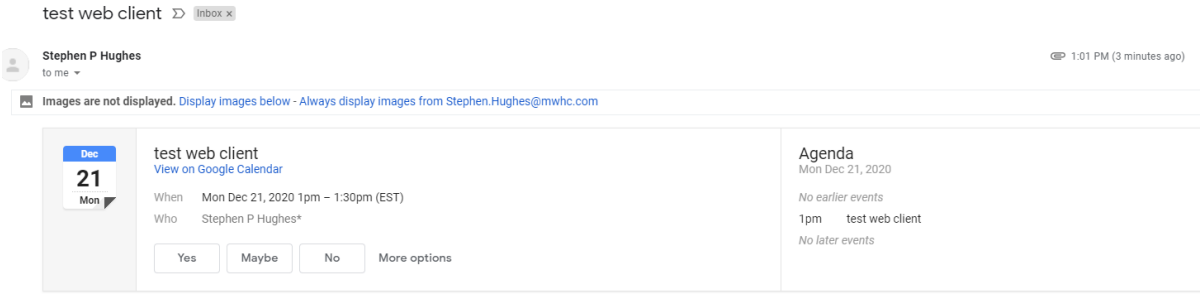1. **You'll get an invite through your @rafimaging.com email address (For this example all screen shots came from my experience using my external email address (stevehughes451@gmail.com):**
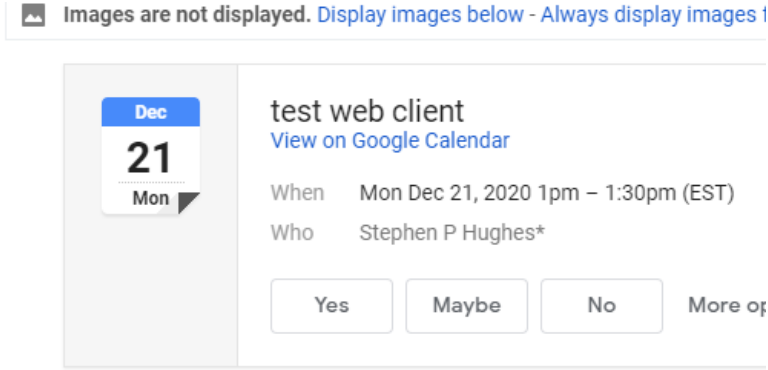
test web client ⟲ Inbox ×

Stephen P Hughes
to me ▾

🖼 Images are not displayed. Display images below - Always display images from Stephen.Hughes@mwhc.com

1:01 PM (3 minutes ago)

Dec 21 Mon

test web client
View on Google Calendar

When   Mon Dec 21, 2020 1pm – 1:30pm (EST)
Who   Stephen P Hughes*

[Yes]   [Maybe]   [No]   More options

Agenda
Mon Dec 21, 2020

No earlier events

1pm   test web client

No later events

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 540-741-8326,,526911347#   United States, Roanoke

Phone Conference ID: 526 911 347#
Find a local number | Reset PIN

Help MWHC save money and improve your audio experience by using a headset and joining the conference through your PC or using the "Teams" App on your phone or tablet. Please only use Phone Audio as a last resort.

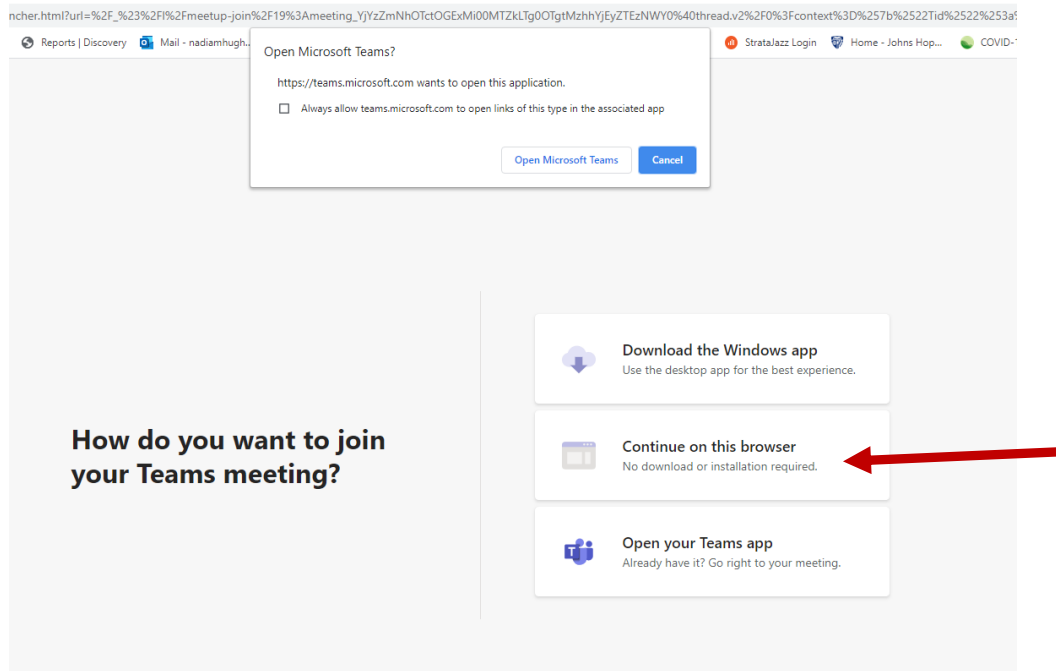2. **Click on the "Click here to join…" link:**

🖼 Images are not displayed. Display images below - Always display images 1

Dec 21 Mon

test web client
View on Google Calendar

When   Mon Dec 21, 2020 1pm – 1:30pm (EST)
Who   Stephen P Hughes*

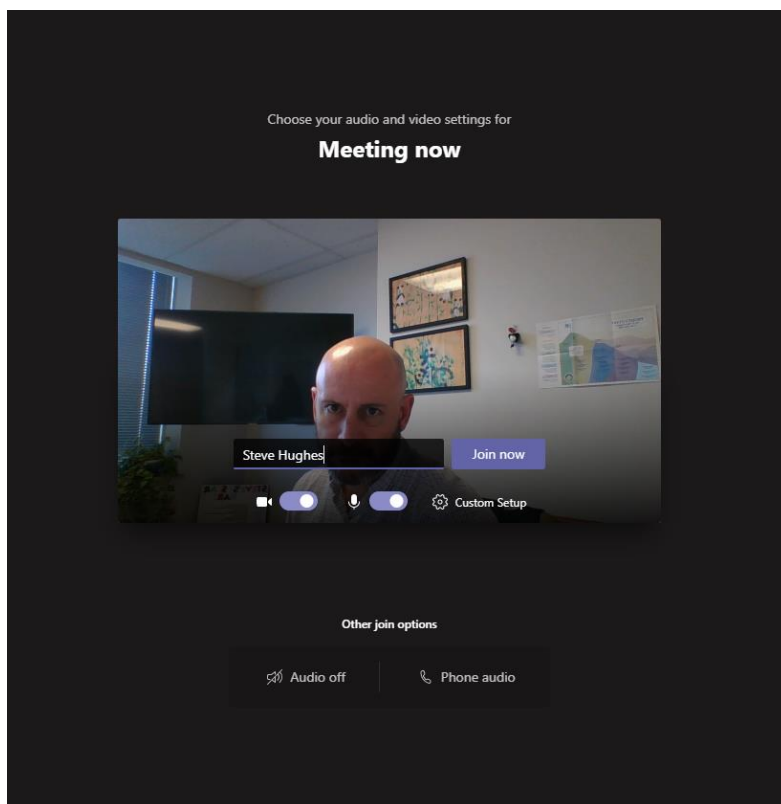[Yes]   [Maybe]   [No]   More op

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting ⟵

Or call in (audio only)
+1 540-741-8326,,526911347#   United States, Roanoke

Phone Conference ID: 526 911 347#
Find a local number | Reset PIN

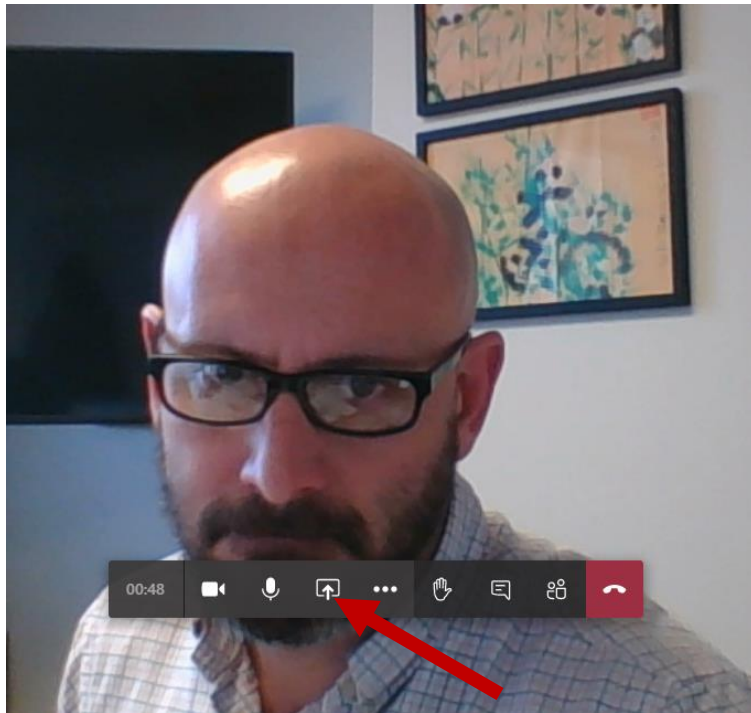3. **You can launch the meeting using your browser or, if you have the Teams App installed locally, you'll be able to launch using the app (even form an invitation that comes from outside your organization), but let's continue by using the browser:**
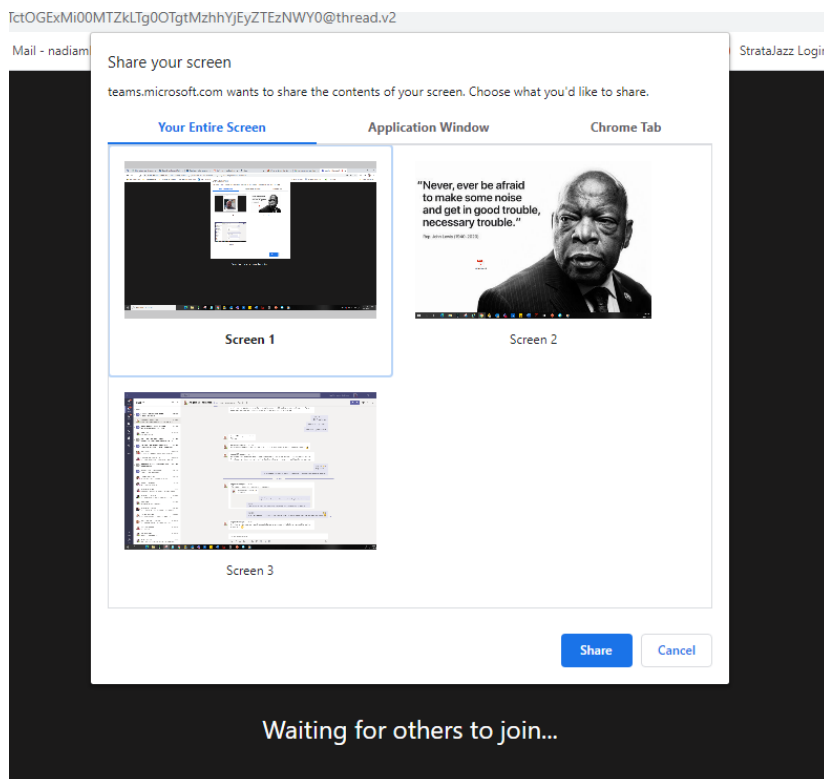

4. **Here's what you'll see if you just choose the browser option. Note that the only real difference is you will enter your name in the field next to the "Join" button, and you will be connected as a Guest of the host (in this case MWHC):**
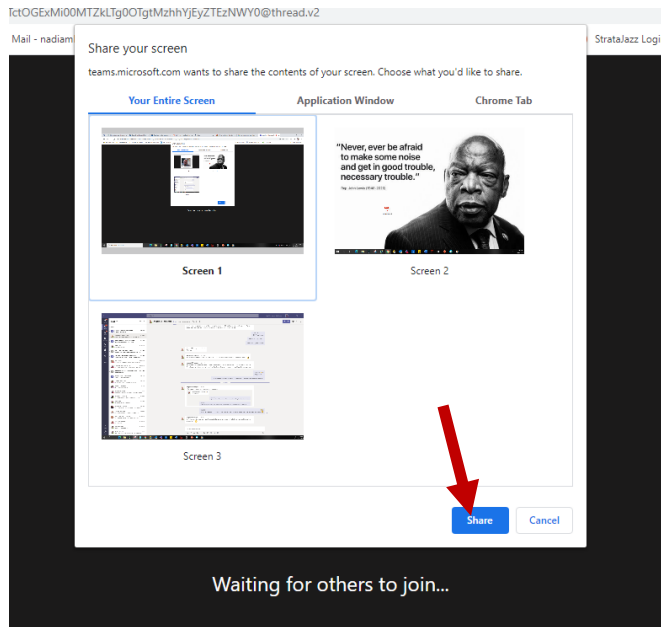
5. **To Share your screen, you will use the same button as you would in the desktop version:**

6. **The Sharing option menu looks a bit different in the browser version, but it works the same as in the desktop version.**

7. **Just Select your screen sharing option (entire screen, application only, or your browser tab) and hit Share:**

8. **Just click "Stop sharing" when you're done:**