

Join Teams

New Employee Orientation (NEO)

Windows/Mac

1. In your NEO invitation email, click **Join the meeting now**.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

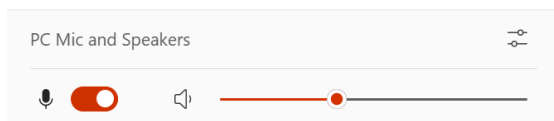
Meeting ID:

Passcode:

2. If you already have the Teams app, the meeting will open there automatically.
 - a. If you have a Teams account, select Sign in.
 - b. If you do not have a Teams account, enter your name.
3. Before joining NEO, make sure your microphone, speaker and webcam are set to the correct device. To turn your camera on before joining, toggle the camera on.



4. Toggle the audio on. You can adjust the volume with the slider.



5. When you are ready, click Join now.

[Join now](#)

iPad / iPhone / Android


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Meeting ID:

Passcode:

2. If you already have the Teams app, the meeting will open there automatically. If you don't have the app, the app store will open for you to download it.
3. If you have a Teams account, tap Sign in to join. If you don't have a Teams account, tap **Join as a guest** and enter your name to join the meeting.
4. Before joining NEO, make sure your microphone, speaker and webcam are set to the correct device. To turn on your video before a meeting, tap **Video is off**  before you join.
5. When you are ready, click Join now.

[Join now](#)