

# How to join a Reviews meeting using Microsoft Teams (Microsoft Windows PCs & Laptops)

You will receive an email from us with the time and date of your meeting.

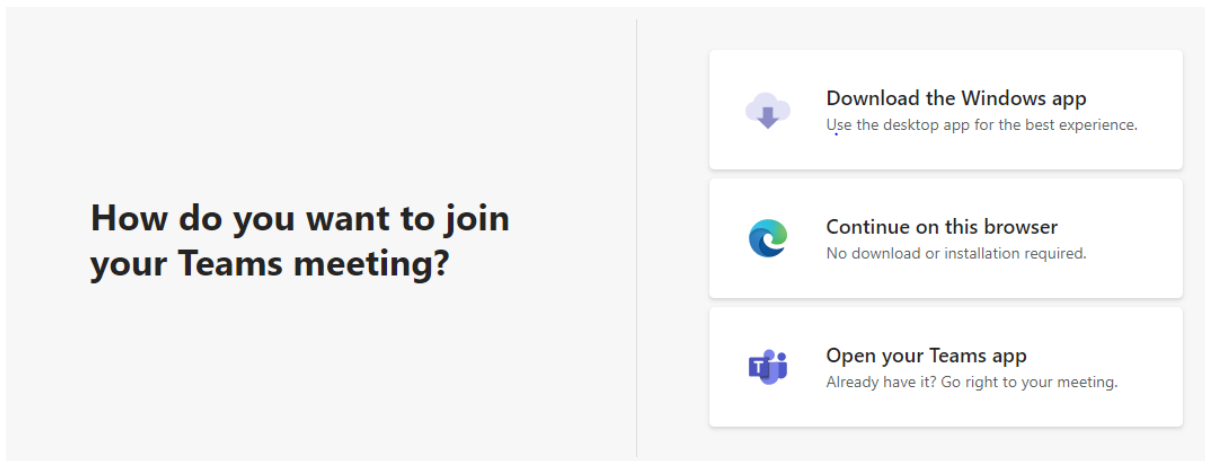
1. Click on the **Join Meeting** link in the Email.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

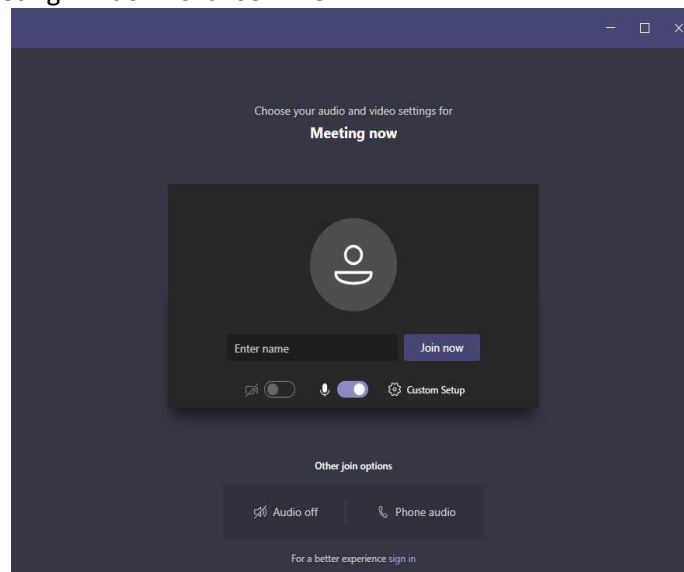
2. The Teams internet page will open.

You will be prompted in your browser to **Open Microsoft Teams**. (You *can* continue in your browser, but for best results, click the link to download and then open the Teams app on your computer.)



*Note, to use Microsoft Teams on a computer or laptop you will need to have a camera, microphone and speakers. Web browsers including Internet Explorer, Firefox, and Safari don't support Teams meetings. Please ensure you are using a supported browser (i.e. Google Chrome or Microsoft Edge) before you try to join the meeting.*

3. Teams opens the meeting window. Click **Join Now**.



Hardware requirements for Microsoft Teams can be found in the link below

<https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>