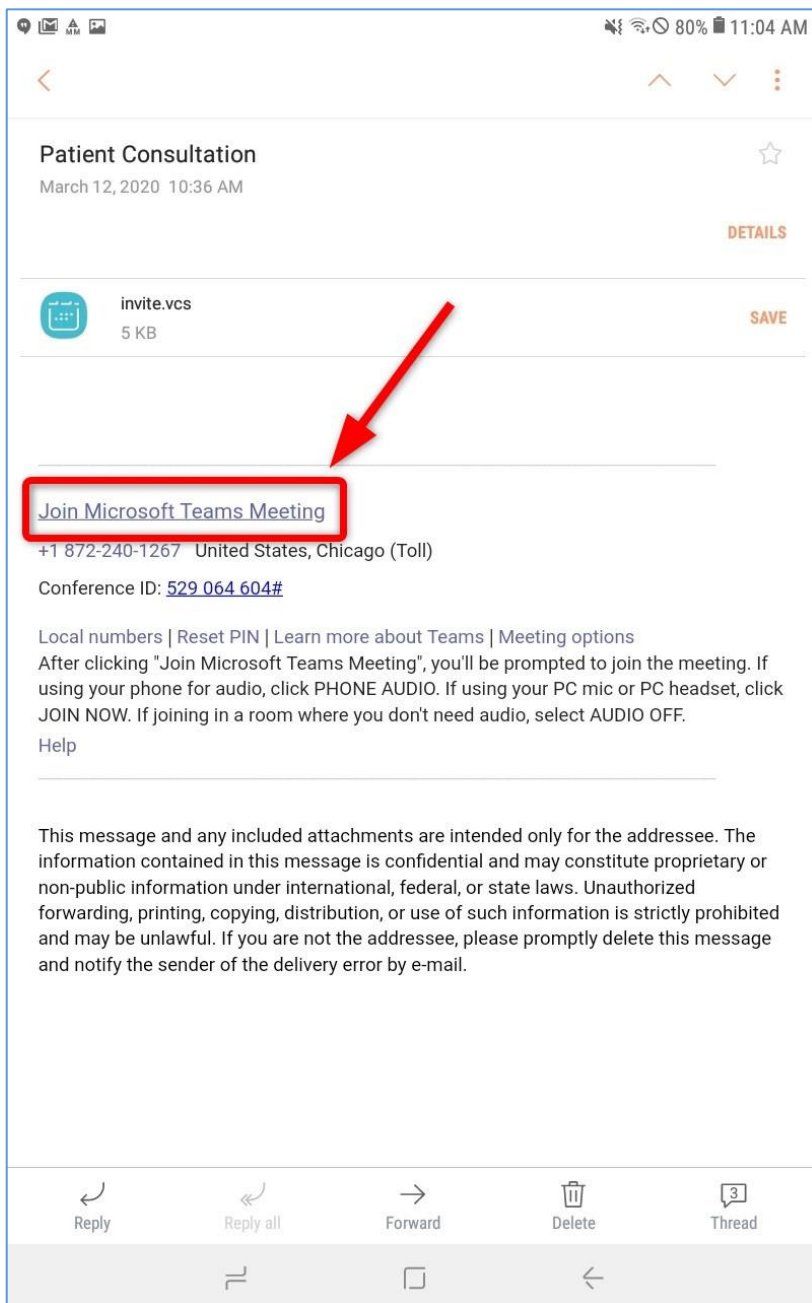


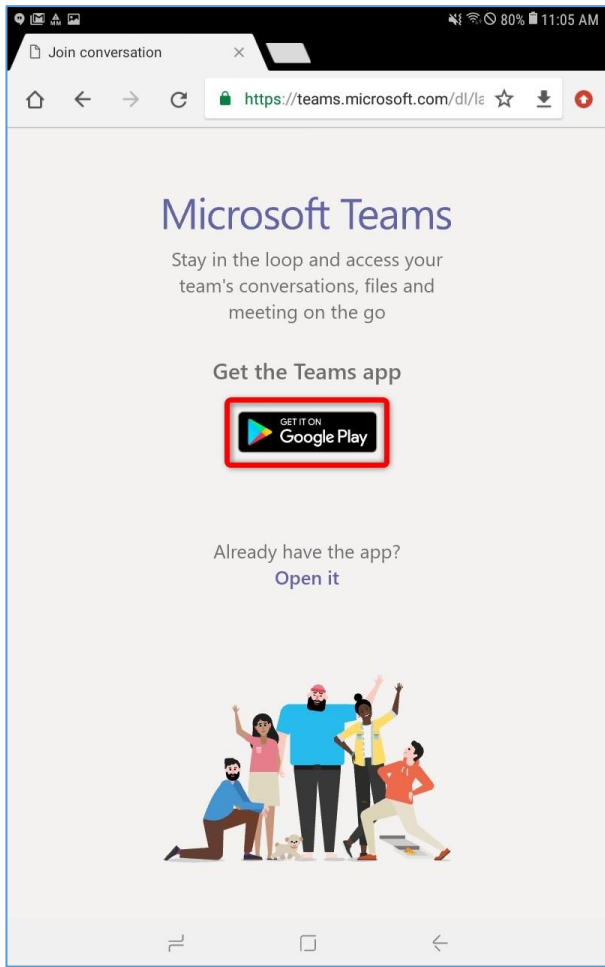


Connecting to a Northwestern Medicine Teams meeting from an external Android

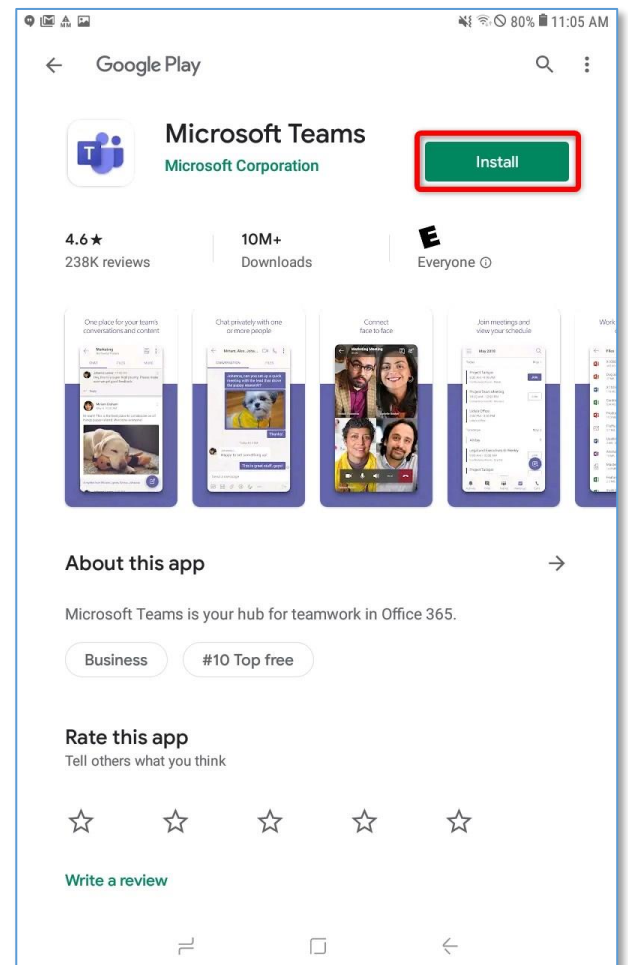
This document outlines the process for any guest with a non-Northwestern Medicine Android who needs to connect to a Northwestern Medicine Microsoft Teams meeting.



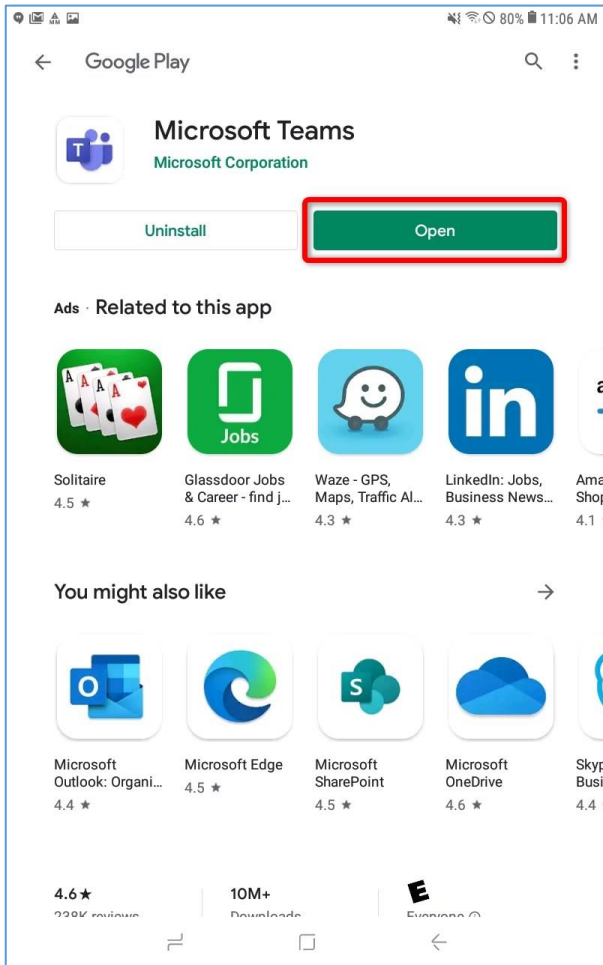
1. Open the email on your mobile device and tap the **Join Microsoft Teams Meeting** link.



2. Tap for **Google Play**.

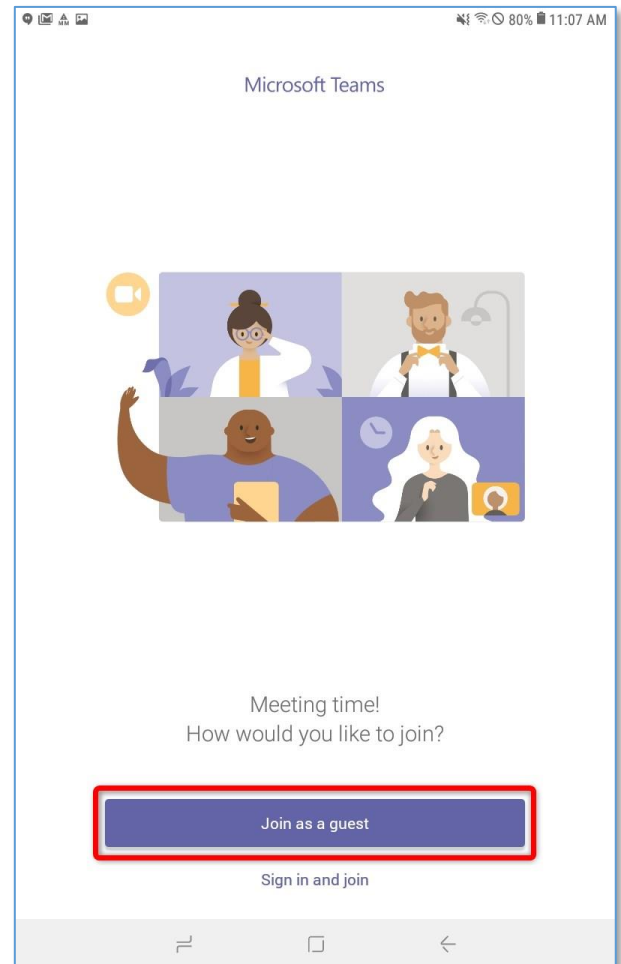


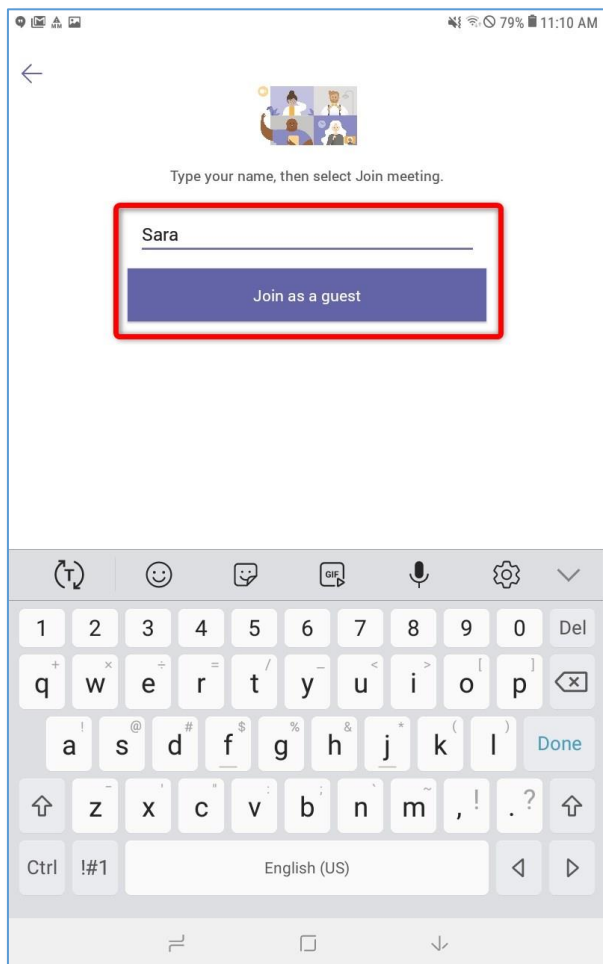
3. Tap to **Install** the Microsoft Teams app.



4. Once installed, tap **Open**.

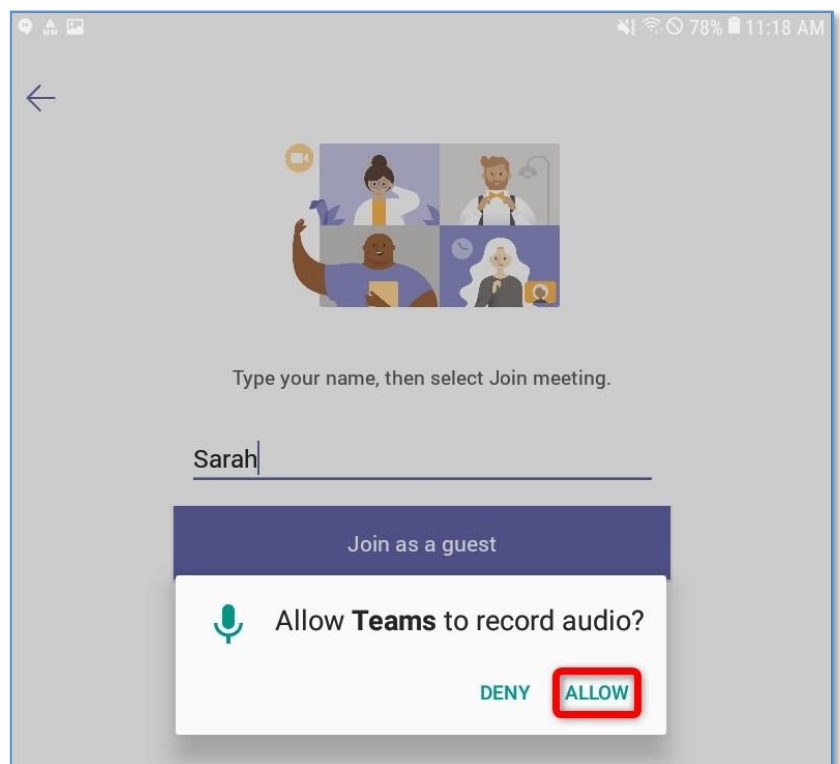
5. Tap **Join as a guest**.

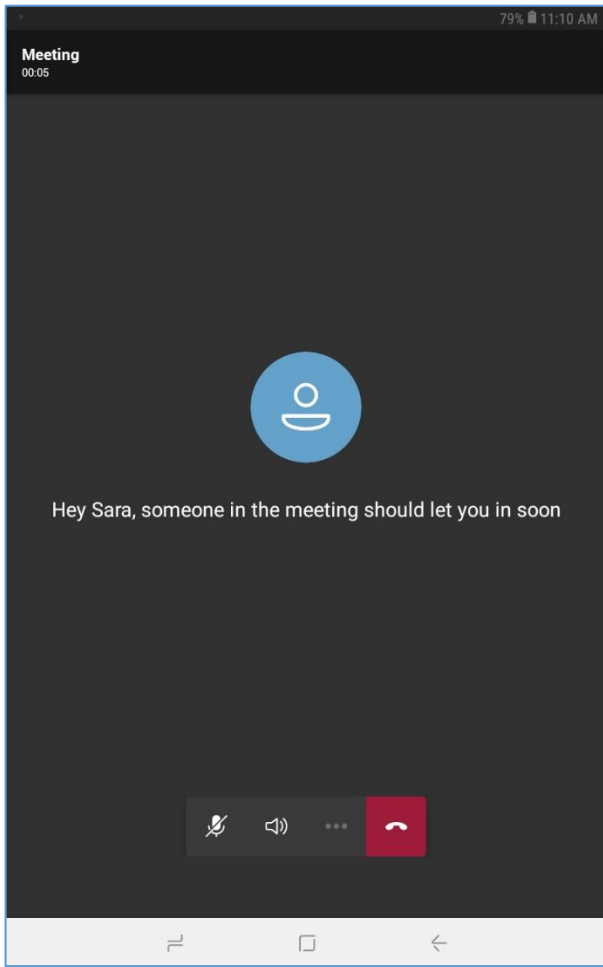




6. Enter your name, so you can be identified in the meeting. Tap **Join as a guest**.

7. If prompted to allow Teams to record audio, tap **ALLOW**.



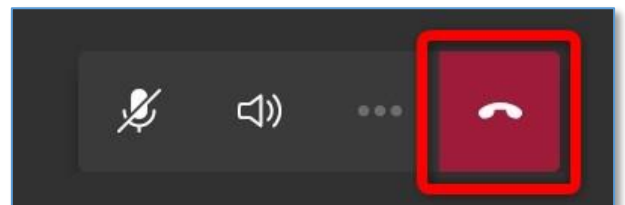
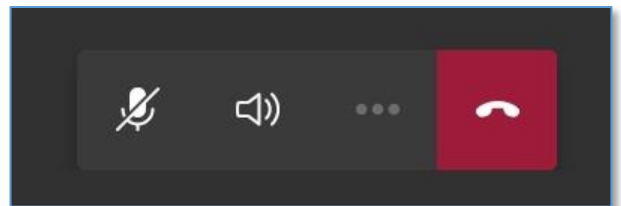


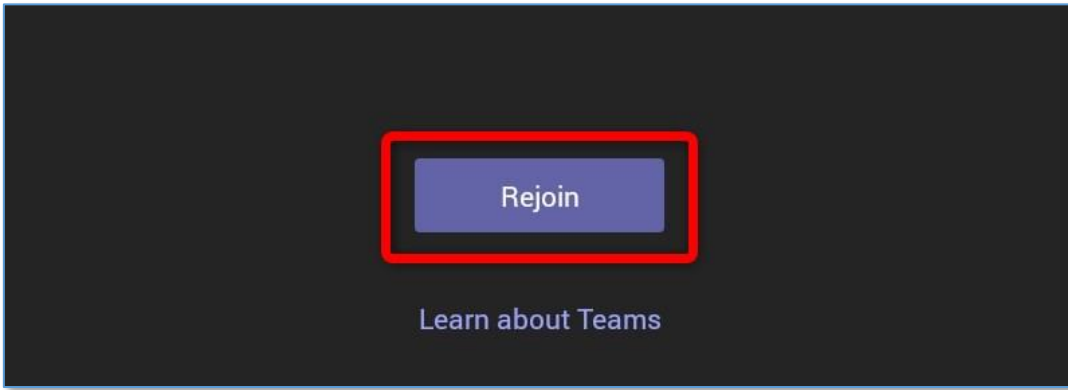
8. If you receive the message “...**someone in the meeting should let you in soon**,” please wait for the Northwestern Medical staff member to join the meeting.

9. Once allowed into the meeting, you may not see the video icon:



If that’s the case, tap the red box with the phone icon to hang up, then you can easily rejoin the meeting.





10. Tap to **Rejoin**.

11. You may notice your camera and microphone are marked as off. Simply **Tap to enable** your video camera and microphone.

