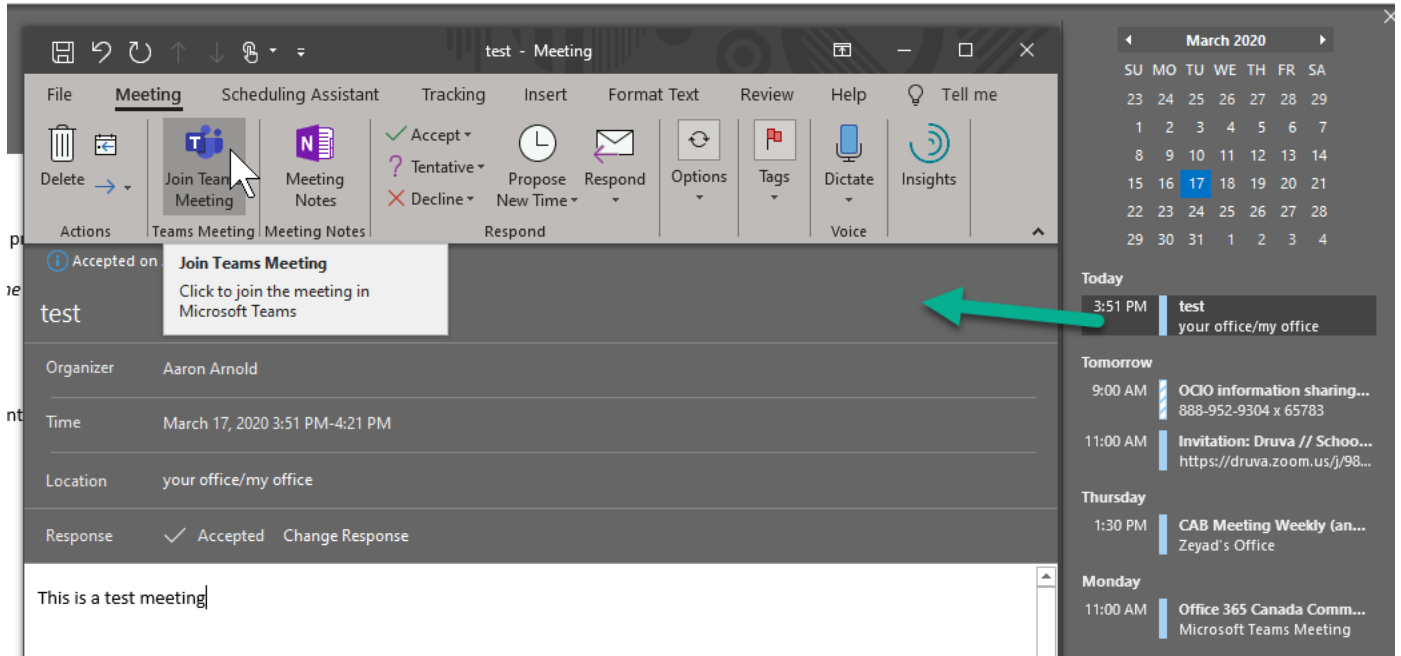
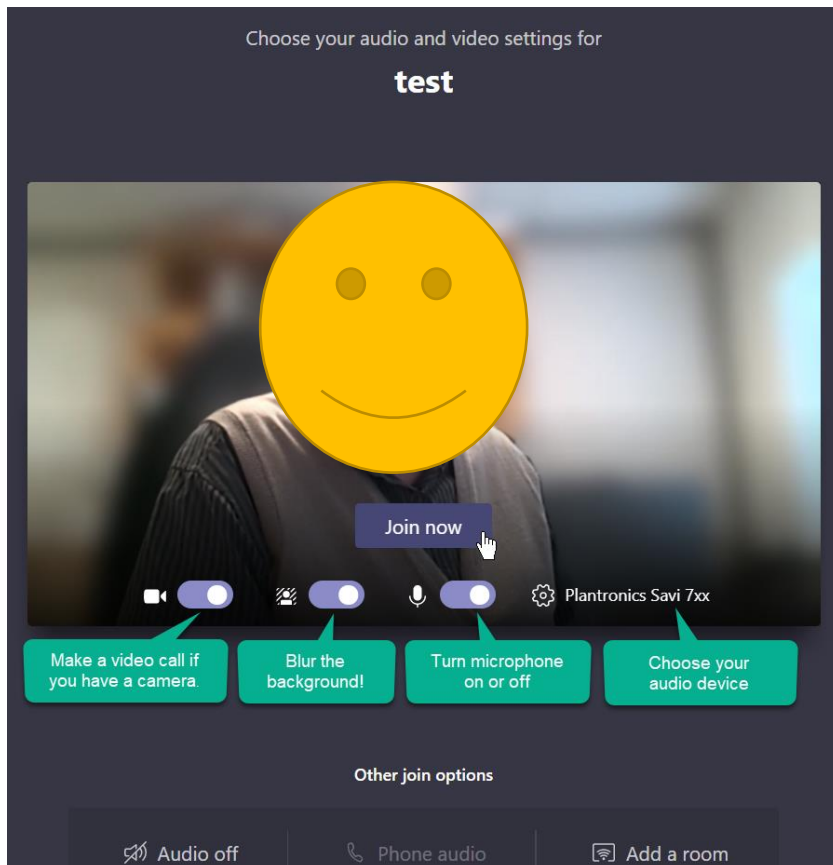


# Answering a Teams Meeting Request

If you are invited to a scheduled Teams meeting, it will show up on your calendar in Outlook, like any other meeting request. Open the meeting request and click on Join Teams Meeting:



This will open the Teams client and present you with a few options to choose before joining the meeting:



When you're ready, click Join now.