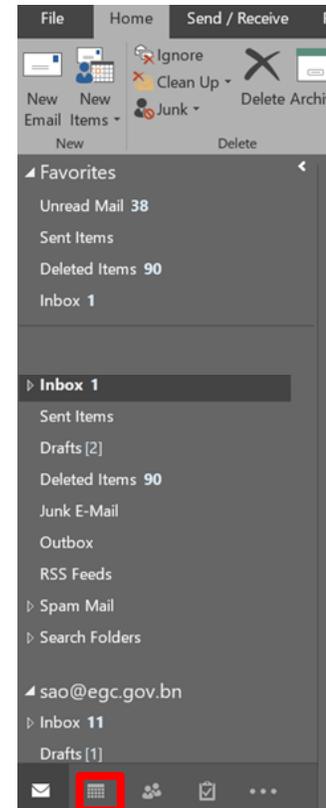


d Sign in using credential given (domain ogec.gov.bn)



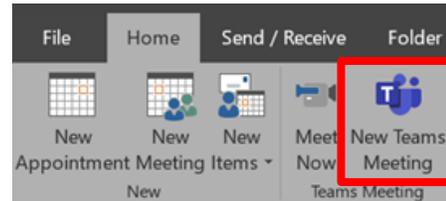
For Hosting Meeting

2 Open MS Outlook

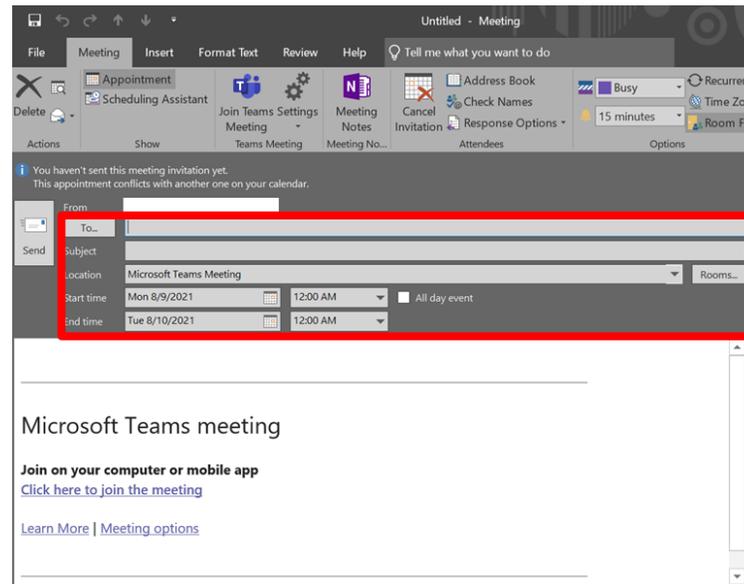


3 Go to your calendar tab

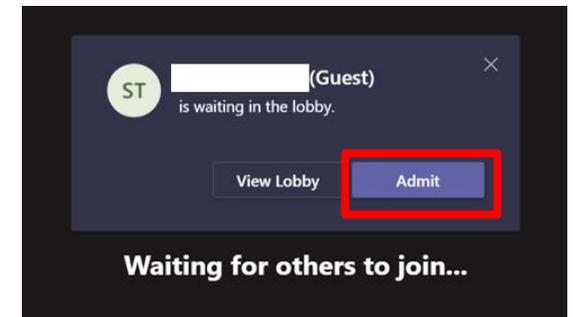
4 Click the 'New Teams Meeting' icon



5 Set up meeting details and then send to the relevant users

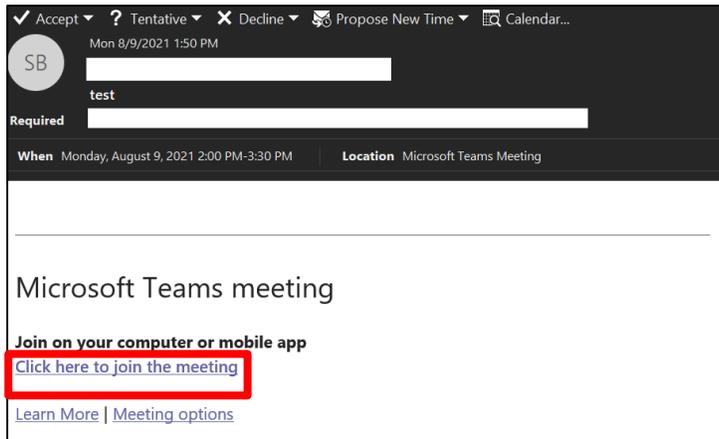


6 In your MS Teams app, before meeting starts, invited guests will request to join. Click 'Admit' to allow



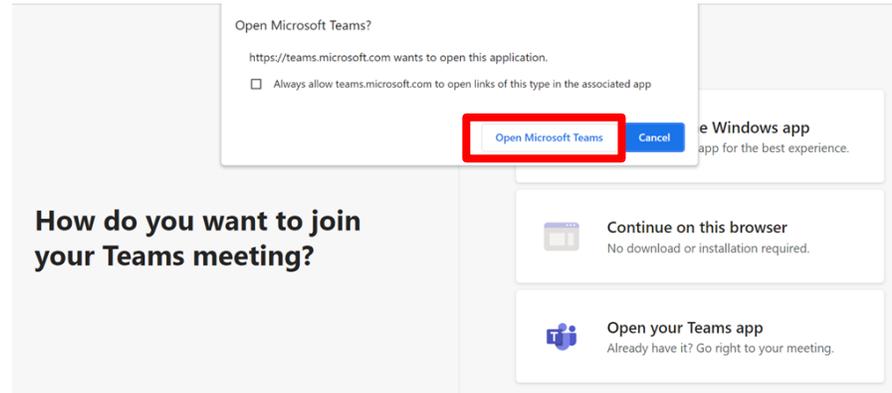
To Join Meeting

1 Open MS Teams meeting invite from MS Outlook

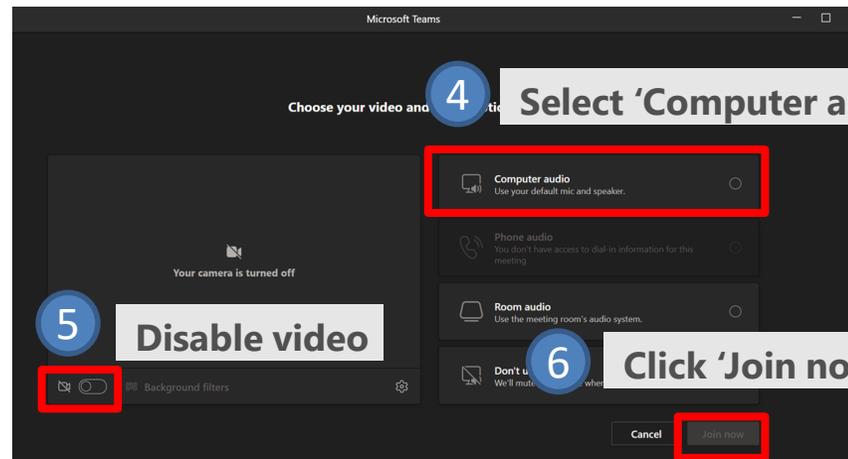


2 Click 'Click here to join the meeting' which is the link to the meeting

3 A browser will be opened. Click 'Open Microsoft Teams'



4 Select 'Computer audio'



5 Disable video

6 Click 'Join now'

7 Wait for host to accept your request to join the meeting