

TC Energy Microsoft Teams User Guide

Please visit [Microsoft Teams Online Instructions](#), or use the following guide to access the Teams meeting.

There are three ways you can access the Teams meeting to attend the event.

1. [Download Teams app](#) for free for your desktop, iOS, or Android Phone.
2. Use Teams on the Web at: <https://teams.microsoft.com>.
3. Call-in to the meeting on your telephone using the **Conference ID #**.

Download the free Teams app on your computer or mobile device prior to the meeting to ensure the best user experience.

To join the Teams meeting from using your **computer app**, use the following instructions:

1. Click the **Teams invite** provided to you by West Path Delivery Program Team.
2. Select **Join now**.
3. **Enter your name**.
4. Click **join meeting**.
5. Please wait for someone to admit you to meeting.

To join the Teams meeting using your **mobile device app**, use the following instructions:

1. Click the **Teams invite** provided to you.
2. Select **Join as a guest**.
3. **Enter your name**.
4. Click **Join meeting**.
5. Please wait for someone to admit you to meeting.

To join the Teams meeting on the Microsoft website, use the following instructions:

1. Click the **Teams invite** provided to you.
2. Select **Join on the web instead**.
3. Follow the instructions on the screen to **allow Microsoft Teams use your mic and camera** for the meeting.
4. **Enter your name**, turn off your mic and camera, and select **Join now**.
5. Please wait for someone to admit you to meeting.

To call-in to the Teams meeting on your telephone, use the following instructions (*please note, you will not be able to view the presentation using this option*):

1. Call the number shown in your teams invite.
2. Enter the Conference ID # provided.