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.